

**MINUTES OF THE REGULAR MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD THURSDAY, OCTOBER 23, 2014**

CONVENE: Board President Radford convened the regular meeting of the Monrovia Library Board on Thursday, October 23, 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, Librarian II Adult Services Carol Kampe, Librarian II Youth Services Elizabeth Schneider, Librarian II Youth Services Annette Simpson, Literacy Coordinator Edward William, and Administrative Clerk II Sophia Nakov.

PLEDGE OF ALLEGIANCE: Vice President Harvis led the Flag Salute.

ROLL CALL: In attendance; Boardmembers Carlson, Morgan, Vice President Harvis and President Radford. Boardmember Wall – excused.

PRESENTATIONS: Introduction of City Manager, Oliver Chi.

CONSENT CALENDAR: It was moved by Vice President 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 September 25, 2014 Regular Meeting

CC-2 Adult and Youth Services Program Report for October 2014

TEEN ADVISORY BOARD (TAB): Amy Leonard, an eleventh grade student at Monrovia High School, provided updates on current and upcoming TAB events.

PUBLIC INPUT: None

ADMINISTRATIVE REPORTS:

AR-1 2013-14 In-House and Outreach Visits Evaluation: Youth Services Librarian II Annette Simpson reported: In-house and outreach visits are an integral part of Library service. Collaborations with schools and groups in the City can enhance the Library's ability to serve the community. The in-house visit is an organized trip to the Library and consists of reading stories, singing songs, storytelling, and may include the showing of a short film, and/or playing related educational games. The outreach visit consists of a Library representative going directly to the school or group outside of the Library. Visits to preschools and early elementary schools consist of reading stories aloud, singing songs, and a storytelling presentation. Outreach to older elementary, middle, and high schools generally consist of a booktalk and/or Library related educational games. In-house and outreach visits are considered a regular part of the Library's business practice; there are no additional costs associated with these visits. For the 2013-14 school year, two volunteers assisted with outreach visits donating 69 hours, equivalent to \$2,285 in staff cost savings.

After discussion, it was moved by Vice President Harvis and seconded by Boardmember Carlson to receive and file, AR-1 2013-14 In-House and Outreach Visits Evaluation. There were no objections and the motion was unanimously approved.

CC-1

AR-2 2014 Literacy Services Sustainability Plan Evaluation: Literacy Coordinator Edward William reported: In April 2014, California Library Literacy Services released its annual report to the California Legislature highlighting issues with adult literacy and the services that are provided for them. The report indicated that California Library Literacy Services (which provides funding to the Library's Adult Literacy Services) engaged 10,694 volunteers to assist 21,192 adult learners. Volunteer hours totaled over 500,000 hours of service, and a staff cost savings of \$12.7 million, based on the Employment Development Department's (EDD) average 2013 California hourly wage. The Library's Adult Literacy Service continues to provide adult literacy services to local residents by actively recruiting volunteer tutors, conducting outreach to potential adult learners in the community, updating its resource collection, integrating technology for tutor and learner support, and securing donations for the services. The Monrovia Public Library was awarded \$29,563 from the California Library Literacy Services Grant. The literacy program requires a \$10,000 match from the City. In addition, a \$16,000 donation was received from the City Council's discretionary funds. Staff is submitting the literacy program's California State Library Report to show the progress of the program and to secure future funding.

After discussion, it was moved by Vice President Harvis and seconded by Boardmember Carlson to receive and file, AR-2 2014 Literacy Services Sustainability Plan Evaluation. There were no objections and the motion was unanimously approved.

DIRECTOR'S REPORT: Director of Community Services, Tina Cherry reported: The Monrovia Reads and Plays bus is back in operation. Staff successfully continued the program uninterrupted. • Make a Difference Day on Saturday, October 25, from 8:00 a.m. to 12:00 p.m. • Library Volunteer recognition on Saturday, October 25, following Make a Difference Day, at the Library • Community Lunch Mob, in conjunction with the Chamber of Commerce, on Wednesday, October 29, from 11:30 a.m. to 1:30 p.m., at Library Park. • Halloween Event on Friday, October 31, from 3:00 p.m. to 6:00 p.m., with the Old Town Merchants "Trick or Treating," from 5:00 p.m. to 7:00 p.m. • Veteran's Day Ceremony on Tuesday, November 11, at 11:00 a.m., at Library Park • Tree Lighting Ceremony at 6:00 p.m. and Holiday Parade at 7:00 p.m. on Thursday, December 4.

DIVISION MANAGER'S REPORT: Acting Library Division Manager, Linda Granicy reported: Staff will host a letter writing station, in the Youth Services Department. Children have the choice of writing a letter to Santa, a soldier or their favorite book character beginning in November. Letters to Santa received by the Monrovia Post Office by Monday, December 15, will receive a response from the Post Office. Letters to soldiers will be shipped with the "Books for Soldiers" campaign, hosted by Marilyn Ellis, a Boardmember of The Friends of the Monrovia Public Library. The Monrovia Public Library is the 2014-15 Readers' Choice Gold Award winner for favorite Library, from the Beacon Media Newspaper for the annual Readers' Choice Awards. Staff is partnering with a new local business, "Thnq Tank" (a one stop shop for real estate service), to present a fundraiser for the Library's Youth Services Program at the Halloween themed launch party for their business, on Thursday, October 30, from 7:00 p.m. to 10:00 p.m.

LIBRARY BOARD LIAISON REPORTS:

LR-1 Boardmember Carlson: No report.

LR-2 Vice President Harvis: No report.

LR-3 Boardmember Morgan: No report.

LR-4 President Radford: The bi-annual book sale was held on Friday, October 10 through Sunday, October 12. The sale generated \$2,100 in revenue. The “\$3 Bag of Books” sale presented the last hour, generated \$134 in revenue. The Library Board will be DARK for November and December, 2014.

LR-5 Boardmember Wall: Excused.

NEXT MEETING: The next regular Library Board meeting will be held on Thursday, January 22, 2015 at 7:00 p.m. at the Monrovia Community Center, Monroe Room.

ADJOURNMENT: The regular meeting of the Library Board was adjourned at 7:51 p.m.