



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

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MEETING DATE: March 14, 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 January 10, 2017**
- F. SPECIAL ORDERS OF BUSINESS – None**

## G. UNFINISHED BUSINESS –

1. **Update on the Full-Time Library Assistant Position**  
Interviews were conducted the week of February 27, 2017 for three candidates. Final background checks are still pending.
2. **Update on the Part-time Library Assistant Positions at the School Libraries**  
One Clerk at the Circulation Desk and two Library Assistants for the School Libraries were recently hired. Mark is still interviewing for the second Clerk.
3. **End-Panel Display Status**  
New end panels purchased by the Friends were finally delivered with the correct measurements and were installed by Mark.

## H. NEW BUSINESS – (Possible Board Action Required)

1. **Strategic Plan for the Library and the possible formation of a subcommittee**  
During last summer and fall, the City Council, the City Manager and Department Heads finalized Goals and Objectives for a three-year City wide Strategic Plan beginning in 2017. One of the Library objectives for further investigation includes the item below. The Director would like the Library Board to form a subcommittee, consisting of two Board members, to work on investigating the following:
  - a. The conversion of some of the existing Reference shelving area into a Wi-Fi zone where patrons can access the Internet on various mobile devices, plus install a charging station in the same area. A new electrical and space planning design needs to be investigated with cost estimates.

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

1. **Discussion of Library Programs, Services, Budget, Material Collections, Facility Maintenance, Personnel Changes, and Other Items Related to the Administration of the El Segundo Public Library.**

## 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:           jglens          

DATE:           3/9/17          

TIME:           4:12 p.m.