

MINUTES LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room 111 West Mariposa Avenue Tuesday, January 10, 2012 at 7:00 P.M.

A. CALL TO ORDER

President Kevin Smith called the meeting to order at 7:00 p.m.

B. ROLL CALL

Present: Board Members Kevin Smith, Laura Verouden, Beth Marbois and Sheila Henry. Penny Armstrong arrived after the roll call.

Others present: Sue Carter, outgoing President, Friends of the Library; Liz Cook, incoming President, Friends of the Library; Liz West-Odabashian, Vice President, Friends of the Library, Debra Brighton, Library Services Director; Joanne Gen, School District Librarian; and Jessie LeMay, Administrative Services.

Kevin acknowledged those present and briefly introduced Liz Cook and Liz West-Odabashian.

C. PRESENTATIONS -

1. Presentation to Sue Carter, former President of the Friends of the Library

Debra invited everyone to attend the presentation to Sue Carter at the next Friends of the Library meeting, Wednesday, January 18 at 6:30 p.m. in the Friends Room.

D. PUBLIC COMMUNICATIONS - None

E. APPROVAL OF MINUTES for November 8, 2011

Kevin made a motion to amend the Minutes with the correct date of January 10, 2012 for this meeting and to approve. Penny Armstrong second the motion; Minutes approved 5-0.

F. SPECIAL ORDERS OF BUSINESS - None

G. UNFINISHED BUSINESS -

1. Update of the Children's Expansion Project---Debra Brighton

The presentation to City Council has been re-scheduled to the February 7th Council Meeting due to the absence of Councilmember Don Brann. Debra reported that the

consultant we hired, Linda Demmer, has started to assess the needs of the children's library in terms of additional space for seating areas, book shelving, technology and youth programs. The estimated cost of the project is \$1.6M for the construction of the additional space of 3,000 sq. ft.; furniture and fixtures are extra. Debra further explained the process of getting Council approval. Kevin and Beth requested further clarification regarding the project.

Update of the Skype Room was briefly mentioned. Debra reported that staff has been training to use the equipment and currently staff is working on a Skype Use Policy.

H. NEW BUSINESS -

1. <u>Discussion of the proposed new Community Services Department (CSD)</u> which includes the current Library Department, Recreation and Parks Department, and Cable TV Division.

Debra gave some background on the reorganization proposal which involves the merger of the Library Department, Recreation and Parks Department and Cable TV Division. Under the new CSD, Debra will report to Bob Cummings, Director. The CSD allows for the consolidation of similar community service functions. The proposal has gone to Council once and passed 3/2, but it needs a second hearing. It will go for approval at the next council meeting on January 17. Board Members had questions for the Director and discussed the implications.

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

1. <u>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.</u>

Debra Brighton reported the following:

- A banner will be hung in front of the library to promote a campaign to increase adult fiction and non-fiction check out.
- A new part-time library assistant, Kristin Kora-Beckman, was hired to replace Anne Palmer.
- An update was provided regarding the car crash in front of the library. New stair rails have been ordered, but the start of structural repair is still unknown.
- 1. 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.

Joanne reports the following:

• There is good news---the five ESUSD furlough days that could have happened mid-year has been cancelled.

- She has been again offered the staff position choice of half-time District Librarian or full-time elementary teacher. She will continue in the half-time position.
- Center Street School held the Scholastic Book Fair in December, 2011 in their library.
- Richmond Street School will have the book fair in March, 2012.
- Middle School's International Baccalaureate Middle Years Program (IB Program)
 will involve the library collection. Summer Reading titles are being reassessed
 and will be changing.

Beth inquired as to what they did with the 70 iPads which Richmond Street School and the Center Street School acquired. According to Joanne, they are expected to arrive any day now.

Debra mentioned an InfoPeople online course available through our California Library System membership. This class is being offered to get staff familiar with the different apps on iPhone, iPad and other devices. She asked Joanne if she would like to take it.

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.

Liz Cook reported the following:

- Sheila Henry and Scott Houston did an e-blast to all schools with information regarding Friends of the Library. They are currently working with online membership drive.
- The criteria for scholarship have changed. Details will be explained at the next Friends meeting.
- Mark Herbert's request of \$500 was approved. It will be used for the "We Treasure Book" event from February 1 to March 31.

Sue Carter reported the following:

- History Room will remain open Monday through Thursday, 4:00 p.m. to 6:00 p.m. or call Sue Carter for appointment.
- Mark Herbert will write an application for a California Preservation Assessment Grant. If approved, they will send a consultant to assess the collection and offer suggestions about improving the organization and maintenance of the materials.
- The Chevron Historian who visited the History Room before has recommended labeling the Friends properties/collections in that room.
- The History Committee wants to come up with a policy of "no photography" in the room and also post the same sign in the History Room.
- A reminder that the History Committee meeting is scheduled every first Thursday of the month at 3:00 p.m. Everyone is invited.

K. BOARD MEMBER COMMENTS -

- As a follow up to the CSD discussion, Beth would like to see a copy of the reporting structure.
- Other comments include the budget impact to the Library.
- Debra gave an update regarding the Herald digitization. We have a disc as a back up copy of the four original rolls which were sent out to the vendor recently.
- L. ADJOURNMENT Meeting was adjourned at 7:46 p.m. The next Board meeting will be held on Tuesday, March 13, 2012 in the Rose Garden/Gazebo Room.