

**MINUTES OF THE REGULAR MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD THURSDAY, JANUARY 23, 2020**

CONVENE: President Wall convened the regular meeting of the Monrovia Library Board on Thursday, January 23, 2020 at 7:00 p.m., in the Monrovia Community Center, Monroe Room, 119 W. Palm Avenue, Monrovia, California. Staff in attendance: Library Manager Carey Vance, Adult Services Supervisor Rebecca Elder, Youth Services Supervisor Linda Vera, Management Analyst Julie Gallardo, Senior Administrative Assistant Miga Wang.

PLEDGE OF ALLEGIANCE: Boardmember Walters led the Flag Salute.

ROLL CALL: In attendance: Boardmember Walters, Boardmember Thomas, Boardmember Carlson, Vice President Harvis and President Wall.

PRESENTATIONS: None.

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

CC-1 Unadopted Minutes of the October 24, 2019 Regular Meeting

CC-2 Adult and Youth Services Program Report for January 2020

TEEN ADVISORY BOARD (TAB): Charlie Gallardo, 9th grader at Monrovia High School, and Cailyn Stringer, 7th grader at Santa Fe provided updates on current and upcoming TAB events.

PUBLIC INPUT: None.

AR-1 Library Strategic Plan Q1 2020 Progress Report - Carey Vance, Library Manager provided the board with the following updates on the progress of the Library Strategic plan. A total of 53 goal activities have been completed as of January 2020. Electronic Material usage continues to grow with 7,160 checkouts from July to December 2019. Since August 2019, a Veterans Services Officer (VSO) has been on-site to provide benefit assistance to our veterans. As of the end of December 2019, 121 veterans and their families have received support and services. There was a total of 182 3D printed designs created by patrons with our Makerspace equipment last year. Since the use of 3D printers has increased, the Library Foundation approved the purchase of two new 3D printers. Monrovia Reads Van checked out 905 books and provided library services to 2,656 students and families during the 19/20 school year. The library is continuing to work on the Library Park Redesign, the launch of the new Marketing Plan and the staff development program.

After discussion, it was moved by Vice President Harvis and seconded by Boardmember Thomas to receive and file **AR-1 Library Strategic Plan Q1 2020 Progress Report.**

CC-1

AR-2 2018-2019 California Public Library Survey - Carey Vance, Library Manager, presented the Library Board with an evaluation of the 2018-19 California Public Library Survey. The California State Library collects annual statistical data from all public libraries that become part of the national collection of information coordinated by the Institute for Museum and Library Services. The information reported includes the library's activity such as population, circulation of materials, materials added, total library revenue and expenditures for fiscal year 2018-2019.

Here are the differences from the previous survey: Library Income - \$3,000 grant from Value of Libraries; The California Initiative Collection grant for \$7,331, the Library Literacy Services Grant \$31,872 and Family Literacy Grant \$55,000. The Veterans Connect grant ended, and is now supported by Friends of Monrovia Library funds. The Customer Service Desk started tracking reference questions counts, this led to a big increase. Physical item circulation increased 10% due to the first full year of operation of the Monrovia Reads Van (MRV) and the Library Express program. The offsite Programs increased 22% from MRV local schools visits. Community events had a 19% increase in attendance. The Friends of Monrovia Library's funding helped upgrade the MRV's collection with a growth of 39% from the previous year.

After discussion, was moved by Vice President Harvis and seconded by Boardmember Thomas to: review and recommend City Council approval as amended on **AR-2 2018-2019 California Public Library Survey**.

AR-3 Library Marketing Plan - Rebecca Elder, Adult Services Supervisor provided the board with a summary of the Library Marketing Plan. The plan is conceived as a two-year plan covering 2020-2022. It will coincide with the strategic plan, and will be re-evaluated and updated as needed annually. Marketing Goals will focus on Developing community awareness of the library's programs, services, and resources as well as create wayfinding and a user-friendly experience in the library. Identify and use appropriate channels and methods to market the library.

After discussion, it was moved by Vice President Harvis and seconded by Boardmember Carlson to: receive and file **AR-3 Library Marketing Plan**.

REPORTS FROM STAFF:

RFS-1 Carey Vance, Library Manager

- The Library wide Star Wars event had a total of 425 attendees. Adult Services hosted a Cantina for adult 21 and older. Children enjoyed storytime and crafts.
- The Monrovia Public Library's Veterans Resource Center was awarded a California State Senate certificate of recognition on November 11, 2019. Senator Anthony J. Portantino awarded the certificate to the library for supporting veterans and ensuring their access to resources. Veterans Coordinator, Mabel Cross accepted the award on behalf of staff and dedicated volunteers who serve veterans and their family members in the community
- The Monrovia Library Veterans Resource Center has been selected as the Military Service and Stewardship Award honoree for 2019. The Monrovia Chamber Awards and

Installation Dinner will take place on Friday, January 24, 2020 at 6 p.m. at the Doubletree by Hilton Hotel Monrovia.

•State of the City event will take place on Wednesday, January 29, at 7 p.m. at Studio Movie Grill

LIBRARY BOARD LIAISON REPORTS:

LR-1 Boardmember Carlson: The Library Foundation approved the purchase of two new 3D printers in December 2019. There is a pending meeting to meet with new City Manager, Dylan Feik.

LR-2 Vice President Harvis: No report.

LR-3 Boardmember Thomas: Black History Celebration event will take place on Saturday, February 22 from 1:00 – 4:00 p.m. at the Library.

LR-4 President Wall: Monrovia Reads Annual Fundraiser tickets are available now and will take place on March 5 at the Doubletree Hotel. Joanne Spring will be honored with the Literacy Legacy Award. Read Across Monrovia is also scheduled on March 5.

LR-5 Boardmember Walters: The Friends of the Monrovia Public Library approved a total of \$10,000 in funding for Library programs and supplies at the January meeting.

NEXT MEETING:

The next regular Library Board meeting will be held on Thursday, February 27, 2020 at 7:00 p.m. at the Monrovia Community Center, Monroe Room.

ADJOURNMENT: The regular meeting of the Library Board was adjourned at 8:30p.m.