

# MINUTES LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room 111 West Mariposa Avenue Tuesday, May 14, 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; Joanne Gen, School District Librarian; Debra Brighton, Director of Library Services; Ellen Cunningham, Public Services Manager; and Sindee Pickens, Youth Services Librarian.

#### C. PRESENTATIONS -

#### 1. <u>Author Fair 2013</u>

\*Ellen Cunningham presented information on the Author Fair scheduled for Sunday, June 2, from 11:30 a.m. – 4:30 p.m. There will be a Young Adult Fiction Panel moderated by Julie Todd and a Modern Mystery Panel moderated by author Patricia Smiley. Kathryn Hewitt will perform a drawing demonstration in the Children's Library. Gabriel Meyer will once again moderate the Poetry Reading. There will be giveaways and the always popular balloon man will be back.

#### 2. Summer Reading Program

\*Sindee Pickens presented information on the Summer Reading Program. The Theme this year is "Reading is Delicious", a nutrition-based theme. Sindee displayed the certificates for accomplishment that will be given for successful completion of the program. Sindee also displayed T-shirts with this year's theme logos. The program starts June 13, with kickoff party on June 20 and the finale party will be August 6. Last year 866 kids signed up.

#### D. PUBLIC COMMUNICATIONS - None

### E. APPROVAL OF MINUTES for March 12, 2013

Minutes were approved (Smith/Verouden), 5-0.

#### F. SPECIAL ORDERS OF BUSINESS

# 1. <u>Library Board Members up for re-appointment: President, Sheila Henry and Kevin Smith.</u>

The terms are up for Sheila and Kevin and they need to reapply and be reappointed in order to continue on the Board of Trustees.

Sheila appointed two members (herself and Dave Jonta) to the subcommittee to select the new slate of officers. The proposed slate must be given to Jessie by July 2.

#### G. UNFINISHED BUSINESS -

# 1. El Segundo Herald Preservation Project

Debra reported that 15 more rolls were sent to be digitalized and there are 13 remaining to be sent. The total cost for 64 rolls has been \$16,000. There were duplicates of earlier rolls and the page count on earlier issues was larger, so future costs for digitizing rolls is estimated to be lower. We are still waiting to hear on the grant for \$10,000, and we still have old print issues to copy.

#### 2. PayPal Account Status

It has taken a few months for the site certificate to be processed and it will be implemented soon. The Library is only the second City department to adopt PayPal.

#### H. NEW BUSINESS - None

### 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:

# Budget Planning Sessions:

The first *Strategic Planning Session* was Tuesday, April 30<sup>th</sup> and another one is set for the end of June. This is for the City budget that will be effective in October 2013. Debra presented an overview of the Library's portion of the budget. She is trying to recover \$25,000 in books and materials which were lost last year. Re-opening Friday hours may be cost prohibitive, but Debra will request the addition of staff to work the three service desks.

# 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:

\*A new employee was hired in the school Library. She is currently going through the background check process.

## b. School District Librarian's Report:

\*Joanne reported that summer reading lists for Middle School and High School were distributed. The High School has required reading lists for AP and English Honors students only. For all other students, summer reading is optional. Middle school has a list of fiction and non-fiction books that students can choose from. They must pick one fiction and one non-fiction to read. The pairings are of similar subjects. There are no mandatory books this year that all students must read.

\*The High School is evolving into a "One-to-One" iPad school. Teachers will all get iPads and 350 students will be given iPads in class. Joanne will be in charge of distributing them. They will start with some Math, English, History and Science classes this year and next year all students will get an iPad.

# 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:

\*Mark Herbert presented the Herald Preservation demonstration.

\*Ellen and Sindee presented Author Fair and Summer Reading Programs.

\*The friends gave a \$4,000 donation to the Author Fair.

\*Friends are in the process of selecting scholarship winners.

\*The Friends made \$125 on book sales at the Hometown Fair. The new configuration of the Fair meant less foot traffic to the Friends booth and thus less sales.

\*The next meeting of The Friends will be July 17<sup>th</sup>.

#### K. BOARD MEMBER COMMENTS -

\*Kevin Smith commented on Kevin Quals, an El Segundo High School student whom he got to know in the Library. Kevin Quals studies in the library every day. He just won the top scholarship in the state (from the Gates Foundation) and will go to USC all expenses paid. This is an example of how our library made a difference for a young man in our town.

#### L. ADJOURNMENT -

\*Meeting was adjourned at 7:40 p.m. The next Board meeting will be held on Tuesday, July 9, 2013 in the Rose Garden/Gazebo Room.