



MINUTES
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, March 11, 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; Laura Verouden, Board Vice President; Jennifer Martin, Board Member; Sari Brann, Friends of the Library Vice President; Joanne Gen, School District Librarian; Mark Herbert, Senior Librarian; and Jessie LeMay, Administrative Services. *The Director of Library Services, Debra Brighton, is at a Public Library Association Meeting. Mark Herbert, Senior Librarian, will give the staff reports in her absence).

Absent: David Jonta, Board Secretary/Treasurer, Kevin Smith, Board Member; Liz West-Odabashian, Friends of the Library President; and Sue Carter, Friends of the Library Past-President.

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for January 14, 2014

Minutes were approved. (Martin/Armstrong 3-0)

F. SPECIAL ORDERS OF BUSINESS

G. UNFINISHED BUSINESS

1. Review and discuss the status of the contract with Progressive Technology Federal Systems (PTFS) for digitalizing the Library's *El Segundo Herald* newspaper collection on microfilm.

Mark Herbert reported that the PTFS contract has been approved by the City last month. The IS Department is working with PTFS to install the software. At this time, there is no indication as to when the software is installed, but once it is done, Mark or someone else will be trained to upload the PDF's into the ArchivalWare software. The Herald will provide PDF copies from 2008 to 2013 and Mark will upload them to the software.

With regards to uploading the PDF copies, there were some suggestions received. Jennifer Martin suggested that someone like a college intern can be recruited to create a software to transfer those files from Herald to here. Sari Brann asked Mark if the Friends of the Library can hire and pay somebody to do the uploading. Penny Armstrong suggested we hire through the work-study program of Da Vinci School or from the High School. She would give us contact information.

H. NEW BUSINESS –

1. Review and discuss the recent report: *High-speed Broadband in California Public Libraries --- an Initiative of the California State Library: Needs Assessment and Spending Plan.*

Mark Herbert reported that Library Director, Debra Brighton, recently received the result of a survey conducted by the CA State Library where libraries were asked to respond to a series of questions regarding the usage of internet connections and the speed of connectivity. The survey result shows a wide range of internet connection usage---from online services for database, newspaper and general research to accessibility of eBooks and eAudio's. As far as speed of connectivity is concerned, the survey shows that 25% of libraries, including ours, have very slow connections with nearly 100% network capacity.

Governor Jerry Brown released his budget proposal of \$3.3 million to provide libraries access to improved high-speed internet. This includes \$2.3 million for libraries to access statewide-high speed internet network and \$1.0 million one-time basis grants to libraries that need financial assistance to purchase equipment upgrades to connect to a high-speed network. However, this budget is still pending.

This report has elicited questions from the Board; but because approval is pending, other information is not readily available at this time.

I. STAFF REPORT – SENIOR LIBRARIAN, Mark Herbert

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. Senior Librarian's Report:

1. *Tax measures will be voted on April 8, 2014.* There is nothing new to mention; and city employees are not allowed to discuss the subject. Debra Brighton will convey the results accordingly.
2. *Open Fridays started February 14, 2014.* Since the Friday opening, we had 300 people who visited the library; and the number is increasing each Friday.
3. *New Hire.* In addition to two part-time staff who we hired and started work, we also hired a third part-time staff, Juan Romero, a Library Assistant, who will work 10 hours a week between Adult Services and Youth Services.

4. **Summer Reading Program.** Ellen Cunningham, Public Services Manager and Sinee Pickens, Youth Librarian, will present the Summer Reading Program at the next Board meeting.

J. STAFF REPORT – SCHOOL DISTRICT LIBRARIAN – Joanne Gen

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.**

- a. **School District Librarian's Report:**

1. **Online Tests** - In April and May, the school district will conduct a field testing of the Smarter Balanced Assessment, online tests which are part of the new assessment from the Common Core. Grades 3 to 8 and 11 will take part of testing their devices; whatever the result of this test is not available from the State. Standardized Testing and Reporting (STAR), which is the old (paper) method of student testing, will be given to the 10th, 8th and 5th Graders but only for Science subject. Advanced Placement (AP) testing is scheduled on May 5-16 at the High School Library. Overall, it is expected that there will be problems with testing the online tests on the wireless devices but hopefully it will be addressed quickly.

K. FRIENDS OF THE LIBRARY REPORT

1. **Report on Book Sales, Donations, Historical Committee Activities, Special Events and Other Items Related to Friends of the Library Business.**

- a. **Vice-President's Report:**

1. Sari Brann expressed the Friends of the Library's enthusiasm and excitement toward the digitalization project of the Herald newspaper. She thanked the Library, especially Mark for his patience, assistance and diligence in getting this project done; and to Friends of the Library, for their financial support and commitment.

L. BOARD MEMBER COMMENTS – None

M. ADJOURNMENT –

1. **Motion to adjourn:** Armstrong/Martin. Meeting adjourned at 7:30 p.m. The next Board meeting will be held on Tuesday, May 13, 2014 in the Rose Garden/Gazebo Room.