

**LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
THURSDAY, MAY 16, 2019**

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**CALL TO ORDER** – Chair Elizabeth Renfrew called the meeting to order at 4:30 p.m. in the Library Conference room.

**PLEDEGE OF ALLEGIANCE** – Trustee HasBrouck.

**ROLL CALL:** Trustees Miriam Carter, Barbara Delphay, Janet HasBrouck, Elizabeth Renfrew, and Alice Wang; Director of Library and Museum Services Darlene Bradley (Secretary); Library Services Managers Roger Hiles and Pat Smith.

**ABSENT** – None

**PUBLIC COMMENTS** – None

**REPORTS FROM LIBRARY TRUSTEES / LIAISONS** – Chair Renfrew went to the Pancake Breakfast and saw Library staff there. Trustee Wang let the Board know that a special check for \$3,100 for a new AWE early-literacy workstation is on its way from the Arcadia Chinese Association.

**REPORTS FROM THE DIRECTOR**

**Announcements/Statements/Reports**

**Director's Update:** Director Bradley let the Board know about the upcoming community forum on Measure A on May 22 at the Santa Anita Race Track. She updated the Board about the recent City Council budget study session which reviewed the proposed City budget. The May 28 study session has been cancelled. She also reviewed upcoming City and Library events. The Director informed the Board that part-time Librarian Meghan Shea has resigned; she will work through the end of May. Passport Services is interviewing for a new Library Clerk, and one of the Library Aides gave her notice and will be replaced from an existing list. Brittani Alberto is the new Museum Education Coordinator.

**Summer At Your Library Presentation:** The Principal Librarian for Youth Services, Petra Morris, gave a brief presentation on this year's *Summer at Your Library* (SAYL) program, which starts June 1. This year's theme, *It's Showtime at Your Library!* will offer a wide range of activities, programs, performers, storytimes, and special outreaches into the community. Arcadia High School students will be leading a seven-week science program.

**Monthly Statistical Report (April 2019):** Technical problems and software issues were noted as having affected circulation statistics; holds have increased again. The number of adult programs has decreased due to a change in how one-on-one computer tutoring is recorded. Passport Services statistics and wait-times for appointments were discussed.

**Monthly Report Narrative (April 2019):** Flash-mob incident was reviewed. The dramatic increase in holds was discussed: changes in procedures have led to shorter wait-times and better customer service. Director Bradley discussed how well Library Aides have done filling scheduling gaps at the Gilb Museum. She also review the progress of the Student Success Initiative.

**Financial Report (March 2019):** Director Bradley reported that annual spending is generally on track, although there have been unforeseen expenses with the vehicle maintenance fund due to repair parts for the generator and general building maintenance costs.

**Auditorium Policy Exception:** The Director reviewed the Library's policies for public use of the Auditorium and discussed a request by Maki Hsieh, Director of the Arcadia Performing Arts Center, to use the Cay Mortenson Auditorium for a fundraiser on June 30, 2019. Library staff have reviewed the potential costs and issues associated with making an exception to the Library's policy of not making the auditorium available when the Library is closed. The Board discussed the request and the issues it raises, and agreed to table the discussion until the next Board meeting on June 20, 2019.

**Gilb Museum of Arcadia Heritage:** Director Bradley reviewed the Museum's recent events, including the very successful Cinco de Mayo event, which was attended by over 220; over 50 people visited the Museum that day. She also discussed upcoming events, including new summer programming for children. The new Museum Education Coordinator has started.

**Calendars/Flyers/Articles/Attachments:** The upcoming Community Conversation, Volunteer Breakfast, and adult *Summer at Your Library* programs were discussed.

#### CONSENT CALENDAR

- a. Approve the Regular Meeting Minutes of April 18, 2019  
Recommended action: Approve

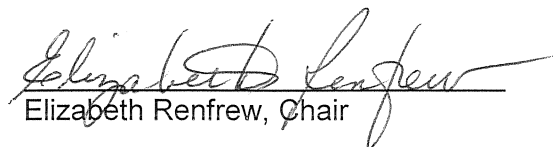
The Motion to approve the minutes was moved by Trustee HasBrouck, seconded by Trustee Delphey, and carried on a voice vote.

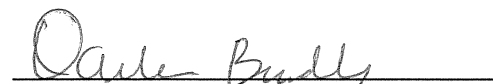
AYES: Chair Renfrew, Trustees Carter, Delphey, HasBrouck, and Wang  
NOES: None  
ABSTAIN: None

#### ADJOURNMENT

Chair Renfrew adjourned this meeting at 6:30 p.m. to Thursday, June 20, 2019, at 4:30 in the Conference Room of the Library, 20 W. Duarte Road, Arcadia.

Approved:

  
Elizabeth Renfrew, Chair

  
Darlene Bradley, Secretary  
Minutes prepared by: Pat Smith