

**MINUTES OF THE REGULAR MEETING  
OF THE  
MONROVIA LIBRARY BOARD  
HELD THURSDAY, JANUARY 28, 2016**

**CONVENE:** Board President Harvis convened the regular meeting of the Monrovia Library Board on Thursday, January 28, 2016 at 7:00 p.m., in the Monrovia Community Center Monroe Room, 119 West Palm Avenue, Monrovia, California. Staff in attendance; Adult Services Supervisor Rebecca Elder, Youth Services Supervisor Elizabeth Schneider, Library Management Analyst, Julie Gallardo and Administrative Assistant Miga Wang.

**PLEDGE OF ALLEGIANCE:** Boardmember Radford led the Flag Salute.

**ROLL CALL:** In attendance; Boardmembers Radford and Wall, Vice President Morgan, President Harvis. Boardmembers Carlson – Absent/ Excused.

**PRESENTATIONS:** Introduction of new full-time Youth Librarians: Anush Balayan and Diane Garcia.

**CONSENT CALENDAR:** It was moved by Boardmember Radford 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 October 22, 2015 Regular Meeting
- CC-2** Adult and Youth Services Program Report for October 2015

**TEEN ADVISORY BOARD (TAB):** Jasmine Turner, a senior at Monrovia High School and David Herrera, a junior at Monrovia High School provided updates on current and upcoming TAB events.

**PUBLIC INPUT:** None

**ADMINISTRATIVE REPORTS:**

**AR-1 2016 Reimagining Library Board Reports:** Youth Services Supervisor, Elizabeth Schneider provided the board with the new redesigning of the Board meeting format. The purpose of the redesign is to engage the Board in the strategic direction of the Library.

1. Staff will look into preparing a report on the current Library Strategic Plan
2. Shift from “Receive and File” to Participatory Discussions - reports will contain qualitative data, outcome based info when appropriate, to illustrate the impact of the Library services and programs for patrons. Staff will provide oral reports to the Boards, to start discussion and give the Boardmembers the opportunity to contribute ideas, feedback, and provide direction.
3. Place “Receive and File” reports on the Consent Calendar or under “Reports from Staff” to allow more time for meaningful discussion to action items.

**After discussion, it was moved by** Boardmember Wall and seconded by Boardmember Radford to receive and file, AR-1 2016 Reimagining Library Board Reports. There were no objections, and the motion was unanimously approved.

**AR-2 2016 Literacy Services Status Update:** Adult and Literacy Services Supervisor, Rebecca Elder updated the Library Board on the progress of Literacy Services:

**CC-1**

1. Literacy Coordinator Position: An interview for the position has been scheduled for February 11, 2016. We currently have 18 candidates for the position. An interview panel has been selected.
2. Technology: 6 iPads and other apps have been installed in the Literacy center. Replacement of the current outlets to the new outlets includes USB ports for charging iPads. Six new laptops were purchased and will be installed by January 30.
3. Tutor/Learner Support:
  - a. New tutor training session scheduled in October 2015 partnered with the Azusa Public Library and Glendora Public Library. Four new tutors were recruited.
  - b. Selected **America Learns Suite** program to collect, track, organize and report data in order to share information, assist and monitor tutor/learner needs and progress. The implementation date is scheduled for February 2016.
  - c. Two tech volunteers were recruited to assist with literacy technology needs for learners and tutors.
  - d. Monrovia Public Library is among one of the 20 libraries selected to participate in a pilot online tutor training program, two tutors already enrolled the program.
  - e. Recruited technology volunteers to navigate through Reading Horizons software program to provide training to tutors/learners
4. CLLS Funding: The library was awarded \$17,771.00 for fiscal year 2015-2016 by the State of California. The baseline amount was \$18,000 resulting grand total of \$35,771.00.

**After discussion, it was moved by** Boardmember Radford and seconded by Boardmember Wall to receive and file, AR-2 2016 Literacy Services Status Update. There were no objections, and the motion was unanimously approved.

#### **REPORTS FROM STAFF:**

**RFS-1** Elizabeth Schneider, Youth Services Supervisor provided the Board with an update on the mural at the Library. The cabinetry has been installed. The next step will be the designing of the art by the mural artist.

**RFS-2** Rebecca Elder, Adult Services Supervisor announced the upcoming celebration of Black History Month scheduled for Saturday, February 20 at 1:00 p.m. in the Library Community Room. The community will have the opportunity to meet Harriet Glickman, the teacher who changed history and inspired Charles Schulz to create the first African-American comic strip character. Community member, Ralph Walker, was in the public to thank Rebecca for her hard work, dedication and support to the community.

**RFS-3** Julie Gallardo, Library Management Analyst updated the board on Wi-Fi usage. The Wi-Fi has been steadily working. Since tracking usage in September 2015, the library has an average of 138 connections a day.

**DIVISION MANAGER'S REPORT:** None

**LIBRARY BOARD LIAISON REPORTS:**

**CC-1**

**LR-1** Boardmember Carlson: Absent. Councilmember Becky Shevlin spoke on behalf of Monrovia Reads ~ March 2 is the third annual fundraiser event. Read Across Monrovia is scheduled on March 3. The Next Monrovia Reads meeting is on February 3.

**LR-2** President Harvis: None.

**LR-3** Vice President Morgan: None.

**LR-4** Boardmember Radford: Friends of Monrovia Public Library approved a total \$15,000 in funding for library programming. The semi-annual book sale is set for May 12 through May 13.

**LR-5** Boardmember Wall: The next Community Feud Literacy fundraiser is scheduled in early 2017.

**NEXT MEETING:** The next regular Library Board meeting will be held on Thursday, February 25, 2016 at 7:00 p.m. at the Monrovia Community Center, Monroe Room.

**ADJOURNMENT:** The regular meeting of the Library Board was adjourned at 7:45 p.m.