

**MINUTES OF THE REGULAR MEETING  
OF THE  
MONROVIA LIBRARY BOARD  
HELD THURSDAY, OCTOBER 22, 2020**

**CONVENE:** President Harvis convened the regular meeting of the Monrovia Library Board on Thursday, October 22, 2020 at 7:00 p.m. Due to the current Coronavirus Pandemic, the meeting was held virtually via Zoom. Staff in attendance: Community Services Director Tina Cherry, Library Manager, Carey Vance, Adult Services Supervisor, Rebecca Elder, Youth Services Supervisor, Linda Vera, Senior Administrative Assistant Miga Wang.

**PLEDGE OF ALLEGIANCE:** Vice President Thomas led the Flag Salute.

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

**PRESENTATIONS:** None

**CONSENT CALENDAR:** It was moved by Boardmember Walters and seconded by Boardmember Wall. There were no objections, and the motion was unanimously approved.

**CC-1** Unadopted Minutes of the September 24, 2020 Regular Meeting

**CC-2** Adult and Youth Services Program Report for October 2020

**TEEN ADVISORY BOARD (TAB):** Deanna Pham, 10<sup>th</sup> grader at Monrovia High School, provided updates on current and upcoming TAB events.

**PUBLIC INPUT:** None.

**AR-1 Library Strategic Plan Q4 2020 Progress Report –** Carey Vance, Library Manager provided updates on the Library Strategic Plan. As of October 2020, a total of 53 goal activities have been completed, which is 84% of the total goal. There have been 25,865 views of the library's virtual storytimes, crafts and Makerspace videos. Patrons have borrowed 13,723 items through curbside pickup. The children's online eBook resource, TumbleBooks, had 647 login sessions. This is a 232% increase from the 195 sessions last year.

The library is working on providing activity kits to include with curbside orders. Kits will be connected to live virtual activities via Zoom that patrons can participate in. The first program will be the Gather and Make program that Adult Services is hosting. Youth Services staff have been creating STEM related film content for children. The library continues to partner with Foothill Unity to donate one book to families in need for every person who completes the Fall Reading Program.

Staff is working on reopening procedures for the library that will ensure safety for staff and patrons. The library will continue to provide virtual programming and research new ways

**CC-1**

to expand technology that will support Literacy and Veterans Services. Staff will continue to have weekly virtual meetings on a regular basis to discuss library programming and procedures.

**After discussion**, it was moved by Boardmember Wall and seconded by Boardmember Walters to: receive and file AR-1 Library Strategic Plan Q4 2020 Progress Report.

**AR-2 November and December 2020 Library Board Meetings** – Carey Vance, Library Manager. The Library Board will not meet in November and December 2020. The next Library Board meeting will resume on January 28, 2021.

**After discussion**, it was moved by Boardmember Carlson and seconded by Vice President Thomas to: receive and file AR-2 November and December 2020 Library Board Meetings.

### **REPORTS FROM STAFF:**

#### **RFS-1** Tina Cherry, Community Services Director

- To ensure proper safety precautions for both staff and patrons, the library will not consider reopening the library until 2021, meanwhile we continue to provide virtual programming and curbside pickup services. Plexiglass barriers will be installed throughout the library within the next 6-8 weeks to prepare for reopening.

#### **RFS-2** Carey Vance, Library Manager

- HelpNow has had 1,484 sessions logged in this past year, which is an increase from the previous year which was only 173 sessions.
- Last month there was a total of 3,517 items checked out with curbside pickup, staff texted over 200 patrons and responded to over 1,000 text messages, 23 ecards were created, and 930 phone calls were answered.
- The Fall Reading Program currently has 47 registered patrons who have completed 70 reading activities and have logged 6,492 minutes of reading. When the program is completed, free new books will be delivered to Foothill Unity to donate to families in need.
- The annual Holiday Sounds Concert, will be held virtually through Zoom on December 5 at 2 p.m. A live storytime with Mrs. Clause will be held virtually on December 14 at 6 p.m. Santa Storytime will be prerecorded on YouTube on Friday, December 18.

### **LIBRARY BOARD LIAISON REPORTS:**

**LR-1** Boardmember Carlson: No report.

**LR-2** President Harvis: The Historical Museum Board Meeting will be held on October 23, 2020.

**LR-3** Vice President Thomas: Monrovia Coordinating Council had 22 participants discussion the *Make a Difference Day* event and it is the National Red Ribbon Week will take place this year from October 23 – 31.

**LR-4** Boardmember Wall: Monrovia Reads partnered with Comfy Camp and Halloween Spectacular to donate books. KGEM is compiling and editing videos that were filmed for Read Across Monrovia.

**LR-5** Boardmember Walters: No report.

**NEXT MEETING:**

The next regular Library Board meeting will be held on Thursday, January 28, 2021 at 7:00 p.m.

**ADJOURNMENT:** The regular meeting of the Library Board was adjourned at 7:48 p.m.