

DURHAM PUBLIC LIBRARY COMMUNICATIONS COMMITTEE MEETING

DATE AND PLACE: December 15, 2010, 8:00am - 9:00 am at the Durham Public Library

PRESENT: David Moore, Emily Smith, Jenna Roberts, Sibylle Carlson, Lisa Pfeiffer, Zelda Moore, Tom Madden

MEETING SUMMARY:

The following topics were discussed and designated for follow-up in the new year:

- Address FAQ (Frequently asked questions) and work on a vision statement.
- Library Director Tom Madden hopes to have new website up before first of year
- Document and archive all information to create a historical record. The documenting should be both electronical copies and paper copies. This is possible role for Katie Fiermonti (new hire).
- Dedicate a place in the Library for information about the new Library.
- Refine/simplify the process for disseminating information about Library. Building Committee & Development Committee send information to K. Fiermonti to craft message. All communication must pass through the campaign committee, therefore, K. Fiermonti sends the message to Sandi Mitchell than back to Doug and Tom.
- Town of Durham is planning to send a systematic survey of town residents organized through UNH. It is unknown whether there will be questions regarding the Library in general and the new Library project. David Moore will inquire about this.
- Will the Library have a chapter in the town's revised master plan?
- Design a process for reporting on events that have been held i.e. designate a "Reporter" for meetings in order to capture the essence of the meeting.

SUBMITTED BY: Lisa Pfeiffer