

MINUTES LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room 111 West Mariposa Avenue Tuesday, November 12, 2013 at 7:00 P.M.

A. CALL TO ORDER

Board President, Penny Armstrong, called the meeting to order at 7:00 p.m.

B. ROLL CALL

<u>Present:</u> Penny Armstrong, Board President; Laura Verouden, Board Vice-President; David Jonta, Board Secretary/Treasurer; Kevin Smith, Board Member; Jennifer Martin, 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 September 10, 2013

Minutes were approved as amended (Smith/Martin), 5-0. Roll Call corrected: Liz Cook, Friends of the Library President, Jennifer Martin, Board Member and Joanne Gen, School District Librarian.

F. SPECIAL ORDERS OF BUSINESS

- G. UNFINISHED BUSINESS -
 - 1. Recruitment of two Library Assistants and one Library Clerk, Part-time, for new Friday open hours.

Debra reported that we are currently recruiting three new part time staff (two Library Assistants and one Library Clerk). Hiring will be in January 2014, when the Library re-opens on Fridays. Once onboard, they will be trained to work on the public service desks. David inquired about hours work and schedule. He was informed that each will work a total of 10 hours per week on a rotating schedule between 10:00 a.m. – 5:00 p.m. on Fridays and other times of the week. Penny mentioned of an interested party who wish to apply.

H. NEW BUSINESS

1. Annual Volunteer Luncheon --- Wednesday, November 20, 2013 at 12Noon.

Debra announced that the Annual Volunteer Luncheon is back and everyone is encouraged to attend. We will be giving a **2014 Planning Guide** and a miniature flashlight to show our appreciation. New York Food will cater the event. Debra answered David's inquiry that there is a total 50 volunteers.

- 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>
 - a. Library Director's Report:

*In October and November, the City Manager held numerous Town hall meetings with residents in different locations throughout El Segundo regarding the City's financial situation and options. One of the options is to raise taxes which will be on a ballot initiative in April 2014. Additional information including a copy of the presentation is available on the City website.

*Debra reported that she will co-author a historical photo book of the City of El Segundo with Carol Jakucs, a local resident and a freelance writer. This new book will be titled *Images of America: El Segundo*, and will update an earlier work by Eilleen Hunter in 1991. There is no cost to the city to publish and distribute the new book; and, the royalty of 8% is split 50/50 with the co-author. All proceeds earned from the Library Director's portion of royalties will be deposited to the City's revenues. The new book will have photos collected since the 1990's as well as photos of new developments of the City. Completion of the book is estimated in mid 2016 in preparation for the City's 100th Anniversary. This is an agenda item and has been taken to City Council for approval.

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.

School District Librarian's Report:

- a. Joanne Gen reported the following:
 - *The iPad program is in place and is going well. A group of eight teachers continue to monitor the program.

*Kevin commented about the success of the iPad program at the El Segundo School District compared to LAUSD. Joanne answered Jennifer's inquiry that there are 41 LAUSD schools on the iPad roll out.

*Results of the School Board election: Jim Garza, Bill Watkins (re-elected) and Emilee Layne.

J. REPORTS – PRESIDENT, 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:

*The Friends Holiday Sale is on Saturday, November 23. Kathy Busick is preparing a variety of nice and affordable gift items for your holiday shopping.

b. Sue Carter reported the following:

*The History Committee voted to change their meeting time from 3:00 p.m. to 7:00 p.m. The meeting is held on the first Thursday of the month.

*If anyone needs anything in the History Room, please call Sue and she will gladly assists you.

K. BOARD MEMBER COMMENTS -

L. ADJOURNMENT -

*Motion to adjourn: Smith/Jonta. Meeting adjourned at 7:25 p.m. The next Board meeting will be held on Tuesday, January 14, 2014 in the Rose Garden/Gazebo Room.