

**MINUTES OF THE SPECIAL MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD TUESDAY, JUNE 27, 2017**

CONVENE: President Dr. Morgan convened the special meeting of the Monrovia Library Board on Tuesday, June 27, 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, Adult Librarian 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:

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

CC-1 Unadopted Minutes of the May 27, 2017 Regular Meeting

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

TEEN ADVISORY BOARD (TAB): Frances Jimenez and Kate Samaniego both 12th graders at a private school provided updates on current and upcoming TAB events.

PUBLIC INPUT: None

AR-1 Library Strategic Plan – Carey Vance, Library Manager provided the Library Board with an update and overview of the Strategic Plan draft.

Staff received a draft of the strategic plan from the consultants in April and proceeded to review and revise the document. The draft being presented to the Library Board reflects input from the library and City Staff. The strategic directions remained as shown below:

Enhance Experiences – Establish programming/ Review and refresh library materials/ Online resources/ Evaluate physical space and options for indoor/outdoor spaces expansion/ Support lifelong learning.

Enhance Access – Evaluate Library hours of operation/ Evaluate library for the needs of southern Monrovia/ The mobility of the library.

CC-1

Enhance Partnerships – Develop partnership with social service providers/ Expand partnership with with the MUSD Literacy program, Veterans and Youth Services/ Partnership with local historical organizations.

Enhance Technology – High speed Wi-Fi services at the library/ Efficient print management and reservation system/ Increase access to technology devices for use of both inside and outside the library/ Expand mobile-friendly access to library resources.

Enhance Image – Highlight the multitude of opportunities offered by the library/ Partner with the City's Facility Staff to identify annual maintenance needs/ engage with the following key stakeholder groups; city staff, religious groups and area service organizations.

Enhance Staff Development – Engage staff in the strategic planning process and organizational values/ Develop ways to celebrate the success and contributions of staff and volunteers/ Support regular and ongoing professional development for staff.

Staff will present the final draft of the Strategic Plan to the City Council once when the Library Board members provide feedback on the draft plan.

Library Board Action: The Library Board provided feedback on the Strategic Plan and voted to table the item to July after the provided comments have been incorporated into the Plan.

REPORTS FROM STAFF:

RFS-1 Tina Cherry, Public Services Director

- City Manager Oliver Chi provided the Board with an update on the City's current two year budget 2017 – 2019.
- Monrovia Reads Update – The Monrovia Reads program will transition to the Library. The goal is to go to the five elementary schools one day a week for every week during the school year. We are in the process of acquiring one of the existing transit busses to replace our old iconic Monrovia Reads Bus. Monrovia Reads will be funding the program with \$15,000 to support two Library Aides running the program.
- Library Park Improvements Update – The improvements are being done to enhance the experience inside Library Park, add new spaces, minimize the undesirable vacant spaces, and develop an atrium space or outdoor patio space connected to the library. The landscaping company is working on a concept design. City council has approved a \$650,000 capital improvement project to address the infrastructure enhancements.

RFS-2 Carey Vance, Library Manager

- Summer Reading Program Update – as of today, we have 1,846 sign-ups that include 525 adults. A total of 9,264 days of reading have been logged. Staff has issued 1,284 prizes so far.
- Culture of Learning Update – Staff is finishing a six month pilot project. Weekly staff learning hours going very well. Staff has chosen different subjects and will present it in the Staff Summit on August 11.
- Received a bilingual book grant of \$7,500 from the State library for purchasing bilingual books for children, languages will include Arabic, Korean, Chinese, Russian, Hindu, Farsi, Spanish and Vietnamese.

LIBRARY BOARD LIAISON REPORTS:

LR-1 Vice President Carlson: Monrovia Reads fundraiser is being held in October.

LR-2 Boardmember Harvis: No report

LR-3 President Dr. Morgan: No report

LR-4 Boardmember Wall: The Library Foundation presented three \$1,000 scholarships to TAB members.

LR-5 Board Member Walters: The next meeting for the Friends of Monrovia Public Library will be held on July 10.

NEXT MEETING: The next regular Library Board meeting will be held on Thursday, July 27, 2017 at 7:00 p.m. at the Monrovia Community Center, Monroe Room.

ADJOURNMENT: The regular meeting of the Library Board was adjourned at 9:16 p.m.

CC-1