



# CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

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MEETING DATE: January 10, 2017

MEETING TIME: 7:00 p.m.

MEETING PLACE: El Segundo Public Library  
Rose Garden/Gazebo Room  
111 W. Mariposa Avenue  
El Segundo, CA 90245

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The Board of Trustees, with certain statutory exceptions, can only take action upon properly posted and listed agenda items.

Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the Board of Trustees' subject-matter jurisdiction and items listed on the Agenda during the Public Communications portion of the meeting. The time limit for comments is generally limited to five minutes per person.

*Before speaking to the Board of Trustees, please come to the podium and state: Your name and residence and the organization you represent, if desired. Please respect the time limits. While all comments are welcome, the Board of Trustees may not take action on any matter not on this Agenda. Board of Trustees members may respond to comments after Public Communications is closed.*

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In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk (310) 524-2305. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

- A. CALL TO ORDER
- B. ROLL CALL –
- C. PRESENTATIONS – None
- D. PUBLIC COMMUNICATIONS (Related to City Business only and for which the Advisory Committee is responsible – 5 minutes per person; 30 minutes total).
- E. APPROVAL OF MINUTES for November 8, 2016
- F. SPECIAL ORDERS OF BUSINESS – None

## G. UNFINISHED BUSINESS –

### 1. Update on the Full-Time Library Assistant Position

Human Resources have over thirty positions to process for recruitment. City Departments are waiting for the City Manager to approve new recruitments on a monthly basis. Until our recruitment process is approved, we will try to use the funding to hire a temporary cataloger to ease the backlogs of books waiting to be cataloged.

### 2. Update on the Part-time Library Assistant Positions at the School Libraries.

Interviews were conducted for two openings in the school libraries last week. We may be able to finally fill those positions after the first of the year.

### 3. Historical Photos on Display

Julie Todd, Senior Librarian, purchased and received the large historical photos for display in the library and for the traveling tent exhibit. Twelve photos have been hung around the library and have replaced the old READ posters. The first tent event sponsored by the Friends will be for a *Birthday Bash* on Wednesday, January 18<sup>th</sup> from 3 p.m.-5 p.m. in Library Park. There is also a Centennial Ball on January 21<sup>st</sup> at the Automobile Museum where the tent exhibit can be viewed.

### 4. End-Panel Display Status

The Friends' purchase of three additional end-panel displays arrived, but the wrong size grooves were sent for assembling the panels. Mark has been working with the vendor to get the correct order re-delivered as soon as possible.

## H. NEW BUSINESS – None

## I. REPORTS – LIBRARY DIRECTOR (No Board Action Required)

## J. REPORTS – SCHOOL DISTRICT (No Board Action Required)

### 1. Report on the School Libraries, including those at El Segundo High School, Center Street Elementary School, Richmond Street Elementary School, and the Middle School.

#### a. Library Director's Report

#### b. School District Librarian's Report

## K. 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. President's Report

#### b. History Committee Report

L. BOARD MEMBER COMMENTS -

M. ADJOURNMENT -

POSTED BY: *[Signature]*

DATE: 12/29/16

TIME: 3:15 p.m.