

**MINUTES OF THE REGULAR MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD THURSDAY, AUGUST 25, 2016**

CONVENE: President Dr. Morgan convened the regular meeting of the Monrovia Library Board on Thursday, August 25, 2016 at 7:00 p.m., in the Monrovia Community Center Monroe 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, Library Management Analyst Julie Gallardo and Administrative Assistant Miga Wang.

PLEDGE OF ALLEGIANCE: Boardmember Harvis led the Flag Salute.

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

PRESENTATIONS: None.

CONSENT CALENDAR: It was moved by Boardmember Harvis and seconded by Boardmember Carlson 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 July 28, 2016 Regular Meeting

CC-2 Adult and Youth Services Program Report for August 2016

TEEN ADVISORY BOARD (TAB): Leo Martinez 9th grader at a Private school, and Wendy Woerner, 12th grader at Monrovia High School provided updates on current and upcoming TAB events.

PUBLIC INPUT: None

AR-1 Library Strategic Plan (Verbal Report): Tina Cherry, Public Services Director provided an update and presented the Strategic Planning Process Map. The map included the important components and proposed timelines. The Key Stakeholder workshops are scheduled on Saturday, September 17 and Wednesday, October 26. Community Forum meetings to be held on Saturday, October 8 and Tuesday, October 13, 9:00 a.m. to 1:00 p.m. The last workshop is the SMART Goals draft meeting, it will be held on Wednesday, November 16, 9:00 a.m. – 1:00 p.m.

No action required.

AR-2 2015-16 Circulation Statistics Annual Evaluation: Julie Gallardo, Management Analyst provided the Library Board with an update on the Library Circulation Statistics for 2015-16. The Library statistics indicated a slight decrease in several areas. According to the Public Library Data Statistics (PLDS) 2015 Statistical Report, the declines are a growing trend and are not unusual since materials such as CDs and DVDS are being gradually phased out in favor of downloadable formats.

CC-1

New to the statistic table is Wi-Fi connections. There were 38,331 Wi-Fi connections tracked, which is a good indicator that patrons are using their mobile devices as an alternative to the public computers. Staff attributes the decrease in the public computer usage to this growing trend. Based on Staff's observations, there was an increase of material usage inside the library. Circulation statistics should reflect this for next year's evaluation as staff started tracking in-house material as of June 2016. Today's public library service is no longer limited to the library building. Library staff began programming in new off-site areas: Summer Reading Kick-off and weekly summer programs at Station Square and pop-up storytimes at the Friday Night Fair.

The staff have discussed various ways to help increase circulation, including: strategic use and expansion of book displays, reconsideration of checkout limits, creating "book bundles" for checkout on a single subject (popular with Children's items), and relocation of some collections to more highly visible areas. We will also be working with the Strategic Plan consultants and using feedback from the community to see how we can improve our collection and increase overall circulation.

After discussion, it was moved by Boardmember Carlson and seconded by Boardmember Harvis to Receive and file AR-2 2015-16 Circulation Statistics Annual Evaluation.

REPORTS FROM STAFF:

RFS-1 Carey Vance, Library Division Manager

Updated the Board on the library's online resources and databases including:

- Zinio – Digital online magazines
- JobScout - Online learning platform that teaches the basic Internet skills you need to find a job, and online help with résumés.
- Brainfuse - Online homework help.
- Pro-Active-Tutoring – Beginning September 19, and every Monday and Tuesday from 4:00 – 5:00 p.m.

Literacy Coordinator – Victor Castellanos started meeting with tutors and learners, and made five tutor/learner connections.

LIBRARY BOARD LIAISON REPORTS:

LR-1 Vice President Carlson: The Monrovia Reads Back to School supply distribution was held on August 9. The Foundation continues working on the scholarships for the Teen Advisory Board.

LR-2 Boardmember Harvis: The next Monrovia Historical Museum meeting will be held on September 15.

LR-3 President Dr. Morgan: No report

LR-4 Boardmember Walters: Excused.

LR-5 Board Member Wall: Excused

NEXT MEETING: The next regular Library Board meeting will be held on Thursday, September 22, 2016 at 7:00 p.m. at the Monrovia Community Center, Monroe Room.

ADJOURNMENT: The regular meeting of the Library Board was adjourned at 8:05 p.m.

CC-1