

**MINUTES OF THE SPECIAL MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD THURSDAY, OCTOBER 19, 2017**

CONVENE: President Carlson convened the special meeting of the Monrovia Library Board on Thursday, October 19, 2017 at 7:00 p.m., in the Monrovia Public Library Community Room, 119 West Palm Avenue, Monrovia, California. Staff in attendance: Public Services Director Tina Cherry, Library Manager Carey Vance, Adult Services Supervisor Rebecca Elder, Youth Services Supervisor Elizabeth Schneider, Management Analyst Julie Gallardo, and Administrative Assistant Miga Wang.

PLEDGE OF ALLEGIANCE: Boardmember Walters led the Flag Salute.

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

PRESENTATIONS: Introduction of new Library Staff – Stephanie Aurelio, Youth Services Librarian and Jaime Cortes, Adult Services Librarian.

CONSENT CALENDAR: It was moved by Harvis and seconded by Boardmember Walters to accept the consent calendar consisting of CC-1 and CC-2. There were no objections, and the motion was unanimously approved. BoardMember Wall abstained from CC-1.

CC-1 Unadopted Minutes of the September 28, 2017 Regular Meeting

CC-2 Adult and Youth Services Program Report for October 2017

TEEN ADVISORY BOARD (TAB): Charlie Gallardo, Ani Hambarzumian both 7th graders, at Clifton Middle School, and Daniel Ornelas, 11th grade, at Monrovia High School provided updates on current and upcoming TAB events.

PUBLIC INPUT: None

AR-1 Tours and Outreach Evaluation – Norma Durian, Adult Services Librarian provided the Library Board with an update on the annual evaluation of the 2016-2017 Tours and Outreach Program.

The Library's outreach efforts targeted adults, youth, literacy, and veterans services. Staff reached out to several senior communities in Monrovia including Brookdale Senior Community, Heritage Senior Homes, and Regency Senior Homes. Services included; issuing library cards, offering programs, providing technology demonstrations, and discussing information about library services. Over 70 people were reached at the senior homes.

Outreach programs were also presented at several local organizations such as the Rotary Quota, Coordinating Council and the Chamber of Commerce meetings. Presentations emphasized the impact the programs and services have on the community as a whole. A series of workshops were geared towards retirees (or soon-to-be retirees) to assist them in their search for volunteer opportunities.

CC-1

By promoting outreach programs, seniors who are hampered by mobility issues are able to participate in library services they otherwise would not be able to including: tech help, creative activities, ebooks and more. Through these outreach visits the library has a better understanding of what the seniors needs are while creating partnerships and building relationships in the community. During the month of November, the Veteran's Services Coordinator will be providing outreach to promote the program and services. In all of last year the library sponsored 39 events and reached over 700 people.

After discussion, it was moved by Boardmember Harvis, and seconded by Boardmember Walters to the appropriate action would be in motion to: **Receive and file, AR-1 Tours and Outreach Program Evaluation.**

REPORTS FROM STAFF:

RFS-1 Tina Cherry, Public Services Director

1. Library Park Enhancements Update - The library will continue to work with ABHE Design on construction and cost estimates. A special session might be held at the end of the year to present these plans to the Library Board and the Community Services Commission. Library Park enhancements will include repair to the playground area which has been approved by the council. The playground will be closed for approximately one week for repairs, starting December 11.
2. Monrovia Reads Update - The program will be transitioned to a school outreach based literacy program. Several committees will assist in moving this project forward. Two new library associates will be hired to facilitate this program.
3. Community Improvements - The new smart trash cans "Bigbelly" have been received and will be installed next week. The new Broadband wiring for the Cenic Library project will also be installed in the near future underneath the street. This will improve internet speed for the library.

RFS-1 Carey Vance, Library Manager

1. Google's Instant 360 Street View video is now posted on the City's website. This is great publicity as it displays professional photo stills of the library that are now in our possession.
2. Update on Strategic Plan - The library will be implementing all strategic goal elements into the library report. In January, a report will be presented on the first quarter of 2018 detailing what the library plans and goals will be at that point.
3. Veterans Resource Center – A new resource called *VetNow* by Brainfuse, an online company, will be available for online benefits coaching for veterans. This service will assist veterans with their resumes and job searches. It is a free service provided by the grant program.
4. Holiday Programming – Santa Storytime will be presented December 5 & 6. Other holiday programs include Family Weaving Night, Movie Mania Night and the Teen Scavenger Hunt. The Holiday Sounds Concert will be held on December 2.
5. A brunch hosted by the Library Boardmembers will be held on Thursday, November 30.

LIBRARY BOARD LIAISON REPORTS:

- LR-1** President Carlson: The Library Foundation is moving forward with the Little Library at Station Square.
- LR-2** Boardmember Harvis: The Historical Museum had its' 25th anniversary on October 1.
- LR-3** Boardmember Morgan: Excused.
- LR-4** Boardmember Wall: Excused. – Carey presented a tentatively scheduled date of Sunday, April 22, 2018 for the Literacy Fundraiser.
- LR-5** Vice President Walters: The Children's book sale was very successful. The next book sale will take place during Monrovia Days on May 18 and 19. The next meeting will be in January.

NEXT MEETING:

A Library Board special meeting will be held on Wednesday, January 24, 2018 at 7:00 p.m. at the Monrovia Community Center, Monroe Room.

ADJOURNMENT: The special meeting of the Library Board was adjourned at 7:44 pm.