

# Altadena Library District Board of Trustees

## Committee Report - Strategic Planning Committee

March 2019 | Committee Members: Katie Clark (Chair), Jason Capell, Cindy Cleary, Hafsah Abdus-Shakur, Cynthia Carmona, Anne Chomyn, Sharon Collins, Juanita Gutierrez, Monica Hubbard, Veronica Jones, Cherri King; Jill Barnes-Hawkins (*proposed member*)

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### *Meetings*

#### **Saturday, March 16, 4:30-6:00pm, Bob Lucas Branch Library**

**Present:** *Katie Clark (chair), Hafsah Abdus-Shakur, Cynthia Carmona, Juanita Gutierrez, Veronica Jones, Cherri King; Jill Barnes-Hawkins (proposed member)*

#### **Monday, March 18, 6:30-8:00pm, Bob Lucas Branch Library**

**Present:** *Katie Clark (chair), Cindy Cleary, Anne Chomyn, Sharon Collins, Monica Hubbard*

### **I. Formation & Scope of Work**

The Strategic Planning Committee is a Special Committee tasked with developing a new strategic plan for the Altadena Library District. The Board approved the recommended slate of committee members at its regular February meeting. One additional applicant whose materials did not reach the committee in time for consideration at the February meeting was Jill Barnes-Hawkins (statement of interest enclosed), who attended the initial meeting of the committee as a member of the public. The work of the SPC will be supplemented and/or facilitated by a strategic planning consultant hired by the District.

### **II. Initial Meetings & Visioning**

Due to scheduling constraints, it was necessary to hold two (identical) initial meetings, both of which were noticed 72 hours in advance in accordance with the Ralph M. Brown Act. The agendas for both meetings are included in this report. This initial meeting was designed to let the committee members meet one another, to provide an opportunity to brief everyone on the Brown Act, on prior strategic planning processes, the RFP process for a consultant, an estimated timeline for the completion of the strategic plan, and to provide an opportunity for some preliminary visioning/large-scale planning to begin.

Both conversations were rich and interesting, touching on a wide range of topics from programming to facilities to the role of the library in Altadena. Several themes began to emerge, namely:

- (1) The importance of a sense of community, and the critical role the Library District plays in developing that sense of community at the Main and the Bob Lucas Branch;
- (2) A desire for creative, innovative programming that serves the entire community, and that considers what patrons at every stage of life might want;
- (3) The critical importance of a re-imagining/renovation/refurbishment for the

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- Bob Lucas Branch Library;
- (4) Prioritizing the parity of services, programming, and attention for West Altadena (and all areas that are less well-served or less accessible to the Main Library);
  - (5) A serious concern about the future of the facilities needs and ADA compliance;
  - (6) A need for intentional, inclusive, high-quality outreach to the community;
  - (7) A desire to build partnerships between the District and other library systems, other public agencies and local bodies (including Town Council), local businesses, and non-profits.

Committee members were asked to start informally surveying their friends, neighbors, and members of their networks to get a sense of how their communities viewed the library, asking questions like: Do you currently use either the Main Library and/or the Bob Lucas Branch? Why/why not? What would you like to see from the Altadena Library District?

A follow-up conversation will be scheduled for late April to discuss the results of these conversations and to engage in further discussions about some core values and a mission that might drive the District.

### **III. Consultant RFP**

A final version of the RFP (also included in this report) was finalized and posted on Thursday, 3/21/19, after input from the committee at both meetings.

### **IV. Recommendations**

The Chair recommends the following action:

***That the Board approve Jill Barnes-Hawkins as a member of the Strategic Planning Committee.***

Report prepared by:  
Katie Clark, Strategic Planning Committee Chair

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### **Statement of Interest: Jill Barnes-Hawkins**

Hello Katie, this is Jill Barnes-Hawkins responding to your request for interest in involvement in the Altadena Library District strategic planning process. I am interested in becoming an active member of the Planning Committee.

You may find that my background and experience could prove useful in this strategic planning process. My professional career started in 1977 as a high school English teacher in Glendora. I taught for eight years before leaving that profession and transitioning into a banking career.

Over the course of 30+ years in banking I have been responsible for the national training programs in support of a 300 branch network before moving into more direct sales and business leadership positions. For the last 15 years of my career, prior to my retirement, I was the President of the Retail Banking Divisions for three regional banks in Southern California. I was responsible for the strategic direction of those business units.

I have been involved in various non-profits serving the San Gabriel Valley. I served on the board of Hathaway-Sycamores for nine years, including chairing the Governance Committee. I served as board chair for Aids Service Center. I briefly served on the boards of The Armory and Boston Court. I resigned these last two boards as my work took me to Irvine 7 days a week. During the active board years I served, facilitated and chaired various strategic planning efforts as well.

I have lived in Altadena over 40 years (with the exception of a 2 year New York assignment and two years in Huntington Beach). I graduated from John Muir High School and attended Pasadena City college. I view Altadena as my forever home, it's my town, and I look forward to serving my community.

Thank you,  
Jill Barnes

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### **Initial Meeting of Strategic Planning Committee | AGENDA**

*Altadena Library District Bob Lucas Branch - Saturday, March 16, 2019 - 4:00-5:30 p.m.*

*Altadena Library District Bob Lucas Branch - Monday, March 18, 2019 - 6:30-8:00 p.m.*

- 1. Call to Order**
- 2. Open Session**
  - a. Roll Call
  - b. Approval/Reordering of Agenda Items
  - c. Adoption of Agenda
  - d. Public Comment on Non-Agenda Items
- 3. Committee Member Introductions (*informational*)**
- 4. Update on Strategic Planning Process (*informational*)**
  - a. Prior Strategic Planning processes
  - b. RFP for facilitator/consultant
  - c. Timeline
- 5. Preliminary Visioning/Planning Exercise (*discussion*)**
- 6. Proposed Future Agenda Items**
- 7. Adjournment**

**PUBLIC REQUESTS FOR DOCUMENTS:** *The District provides a public inspection copy of all materials included in the agenda packet distributed to committee members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.*

**PUBLIC COMMENT & PARTICIPATION:** *This meeting is open to the public, and individuals may address the committee regarding any item of committee business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Committee Chair, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the committee to take action on any item not on the agenda. If speaking before the committee, please give your name and state the agenda item and/or issue you wish to address. Thank you for your interest and participation in this process.*