

MINUTES LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room 111 West Mariposa Avenue Tuesday, July 9, 2013 at 7:00 P.M.

A. CALL TO ORDER

President, Sheila Henry, called the meeting to order at 7:00 p.m.

B. ROLL CALL

<u>Present:</u> Sheila Henry, Board President; Penny Armstrong, Board Vice President, Kevin Smith, Board Member, David Jonta, Board Member; Liz West Odabashian, Friends of the Library Vice-President; Sue Carter, Friends of the Library Past-President, Debra Brighton, Director of Library Services; Jessie LeMay, Administrative Services.

<u>Absent:</u> Laura Verouden, Board Member, Liz Cook, Friends of the Library President and Joanne Gen, School District Librarian.

C. PRESENTATIONS -

1. <u>In recognition of Sheila Henry's one (1) year of service as President of the</u> Board of Trustees.

*Debra Brighton presented a gavel to Sheila Henry, outgoing Board President, and thanked her for her services.

D. PUBLIC COMMUNICATIONS - None

E. APPROVAL OF MINUTES for MAY 14, 2013

Minutes were approved (Penny/Kevin), 4-0.

F. SPECIAL ORDERS OF BUSINESS

1. Election of New Library Board Officers for 2013-2014

Sheila presented the slate for proposed new officers. Elected were: Penny Armstrong – President Laura Verouden – Vice President David Jonta – Secretary/Treasurer

Everyone congratulated the new President, Penny Armstrong. Sheila thanked David for participating in the process.

G. UNFINISHED BUSINESS -

1. Budget Strategic Planning Sessions – June 27, 2013

Debra reported that the City has held two budget sessions. The recent one on June 27th was focused more on Business Economic Development and the priority is to bring in more revenues. The presentation at this session by Director, Sam Lee, highlighted the new developments coming into the City over the next two years. The optimum revenues will bring the City approximately \$800K/year in business sales and property taxes.

Also at the Budget meeting was a presentation by the Finance Director, for next year's budget, including a funding balance of \$536K for technology upgrades, tree maintenance, building repairs and the Library's Friday hours. Some Departments will be re-organizing and job classifications will be changed including the possible appointment of a Human Resources Director whose responsibility in the past years was performed by the Finance Director.

Revenues and expenditures' forecast in 2014-15 is lagging behind by \$4M as health care and retirement costs continue to rise. The departments will be coming up with scenarios for reductions in services. The City Council is considering placing two tax initiatives on the April 2014 ballot for businesses to pay increased Transient Occupancy Tax and Utility Users Tax. If passed, this might be a solution to the budget deficit.

Another budget session will be held on August 22nd in the Library's Friends of the Library Meeting Room.

Liz questioned why the upcoming year's budget forecast is better than in 2014-15. Debra reasoned that it is due to two payments from Chevron and some carry-over from the 2012/13 budget we are just completing.

Sheila wanted to find out more about the Friday hours and what steps we are taking to prepare. Debra has budgeted \$40K for three additional part time positions. If the budget is passed in October, we will be hiring and the new hours will take effect in January 2014.

2. El Segundo Herald Preservation Project

There are only nine rolls (from February 2001 to December 2008) still to be scanned and digitized. The total cost of the scanning to date is \$17,184.96.

Since there were more duplicates of earlier rolls and higher page counts than anticipated, the project was not completed on the old quote. We obtained a new quote which will be presented to Friends of the Library at their meeting next week.

Once the microfilm conversion is completed, we will request a new quote from PTFS for converting the hard copy newspaper issues.

The grant we applied for was not approved.

3. PayPal Account Status

Information Services has requested a new SSL certificate to correct the issues. It is expected to arrive within the next several days. Once received and if there are no coding issues, Innovative will contact us to schedule installation of the module.

H. NEW BUSINESS - None

- 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:
 - *We have two employee resignations: a Library Clerk and a Page. We will be hiring their replacements and will also fill one more vacant Page in anticipation of the additional hours on Fridays.
 - *Seven hundred thirty (730) children registered in the Summer Reading Program and 200 attended the Kick Off Program. The average attendance for the programs is: 30 Toddler Storytime; 40 Pre-School Storytime; 35 Library Club and 12 Teens.
 - *There will be three computer classes offered in July and August; and Kristina Kora-Beckman will be the instructor.
 - 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.
 - b. School District Librarian's Report:
 - *Joanne Gen is off for summer vacation. Just as information—the High School is open for summer school.

J. REPORTS - 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 West-Odabashian reported the following:

- *The Friends donated \$2,571 to the Tutor.com program.
- *The Friends are currently starting to look for new Board and Committee members for the 2014 calendar year.

b. Sue Carter reported the following:

*Recently the History Room has been active with visitors looking for information on various subjects. Three gentlemen come every Monday to research sports news. The information they will collect is towards building a future "Sports Hall of Fame" in El Segundo. A young High School grad came to look for friends' pictures in the 2010 El Segundo High School Annual. Sue Carter reminded everyone that the History Room is dark in August, but she is available for appointments.

*Herald Conversion Project Donation and Expense Statement:

Total Donation:

\$14,950.04

Total Expenses:

\$15,645.32 (\$694.68)

Friends Grant:

\$41,000.00

Available Funds:

\$40,305.32

K. BOARD MEMBER COMMENTS -

*David inquired about the \$41K grant from the Friends of the Library for the *Herald Preservation Project*. Sue informed him that a majority of the funds come from book sales which are approximately \$2,300 a month.

*Kevin commented that Sheila did a great job being the Board President.

*We need one more candidate to the Library Board of Trustees. There was a discussion regarding recruitment of applicants like teachers, college and senior high school students (of legal age). A board member's recommendation is to attach an announcement in the Friends' newsletter. Council interviews will be held on July 16^{th.}

L. ADJOURNMENT -

*Motion to adjourn: Kevin/Penny. Meeting adjourned at 7:30 p.m. The next Board meeting will be held on Tuesday, September 10, 2013 in the Rose Garden/Gazebo Room.