

**MINUTES OF THE REGULAR MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD THURSDAY, OCTOBER 27, 2016**

CONVENE: President Dr. Morgan convened the regular meeting of the Monrovia Library Board on Thursday, October 27, 2016 at 7:00 p.m., in the Monrovia Public Library Community Room, 119 West Palm Avenue, Monrovia, California. Staff in attendance: Library Manager Carey Vance, Adult Services Supervisor Rebecca Elder, Youth Services Supervisor Elizabeth Schneider, 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 Dr. Morgan. Vice President Carlson excused.

PRESENTATIONS: Introduction of New Librarians: Blanca Ramirez and Stefa Witt

CONSENT CALENDAR: It was moved by Boardmember Wall and seconded by Boardmember Harvis accept the consent calendar consisting of CC-1, CC-2 and CC-3. There were no objections, and the motion was unanimously approved.

- CC-1** Unadopted Minutes of the September 22, 2016 Regular Meeting
- CC-2** Adult and Youth Services Program Report for October 2016
- CC-3** Unadopted Minutes of the October 13, 2016 Special Meeting

TEEN ADVISORY BOARD (TAB): Andrew Lygre, 6th grade and Janelle Fisk, 8th grade students at Clifton Middle School and Leo Martinez, 9th grade at Blair High School provided updates on current and upcoming TAB events.

PUBLIC INPUT: None

AR-1 2015-2016 Tours and Outreach Evaluation: Elizabeth Schneider, Youth Services Supervisor and Norma Durian, Adult Services Librarian provided an evaluation of the 2015-2016 Tours and Outreach. In-house and outreach visits are an essential service provided by libraries. Collaborations with schools and groups in the City enhance the Library's ability to better serve the community. By establishing relationships with different community groups, visits and outreach also increase its knowledge to promote library services and expanding services to better engage the community based on their needs. The total youth participation in outreach and in-house visits was 9,606 in 2015-16 compared to 7,149 in the 2014-2015 fiscal year.

Adult Services outreach focuses on community engagement. Providing outreach helps us gather information regarding community needs, through partnership with organizations and local businesses. During an outreach visit to a senior facility, we learned of two areas seniors needed the most

CC-1

assistance: 1) Tech help 2) Learning online resources such as an eBook. We continue to seek out opportunities to serve the community, particularly South Monrovia.

After the discussion, it was moved by Boardmember Wall and seconded by Boardmember Harvis to receive and file AR-1 2015-2016 Tours and Outreach Evaluation. There were no objections, and the motion was unanimously approved.

AR-2 2015 – 2016 California Public Library Survey: Carey Vance, Library Manager, presented the Library Board with an evaluation of the 2015-16 California Public Library Survey. The California State Library collects annual statistical data from all public libraries that becomes part of the national collection of information coordinated by the Institute for Museum and Library Services. The data reported includes the library's activity such as population, circulation of materials, materials added and discarded and total library revenue and expenditures for fiscal year 2015-2016. The State Library typically publishes the data on their website by late December or early January. Previous years' reports are available on the State Library website for review and comparison. Staff will continue to provide the Library Board with an annual report on the California Public Library Survey.

After the discussion, it was moved by Boardmember Harvis and seconded by Boardmember Wall to receive and file AR-2 2015-16 California Public Library Survey. There were no objections, and the motion was unanimously approved.

AR-3 November and December 2016 Library Board Meetings: Carey Vance, Library Manager suggested the consideration of November and December 2016 Library Board Meetings to go dark during the holiday season. Typically, holiday months are less busy than other times of the year, and are well-suited for going dark.

After the discussion, it was moved by Boardmember Wall and seconded by Boardmember Harvis to receive and file AR-3 November and December 2016 Library Board Meetings. There were no objections, and the motion was unanimously approved.

REPORTS FROM STAFF:

RFS-1 Carey Vance, Library Manager

Updated the Board with the following holiday programs at the Library:

- Santa Storytime - December 6.
- Coloring and Hot Chocolate Bar for adults - December 7
- Holiday Sounds Concert - Lobby December 17
- Gingerbread House Decorating - December 17
- Teen Winter Relay Fest - December 28

Veteran Program update:

- Rebecca Elder and Mabel Cross - Veterans Resource Center will have a soft opening on November 10.
- Plaque ceremony in remembrance of Joseph Fonseca will take place at Monrovia High School on November 9.

Update of Library Strategic Plan:

- Received 108 electronic survey responses and 45 paper copies.

CC-1

- The Spanish version survey is ready and a link to the Library's Facebook has been added.
- Multiple strategic plan meetings will be held with all Library Staff for feedback, thoughts and ideas
- Second Key Stakeholders meeting on November 10.
- Working on the interview schedule for stakeholder and community members.

LIBRARY BOARD LIAISON REPORTS:

LR-1 Vice President Carlson: Excused.

LR-2 Boardmember Harvis: No report.

LR-3 President Dr. Morgan: No report.

LR-4 Boardmember Wall: Raffle tickets for the Foundation fundraiser will be on sale once they are approved by the committee.

LR-5 Board Member Walters: The Legacy Committee is currently exploring a new database system for the Legacy Project.

NEXT MEETING: The next regular Library Board meeting will be held on Thursday, January 26, 2017 at 7:00 p.m. at the Monrovia Community Center, Monroe Room.

ADJOURNMENT: The regular meeting of the Library Board was adjourned at 7:57 p.m.

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