



**MINUTES
LIBRARY BOARD OF TRUSTEES**

**Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, January 8, 2013 at 7:00 P.M.**

A. CALL TO ORDER

President, Sheila Henry, called the meeting to order at 7:00 p.m.

B. ROLL CALL

Present: Sheila Henry, Board President; Laura Verouden, Board Member; Penny Armstrong, Board Member; David Jonta, Board Member; Liz Cook, Friends of the Library President; Sue Carter, Friends of the Library Past-President; Joanne Gen, School District Librarian; Debra Brighton, Director of Library Services; and, Jessie LeMay, Administrative Services.

Absent: Kevin Smith, Board Member

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for November 13, 2012

Minutes were approved (Penny/Verouden), 4-0.

F. SPECIAL ORDERS OF BUSINESS – None

G. UNFINISHED BUSINESS –

1. E-Commerce software for PayPal

Debra provided an overview and update of the PayPal project. We are getting close to completing the set up of the PayPal account with the Treasurer's office. The cost of the project has come down since we were able to get the add-on software from Innovative at a 50% discount, from \$6,500 to \$3,250. We are also looking into adding meeting room fees on top of other fees accepted by PayPal. Besides the \$5.00 minimum payment required, there will be a 3% transaction fee.

- **Facility Maintenance:**

- *We have had heating problems in the building but it is now resolved.

- *Our water cooler is undergoing repairs; parts are on order.

- **Personnel:**

- The City will once again get back into the practice of recognizing its employees for their years of service after implementing cost-cutting measures in the past. The Employee Service Awards Banquet will be held on Wednesday, January 23 at 11:30 a.m. at Fire Station 1. Six Library employees will be receiving their awards: 1) Sindee Pickens-30 years; 2) Debra Brighton-25 years; 3) Gerry Rohrkemper-15 years; 4) Jessie LeMay-10 years; 5) Sue Tabor-5 years; and 6) Julie Todd-5 years.

- *Kimberlee Carter is out on leave due to another knee surgery.

- *Kristina Kora-Beckman is back to work after her maternity leave. She gave birth to a baby girl.

2. **Report on the School Libraries, including the El Segundo High School, the Center St. Elementary School, the Richmond St. Elementary School, and the Middle School.**

a. **Library Director's Report:**

Debra, Sindee, Joanne and Michelle met with Jim Garza, El Segundo High School Principal, to discuss communication and privacy issues within the "Power School".

b. **School District Librarian's Report:**

Joanne reported that recently the State Government came out with an Education Finance Reform and how the "weighted school formula" will be used to pay fees to California schools according to student's attendance. Unfortunately, El Segundo does not benefit from the new formula because they do not meet the requirements.

*She talked about the continuing importance of ED Foundation and how they support many school programs. Since the school is not benefitting from the criteria for State funding, each student/parent/teacher is asked to donate to the ED Foundation.

J. **REPORTS – FRIENDS OF THE LIBRARY (No Board Action Required)**

1. **Report on Book Sales, Donations, Historical Committee Activities, Special Events and other items related to Friends of the Library Business.**

Liz Cook reported the following:

a. **Friends of the Library:**

- * There are new member sign ups.

- *Next meeting will be on Wednesday, January 16, 2013 in which they will elect a new Board.