

Library Facility Task Force
September 17, 2014 5:00 pm

Winter Park Public Library Meeting Room

Members Present:

Jeffrey Jontz, Jan Walker, Nancy Miles, Sam Stark, Chip Weston, Daniel Butts, Gary Barker, Shawn Shaffer, Randy Knight. Also attending Marilyn Crotty and Larry Adams, from ACi.

The meeting was called to order at 5:08 pm.

Sam Stark introduced Marilyn Crotty of the Florida Institute of Government at UCF who is the facilitator for the community forum that will be held in the Woman's Club of Winter Park this evening from 6 - 8 pm.

Ms. Crotty reviewed her role for the evening and instructed the Task Force how to draw maximum input from the small groups they would be leading. She had specific directions for them as to the role of the recorder and how brainstorming is best used in small groups.

The evening's timeline was reviewed:

- Teen Board members and staff will have people sign in and give them name tags.
- Sam Stark will welcome the attendees.
- Shawn Shaffer will be introduced and give a presentation.
- Marilyn Crotty will be introduced and she will give the group instructions about break-outs and the plan for the evening.
- Each small group will be led by a Task Force member, who will capture the essence of what is said on flipcharts.
- The top three recorded highlights from each small group will be summarized and presented to the whole group.
- Sam Stark will introduce Larry Adams from ACi, who will then give a short presentation.

Marilyn will collect the reports from the flip charts at the end of the evening and will compile the information into a report for the Task Force.

Mary Gail Coffee will be live tweeting via the Library's Twitter account ([@WPPLibrary](#)) using the hashtag #FutureWPPL, and she will be taking photos.

The meeting moved to the Woman's Club for the Forum.

Meeting was adjourned after the Forum at 9:00pm