

**MINUTES OF THE REGULAR MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD THURSDAY, JULY 24, 2014**

CONVENE: Library Board President Radford convened the regular meeting of the Monrovia Library Board on Thursday, July 24, 2014 at 7:00 p.m., in the Monrovia Community Center Monroe Room, 119 West Palm Avenue, Monrovia, California. Staff in attendance; Community Services Director Tina Cherry, Acting Library Division Manager Linda Granicy, Youth Services Librarian II Elizabeth Schneider, Adult Services Librarian II Carol Kampe and Administrative Secretary Tina Wells.

PLEDGE OF ALLEGIANCE: Boardmember Morgan led the Flag Salute.

SWEARING IN OF REAPPOINTED LIBRARY BOARDMEMBERS: Reappointed Boardmembers Carlson and Wall were sworn in by Administrative Secretary Tina Wells.

ROLL CALL: Boardmembers Carlson, Morgan, Wall, Vice President Harvis and President Radford

PRESENTATIONS: Boardmember Wall – Recognized and congratulated Youth Services Librarian II Elizabeth Schneider's on publishing her first children's book; *Create, Relate and Pop at the Library*.

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

CC-1 Unadopted Minutes of the June 26, 2014 Regular Meeting
CC-2 Adult and Youth Services Program Report for July 2014

TEEN ADVISORY BOARD (TAB): Brian Alvarado and Sean Jensen both incoming juniors at Monrovia High School provided updates on current and upcoming events. The TAB Volunteer of the Year, Brian Alvarado, was recognized for his many hours of dedicated service, 105.5 hours for the 2013 – 2014 fiscal year, to the Community and Library.

PUBLIC INPUT:

ADMINISTRATIVE REPORTS:

AR-1 2012-14 Update on the Library Operational Plan: Acting Library Division Manager Linda Granicy - Updates to the Library's Operational Plan were provided to the Library Board at the September 2009, February 2010, September 2010, September 2011 and September 2012 meetings. Due to changing staffing levels the 2013 update was not provided – this report covers the period 2012-14. The Operational Plan is a living document and is evaluated, reviewed and revised on an annual basis. It was developed to guide staff through the first five years of operation in the new building. The Plan is the foundation for operations in four service areas, Circulation Services, Youth Services, Adult Services and Literacy Services. Staff continues to use the document as a tool to maximize and improve operational efficiencies.

After discussion, it was moved by Vice President Harvis and seconded by Boardmember Wall to receive and file this report. There were no objections and the motion was unanimously approved.

AR-2 2013-14 Library Volunteer Program Evaluation: Adult Services Librarian II Carol Kampe – The library has 61 active volunteers who provide service to all areas of the library. The volunteers improve customer service, help staff stretch services and resources, and extend Library outreach. The volunteers contributed 8,800 in 2012-13 as compared 4,794 hours of service to the Library in 2013-14. The decline in both the number of volunteers

CC-1

and service hours can be attributed to attrition, new jobs, graduation and illness/injury/old age. The 4,794 volunteer hours for 2013-14 represents a staff cost savings of \$108,099.

After discussion, it was moved by Vice President Harvis and seconded by Boardmember Carlson to approve the recommendations as outlined in the report. There were no objections and the motion was unanimously approved

DIRECTOR'S REPORT: Director of Community Services, Tina Cherry

Liaison assignment handout – the liaison assignment list will be provided to the Board on an annual basis for review and updating. Vice President Harvis requested to be the liaison for the Monrovia Historical Museum. • The Station Square Open House is Wednesday, July 30 from 6:00 – 8:00p.m. and will be held in the Library Community Room. • The Julian Fisher Park Dedication will be held on Saturday, August 2 at 10:00a.m. at the Park. • Learned that the official name of the water feature being repaired at the corner of Myrtle and Lime Avenues ~ is the Farmer's Club Monument. A mason has been hired to repair the structure; all of the rock was saved and is being reused. • The Homeless and Park Conduct Committee led by Police Chief Hunt gave a presentation to City Council at the July 15 meeting – it was a comprehensive overview, presented findings and gave ideas on how to solve the problem.

DIVISION MANAGER'S REPORT: Acting Division Manager, Linda Granicy

Very lucky to have local Kohl's associates volunteer for the summer in the Library's youth and family programs. Kohl's Cares is a support and giving program which benefits the communities that they serve by donating both money and time. • California Library Literacy Services Grant - will receive an additional \$5,000. • 3M has selected the Library for product donation – the Library is eligible to receive 12 to 96 cases of product ranging from Post It Notes to band aides.

LIBRARY BOARD LIAISON REPORT:

LR-1 Boardmember Carlson: Monrovia Reads - The chili cook off is scheduled for September 20, and the Back to School distribution is scheduled for August 5. • Dolly Parton Imagination Libraries – program for pre-school age children – more information to follow.

LR-2 Vice President Harvis: No Report.

LR-3 Boardmember Morgan: No Report

LR-4 President Radford: Friends of the Monrovia Library meeting in July ~ the decision was made to hold the fall book sale October 10, 11 and 12. The bag of books will be \$3 a bag. • Approved funding requests from the Library in the amount of \$5,000. Effective May 2015 membership fees will be increased for individuals from \$15 to \$20 and family \$25 to \$30.

LR-5 Boardmember Wall – The Library Foundation will meet this Monday and review procedures, and bylaws. Planning for the upcoming fundraiser is moving along, publicity will start going out soon.

NEXT MEETING: The next regular meeting of the Library Board will be held on Thursday, August 28, 2014.

ADJOURNMENT: The regular meeting of the Library Board was adjourned at 8:18 p.m.

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