

MINUTES LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room 111 West Mariposa Avenue Tuesday, March 12, 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

<u>Present:</u> Sheila Henry, Board President; Penny Armstrong, Board Vice President, Laura Verouden, Board Member; Kevin Smith, 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.

- C. PRESENTATIONS None
- D. PUBLIC COMMUNICATIONS None
- E. APPROVAL OF MINUTES for January 8, 2013

Minutes were approved as amended (Smith/Verouden), 5-0. Staff medical leaves were corrected.

- F. SPECIAL ORDERS OF BUSINESS None
- G. UNFINISHED BUSINESS -

1. E-Commerce software for PayPal

Debra reported that Mark Herbert is finalizing the PayPal set up with the City Treasurer's office and the IT Division. The documents are in the City Attorney's office waiting for approval. At the next Friends' meeting, on April 17th, Mark will demonstrate PayPal for Friends memberships and donations.

2. Let's Celebrate Good Reading Program

This year, a new banner design was created to advertise the program, and one of the patrons on the banner actually won February's prize of a basket of pet products from a local merchant. So far, a total of 1056 people have read two or more adult books. Debra stated that this year's participation has been ahead of last year's program.

H. NEW BUSINESS -

1. El Segundo Herald Preservation Grant

Julie Todd, Youth Services Librarian, submitted grant requirements to the *Bay and Paul Foundations* on March 1st. The grant for \$10,000 is to go towards the completion of the *Herald Digitalization Project*. Debra will let everyone know whether we get the grant or not before the next Board meeting. Julie recently attended a two-day grant writing class and will continue to research other grants for library services, programs and projects.

I. REPORTS - LIBRARY DIRECTOR (No Board Action Required)

1. <u>Discussion of Main Library Programs, Services, Budget, Material Collections, Facility Maintenance, Personnel Changes, and other items related to the Administration of the El Segundo Public Library.</u>

Debra Brighton reported the following:

Facility Maintenance:

*A new city-wide janitorial service has started custodial work in the Library, but there have been some issues during the transition period. Mark, along with representatives form Public Works, Recreation & Parks, and the janitorial company, are meeting to resolve these issues.

Budget Planning Sessions:

*The first *Strategic Budget Planning Session* will be held on Tuesday, April 30th in the Library's Friends Room at 7:30 a.m. Finance will present a recap of last year's ending fiscal situation, where we are mid-year for this year's 2012/13 budget, and a forecast for next year's 2013/14 budget. Other Departments will talk about their top priorities and recommendations for Council's possible action. The Library will be requesting: 1) to restore Friday afternoon hours (\$70K); 2) reclaim funds for our book purchasing account (\$25K); and 3) give back part-time hours to school library staff (\$70K). The \$2.2M budget for the children's room expansion will be a capital project kept on the back burner for now. Everyone is encouraged to attend and show support for funding the above Library services.

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:

Currently, we are recruiting for a part-time school library staff position at Center Street School due to a recent resignation. We appreciate that some of our Board members gave us a potential candidates' names.

b. School District Librarian's Report:

*Joanne reported that the High School (HS) Library was partially closed this week because of the *California High School Exit Exam*.

*The filming of *Revenge* will take place on Thursday in and around the HS Library. Also, the HSI practice field is being artificially turfed.

*The District hired a substitute part-time employee while the permanent staff member is out for a month. The sub will also work part-time at the HS Library.

*Kevin inquired about an application for a scholarship class being offered at the HS. Joanne replied that there was a class held during the recent PTA meeting.

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.

a. Liz Cook reported the following

*At their January meeting, the Friends of the Library Board and Committee Members for 2013 were approved.

*Jessie was acknowledged for sending the *Friends' By-laws* to the Board and Committee members. They will be reviewed and discussed at the April 17th meeting.

*The Friend's Scholarships will include Arena HS this year in addition to the HS.

*Mark Herbert will attend the Friends meeting on April 17th to report on Herald Preservation and PayPal for online memberships.

b. Sue Carter reported the following:

*The Friends of the Library acknowledged the many donors of the *Herald Preservation Project* in their last newsletter. Copies of this statement are also on the City, Library and Friends' websites. Their fundraising continues as they need an additional \$20K to cover the cost of microfilming the Herald paper from 2009 onwards, and to also cover the yearly maintenance cost.

*The History Committee prepared their *Mission Statement* and a copy was distributed.

*Nine historical photos were purchased by a new restaurant in town, Schoop's.

*There was a call received from Washington, DC regarding a picture and an article seen online of a Nash automobile which was once built in El Segundo. The caller wanted to know if there are other photos showing the production of the car, but we only have the one.

*KCAL news conducted a brief interview with Sue about the *Herald Preservation Project* which was aired in the evening news. A copy of the segment might be available to purchase. Sheila will look into it.

K. BOARD MEMBER COMMENTS -

David Jonta asked if there was a resolution to the "Power School" issue (as was previously discussed in the January meeting). Debra will find out and report back.

L. ADJOURNMENT – Meeting was adjourned at 7:35 p.m. The next Board meeting will be held on Tuesday, May 14, 2013 in the Rose Garden/Gazebo Room.