

HINSDALE PUBLIC LIBRARY

Strategic Planning Committee Minutes

Hinsdale Public Library

December 13, 2021, 12:30 p.m.

Present: John Bloomfield, Chair; Kim Kiyosaki, Julie Liesse, Dick Munson, Denise Wong

Also Present: Executive Director Karen Kleckner Keefe, Acting Assistant Director Roberta Johnson

The meeting was called to order at 12:35 p.m.

On a motion by Dick Munson and seconded by Kim Kiyosaki the minutes from the November 5 and November 22 meetings were unanimously approved.

RFP Evaluation Rubric

John Bloomfield reviewed the proposed rubric for evaluating Strategic Planning Proposals.

The committee discussed how best to evaluate candidate's data science skills from the information they were asked to provide in their proposals.

The committee will develop a second rubric to use in final interviews. Candidates will be asked in more detail about their data science skills and may be asked to send a sample plan in advance.

The committee discussed how they would evaluate proposals from firms that could perform all aspects of the project "in house" and those who recommend a separate data delivery partner.

Next Steps

After the committee reviews proposals, they will identify questions to be asked of the finalists' references. There will likely be several questions that are asked of every reference and some that are custom to each candidate.

On a motion by Kim Kiyosaki and seconded by Denise Wong, the meeting was adjourned at 1:15 p.m.

Approved: January 18, 2022

