



**MINUTES
LIBRARY BOARD OF TRUSTEES**

**Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, May 13, 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; David Jonta, Board Secretary/Treasurer; Kevin Smith, Board Member; Jennifer Martin, Board Member; Sari Brann, Friends of the Library Vice President; Joanne Gen, School District Librarian; Debra Brighton, Library Services Director, Ellen Cunningham, Public Services Manager; Sindee Pickens, Youth Services Librarian and Jessie LeMay, Administrative Services.

C. PRESENTATIONS –

- 1. Presentation to outgoing Board Vice President, Laura Verouden, for her outstanding contributions to the Library Board of Trustees during her six year term.**

Debra Brighton presented a clock to Laura Verouden, outgoing Board Vice President, and thanked her for her services.

- 2. Presentation to outgoing President, Penny Armstrong for her year of service as President of the Library Board of Trustees.**

Debra Brighton presented a gavel to Penny Armstrong, outgoing Board President, and thanked her for her services.

- 3. Presentation and report by Sindee Pickens of the Annual Summer Reading Program for 2014.**

The Summer Reading Program's theme this year is "Paws to Read". Sindee Pickens presented a full display of T-shirts, goody bags and a banner. If anyone is interested to order T-shirts, please email her or Jessie LeMay. Program registration is June 12 and Kick-off party is June 19. Story times begin the week of June 23 and the finale is on August 5. There will be entertainment on both events.

Penny Armstrong inquired about the Teen Program participation. Sindee Pickens gave information on the overall program.

G. UNFINISHED BUSINESS

1. **Report by the Library Director of the City's current budget planning process for Fiscal Year (FY) 2014/15, and impacts on the services and operations of the Library Department.**

Another Strategic Planning Session will be held on Thursday, May 29 in the Friends of the Library Room, from 7:00-11:30 a.m. The City Council and Department Heads will discuss options to balance the FY 2014/15 budget since Measure A did not pass last April. There is an approximate \$4.M deficit in the overall City budget. In order to reach the Library's portion of reductions, we will not fill two vacant positions (\$125K). The other option is that the School District would take back over the school libraries (\$200K)

The meeting is open to the public.

H. NEW BUSINESS – None

I. REPORTS – LIBRARY DIRECTION (No Board Action Required)

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. Library Director's Report:

1. ***"Let's Celebrate Good Reading" Update.*** This successful event concluded on April 30. About 1,037 entries were received for the weekly raffles and 51 people participated in the "Author's Anonymous" grab bag book borrowing. Various raffle prizes such as gift cards, Kindle tablet and a DVD movie set were given out.
2. ***Herald Digitalizing Project.*** The project is almost up and running. Once the ArchivalWare software is installed, staff will be trained on uploading the scanned PDF copies of the newspaper to the software.

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.