



MINUTES
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, January 14, 2014 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

Present: Penny Armstrong, Board President; David Jonta, Board Secretary/Treasurer; Kevin Smith, Board Member; Jennifer Martin, Board Member; 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: Laura Verouden, Board Vice President and Liz Cook, Friends of the Library President

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for November 12, 2013

F. SPECIAL ORDERS OF BUSINESS

G. UNFINISHED BUSINESS – None

H. NEW BUSINESS

1. Review and discuss the report recently published by the Pew Research Center: *How Americans Value Public Libraries in Their Communities, December 2013.*

Debra introduced the Pew Research Center Report and gave a brief summary of its content. As it was distributed prior to the Board Meeting, the members read and reviewed the information leading to a wide range of discussions, comments and input. Many stated that the findings in the report reflect the result of demographics, economic diversity, educational attainment and other factors.

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

1. 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.

a. Library Director's Report:

1. ***Tax measures on the April ballot has been finalized.*** These tax increases are for business and residential Utility Users Tax (UUT), Transient Occupation Tax (TOT) and Business License Tax (BLT). Parking fees and a reduction in business credits will also be affected. Some local business groups as well as the Chamber of Commerce continue to educate the public about the tax measures. If the measure doesn't pass, the City will continue to have a structural deficiency and all the Departments, including the Library will be impacted. The Department Heads will meet at the end of the month to further explore various options if the measure is defeated.
2. ***The book contract with Publisher, Arcadia Publishing, Inc.*** is still under review at the City Attorney's office.
3. ***New Library Hours*** – Debra reported that negotiations with the City Employees Association (CEA) about the new Friday schedule were in progress. The Library is scheduled to open every Friday starting February 14. Signs, a banner and notices in the paper will inform and promote the new hours.
4. ***New Hires*** – Out of three part time open positions, we hired two who have started recently: Kristin Morell, a Library Assistant and Michael Magula, a Library Clerk at the Circulation Desk.
5. ***Employee Service Awards Luncheon*** will be held on January 29th to recognize employee services to the city. There are five awardees from the library: Carol Craft – 25 years; Mark Herbert and Eric Potulicki – 10 years; Ellen Cunningham and Roz Templin – 5 years.
6. Debra mentioned that the ***PTFS contract for the Herald digitalization*** is being routed at City Hall for legal signatures.
7. ***PayPal*** has been completed and is now working. There is a minimum \$5 charge on each transaction plus 2%.

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:

1. Some of you may have already seen a copy of an insert in the Herald newspaper titled, "School Headline: Your Quarterly Guide for Everything El Segundo Schools has to Offer". This issue is about the changes to the

“Common Core Standards”, a set of learning standards that are used across the United States. The new standards will require teachers to shift what they teach and how they teach as well as require students to shift what they learn and how they demonstrate their learning in Language Arts and Math. The teachers are preparing for the full implementation which will take place in 2015. The information is also available on the school district's website: http://www.elsegundousd.net/apps/news/show_news.jsp?REC_ID=348237&id=0

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: None

b. Sue Carter reported the following:

1. Sue has received phone calls from people inquiring about the *El Segundo Herald* newspaper on the website. We are waiting for the City's legal department to approve the contract since the Library will be taking over the maintenance of the database after it is installed. Sue reported that the Friends already paid \$21,229.00; and an additional \$19,019.00 will be paid at the completion of the project.
2. At the Friends of the Library meeting tomorrow, new Board Members will be elected.

K. BOARD MEMBER COMMENTS – None

1. Debra announced that at the next Board meeting in March, she will be in Indianapolis, IN to attend the Public Library Association 2014 Conference. Mark Herbert will attend the meeting in her absence.

L. ADJOURNMENT –

1. Motion to adjourn: Smith/Martin. Meeting adjourned at 7:40 p.m. The next Board meeting will be held on Tuesday, March 11, 2014 in the Rose Garden/Gazebo Room.