

**MINUTES OF THE REGULAR MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD THURSDAY, OCTOBER 25, 2018**

CONVENE: Boardmember Harvis convened the regular meeting of the Monrovia Library Board on Thursday, October 25, 2018 at 7:00 p.m., in the Monrovia Community Center, Monroe Room, 119 W. Palm Avenue, Monrovia, California. Staff in attendance: Public Services Director Tina Cherry, Library Manager Carey Vance, Adult Services Supervisor Rebecca Elder, Youth Services Supervisor Linda Rivas, Management Analyst Julie Gallardo, Youth Services Librarian Annette Simpson, Library Associate Leila Regan, Senior Administrative Assistant Miga Wang and Administrative Assistant Giana Marini.

PLEDGE OF ALLEGIANCE: Boardmember Harvis led the Flag Salute.

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

PRESENTATIONS:

CONSENT CALENDAR: It was moved by Boardmember Carlson and seconded by Boardmember Dr. Morgan. There were no objections, and the motion was unanimously approved.

CC-1 Unadopted Minutes of the September 28, 2018 Regular Meeting

CC-2 Adult and Youth Services Program Report for October 2018

TEEN ADVISORY BOARD (TAB): Justine Reyes, 12th grader at a private school, Harmony McCaskey Gutierrez, 6th grader at Clifton Middle School and Bill Kenz, 7th grader at Clifton Middle School provided updates on current and upcoming TAB events.

PUBLIC INPUT: None

AR-1 2018 Tours and Outreach Evaluation – Annette Simpson, Youth Services Librarian and Leila Regan, Library Associate. The library provides in-house tours and outreach for local Monrovia schools to encourage literacy and provide enriching experiences for grades preschool to high School. During the 2017-2018 school year, the library provided 32 tours to 1,551 students and teachers. Through the Monrovia Reads Mobile program, there were over 160 school visits to 10,118 students. The library also partnered with local senior living homes to provide enriching crafts and activities to senior citizens who may not be able to attend the library on their own.

After discussion, AR AR-1 2018 Tours and Outreach Evaluation was moved by Boardmember Carlson and seconded by Boardmember Dr. Morgan to: receive and file AR-1 2018 Tours and Outreach Evaluation.

AR-2 2018 Library Strategic Plan on Review Q3 and Forecast Q4 2018 – Carey Vance, Library Manager. A total of 40 goal activities have been completed to date. That is 64 percent of the total goal. Since accomplishing some of the goals, the library has seen improved services in many areas such as; broadband speed levels increasing by 524 percent since the launch of CENIC; a total of 4,700 total searches on the Monrovia Legacy Project online collection; and fifteen percent decrease in print costs since the implementation of new printing system. The library will be conducting a special three month statistics report in order to gain a better understanding of how and when the community uses the library. The Monrovia Reads Van has had a total of 1,094 visitors, circulated 497 books, signed up 62 people for library cards. This past year, the library has issued 396 new library cards, including 73 for City Staff. The library continues to evaluate programs to better meet community needs. Staff is expanding partnership with the Foothill Workforce Development Board to provide job skills training and support for Veterans and Literacy Learners.

After discussion, AR-2 2018 Library Strategic Plan on Review Q3 and Forecast Q4 2018 was moved by Boardmember Dr. Morgan and seconded by Boardmember Carlson to: receive and file AR-2 2018 Library Strategic Plan on Review Q3 and Forecast Q4.

AR-3 2018 Going Dark in November and December 2018 – Carey Vance, Library Manager. The Library Board will not meet in November and December 2018. The next Library Board meeting will resume on January 24, 2019.

After discussion, AR-3 2018 Going Dark in November and December 2018 was moved by Boardmember Dr. Morgan and seconded by Boardmember Carlson to: receive and file AR-3 2018 Going Dark in November and December 2018.

REPORTS FROM STAFF:

RFS-1 Tina Cherry, Public Services Director

- Stephanie Aurelio, Youth Services Librarian has resigned with the City of Monrovia; the library will be hiring a replacement soon.
- Construction drawings for the redesign of Library Park are in the works.
- Carey Vance provided an update on the strategic plan to City Council on October 2, 2018 and they were pleased with the library's progress.

RFS-2 Carey Vance, Library Manager

- Upcoming holiday programs include a special visit with the Monrovia Reads Van at Huntington Oaks, *Holiday Sounds* concert in the lobby, Santa Storytime, a Harry Potter Yule Ball, and a teen dessert decorating challenge
- Staff will be attending the Friday Night Fair in Library Park for a glow in the dark scavenger hunt
- The Annual State Report update for the 2017.2018 fiscal year will be provided at the January 2019 Library Board meeting
- Youth Services Librarian Anush Balayan applied for a Cal Humanities Grant. Proceeds will be used to host a teen photography workshop series

LIBRARY BOARD LIAISON REPORTS:

LR-1 Boardmember Carlson: The Library Foundation is working on fundraisers for the library expansion project.

LR-2 Boardmember Harvis: No report.

LR-3 Boardmember Dr. Morgan: Ready Artwork presented ways on how to enhance the library platform via social media.

LR-4 Vice President Wall: Excused.

LR-5 President Walters: Excused.

NEXT MEETING:

The next regular Library Board meeting will be held on Thursday, January 24, 2019 at 7:00 p.m. at the Monrovia Community Center, Monroe Room.

ADJOURNMENT: The regular meeting of the Library Board was adjourned at 7:42p.m.