

**MINUTES OF THE REGULAR MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD THURSDAY, JANUARY 26, 2017**

CONVENE: President Dr. Morgan convened the regular meeting of the Monrovia Library Board on Thursday, January 26, 2017 at 7:00 p.m., in the Monrovia Public Library Community 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, Management Analyst Julie Gallardo, Literacy Coordinator Victor Castellanos and Administrative Assistant Miga Wang.

PLEDGE OF ALLEGIANCE: Boardmember Wall led the Flag Salute.

ROLL CALL: In attendance: Boardmembers Walters, Wall, Harvis, Vice President Carlson, President Dr. Morgan.

PRESENTATIONS: None.

CONSENT CALENDAR: It was moved by Boardmember Harvis and seconded by Boardmember Wall to accept the consent calendar consisting of CC-1, CC-2 and CC-3. A motion to amend CC-3 to reflect a statement that reads; *“It is more important to get the Strategic Plan done right, rather than meeting an artificial deadline”*. There were no objections, and the motion was unanimously approved.

CC-1 Unadopted Minutes of the October 27, 2016 Regular Meeting

CC-2 Adult and Youth Services Program Report for January 2017

CC-3 Unadopted Minutes of the December 8, 2016 Special Meeting Minutes

TEEN ADVISORY BOARD (TAB): Megan Matthiesen, a junior at Monrovia High School provided updates on current and upcoming TAB events.

PUBLIC INPUT: None

AR-1 Literacy Services Update: Victor Castellanos, Literacy Coordinator provided the Board with Literacy Service updates:

- Staff met with current learners to identify Roles and Goals; discuss with tutors the literacy program and tutoring needs.
- There are currently 22 tutors working with 26 learners. Eight tutors are in the process of background checks with the City.

CC-1

- A training session held in August 2016 and recruited six new tutors. The next tutor training is scheduled for March 2017.
- Staff trained current tutors to report their tutoring sessions by using *America Learns Suite* new technology online and tutor reports have increased by 80%.
- Staff established quarterly *Meet and Greets* for both tutors and learners to share experiences, program updates and community building.
- Slat wall installed in October 2016 to promote literacy service programs and highlights literacy materials.
- Purchased new materials, core workbooks for learner's need.
- Updated tech support; such as iPads and laptops in the Literacy Center with an assortment of literacy apps. Staff provided a volunteer support to assist tutors with current technology skills to support learner needs.
- A special tutor training on Reading Horizons is set for May 2017.
- In 2016, staff attended: READ Workshop in San Diego in June; Reading Horizons Elevate workshop at the Burbank Public Library in September and in November California Association Annual Conference in Sacramento.
- Literacy Fundraiser "Team Up – Dream Up" will be held on February 26, 2017.
- Staff received two CLLS Funding for fiscal year 2016-2017, totaling \$31,478.

After the discussion, it was moved by Boardmember Wall and seconded by Boardmember Harvis to receive and file AR-1 Literacy Services Update. There were no objections, and the motion was unanimously approved.

AR-2 Library Strategic Plan Update: Carey Vance, Library Manager provided the Library Board with an update on the Strategic Plan's progress and SMART Goals development.

The Strategic Plan consultants met with staff on December 13, 2016 to provide direction on the formation of SMART Goals and provide feedback on the proposed Strategic Directions.

- Survey Data: Staff is working on a random survey sampling to go out to 2,500 households, hoping to receive 250 responses.
- SMART Goals: Staff will meet on January 27, 2017 to draft the SMART Goals to present at the February Library Board Meeting.
- Kick Off: Once we have the final plan, Staff and Library Board will present it to the City Council, and share it with the community. Proposed Strategic Directions: Enhance Technology, Partnerships, Image, Access, Experience and Staff (staff development, team building, celebrates milestones)

After the discussion, it was moved by Boardmember Harvis and seconded by Boardmember Walters to receive and file AR-2 Library Strategic Plan Update. There were no objections, and the motion was unanimously approved.

REPORTS FROM STAFF:

RFS-1 Tina Cherry, Public Services Director: No report.

RFS-2 Carey Vance, Library Manager

- IT Transition – The City’s contracted consultants ACORN Technologies have worked diligently to resolve and improve many of the library’s ongoing IT issues such as monitor displays, Wi-Fi dead zone issue, and the automatic control of the public computers for opening/closing procedures. Staff is also exploring broadband provider CENIC to determine if it is the best fit for our needs.
- Holiday Programs – The Library held multiple holiday programs for all ages. Youth programs such as Coding for kids, Santa Storytime, Holiday Sounds concert, Gingerbread Houses and Kids Kitchen. Winter Relay for Teens and Board Game Nights and Coloring Evening for adults.
- Martin Luther King & Black History Month Events – Dream Trees kicked off on January 13. An art exhibit in the Community Room displayed community member’s art. Other art programs included an interactive Freedom Quilt created by Youth Librarian Annette Simpson, story time with Joannie Yuille. Monrovia Duarte Black Alumni Association Member, Tim Fisher will be screening the documentary for the teens during the Black History Month.
- Library Express Program – Kicked off in January, “Library service comes to you”; a special service provided for City Staff. We have visited City employees in different departments, promoted services to 76 employees and signed up 51 employees signed up for their first library card.

LIBRARY BOARD LIAISON REPORTS:

LR-1 Vice President Carlson: Read Across Monrovia is scheduled on March 2, “So All May Read” fundraiser event dinner will also be held at the Double Tree Hotel on March 2.

LR-2 Boardmember Harvis: No report.

LR-3 President Dr. Morgan: Updated the Board on the recent Homelessness count project.

LR-4 Boardmember Wall: Literacy Fundraiser has raised \$10,000 in sponsorships.

LR-5 Board Member Walters: Carey Vance on behalf of Walters: New funding request for Friends of Monrovia Library were approved in the amount of \$3,200 for Youth Services, Veterans, Makerspace and Adult programs. The Friends Book sale is being held on 18, 19 & 20. Members pre-sale is on May 18.

NEXT MEETING: The next regular Library Board meeting will be held on Thursday, February 23, 2017 at 7:00 p.m. at the Monrovia Community Center, Monroe Room.

ADJOURNMENT: The regular meeting of the Library Board was adjourned at 8:02 p.m.

CC-1