

**SPECIAL MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD THURSDAY, OCTOBER 13, 2016**

CONVENE: Board President Dr. Morgan convened the Special Meeting of the Monrovia Library Board on Thursday, October 13, 2016 at 7:00 p.m., at the Monrovia Community Center Senior Game Room, 119 West Palm Avenue, Monrovia, California. Staff in attendance: Public Services Director Tina Cherry, Library Manager, Carey Vance, and Administrative Assistant Miga Wang.

PLEDGE OF ALLEGIANCE: Boardmember Harvis led the Flag Salute.

ROLL CALL: In attendance: Boardmembers Walters, Harvis, Wall, Vice President Carlson, President Dr. Morgan.

PRESENTATIONS: Consultant Jennifer Sweeney and Ray Patchett provided an update on the Library Strategic Plan.

ACTION ITEMS:

- Key Stakeholders Workshop #1, September 17, 2016 – The conversations were focused on the vision and mission of the library.
- Community Forum #1, October 8, 2016 – Topic: *Exploring the Future* ~ the discussion was focused on the library's challenges, strengths, and priorities.
- Community Forum #2, October 13, 2016 – The Staff focused forum involved the same topics as forum #1.
- Survey – will be sent out via electronic mail when finalized. The goal is to reach key people in the community in hopes that they will pass the survey around within his/her community. Paper survey copies will also be available. The survey is scheduled to close on November 3, 2016 to have some preliminary information to work with on the next Key Stakeholders meeting on November 10.
- Key Stakeholder interviews – The plan is to hold 30-45 minute interviews with ten key stakeholders. The interviews will consist of six questions that will focus on the library's challenges, strengths, and priorities.
- Key Stakeholders Workshop #2 is scheduled on November 10, 2016. This workshop will be focused on the SWOT analysis (strengths, weaknesses, opportunities and threats).
- The Final meeting will be with the Strategic Change Team consisting of Tina Cherry, Carey Vance, Rebecca Elder, Elizabeth Schneider, and Julie Gallardo. The meeting is scheduled for November 16, 2016. This meeting will focus on drafting the SMART goals.

ADJOURNMENT: The Special Meeting of the Library Board was adjourned at 7:42 p.m.