



MINUTES
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, July 8, 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

Board Members Present: Penny Armstrong, Board President; David Jonta, Board Secretary/Treasurer; Kevin Smith, Board Member; Jennifer Martin, Board Member; Sara Whelan, Board Member.

Others Present: Debra Brighton, Library Services Director, Mark Herbert, Senior Librarian and Jessie LeMay, Administrative Services.

C. PRESENTATIONS –

1. Introduction of new Library Board Member, Sara Whelan.

Debra Brighton welcomed Sara Whelan. Sara briefly introduced herself as a stay-at-home mom, an active member of two local organizations and she has a law degree. She looks forward to being a member of the Board of Trustees.

2. Re-appointment of Member, Penny Armstrong.

Debra Brighton stated that Penny Armstrong was re-appointed by the City Council on June 17, 2014, to serve another 3-year term.

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for May 13, 2014

Minutes were approved. (Smith/Martin; 5-0)

David Jonta inquired about how absentees are recorded on the Minutes.

F. SPECIAL ORDERS OF BUSINESS

1. Election of 2014/15 Library Board Officers

The proposed slate was presented and an election was held. Election results were as follows: David Jonta – President; Jennifer Martin – Vice President; Penny Armstrong – Secretary/Treasurer.

The new President, David Jonta, began conducting the meeting.

G. UNFINISHED BUSINESS

1. Demonstration of the El Segundo Herald Digital Project by Mark Herbert, Senior Librarian.

Mark presented a demo of the new database. Up to 10 years of the early editions of the *El Segundo Herald* can be searched online. Although he mentioned that it's not available to the public yet, it will be once our Information System (IS) Division uploads the remaining images to the server. The Board congratulated Mark for the near completion of the project.

H. NEW BUSINESS – None

I. REPORTS – LIBRARY DIRECTOR (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. **Budget.** At the 2nd Strategic Planning Session held on June 26, it was learned that the City's budget deficit is now lower than expected due to increased revenues from several sources. Departments were asked to meet a 3% reduction in staff and services to close the gap. However, the City Council decided to address various infrastructure and other projects amounting to \$4M. Departments were asked to accomplish this without the need to reduce staff or services. Included on the infrastructure project is painting of the Library's exterior for a cost of \$40,000.

Another Library Department reduction option was to phase out the school library support of staff and technology at an annual cost of \$190,000. Also for many years, the City has paid for crossing guards.

There is still a vacant position in the Cataloging area which has not been filled since March. Several other staff has been absorbing the cataloging duties.

2. **Personnel.** We recently hired two part-time employees to replace a School Library Assistant and Circulation Clerk: Catherine Hinkle will be working at Richmond St. Library and Ben Taniguchi was placed at the Main Library. We are currently hiring a Library Clerk as a replacement for Crystal Carol who resigned.
3. **Summer Reading Program.** The total number of registration for all three groups is 811. To end the program, there will be a party for the younger kids on August 5 and a Teen Pizza party on August 6.
4. **Technology Upgrades** – We have plans to upgrade our catalog system. The new system will be more interactive, giving us the ability to incorporate other databases for one subject search. It will cost around \$60,000 which will be funded from the Equipment Replacement list.
5. **New Art in the Library** – Currently on display at the Library is Sigal Bussel's modern art collection. She is a local artist who has exhibited in China and other international museums.
6. **Other** – Debra advised the Board of her travel plans during August through October. Mark will be in charge.

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:

Joanne Gen was not present but it was mentioned that end-of-the-year textbook return was completed in one day.

David Jonta asked if someone has seen the Herald Newspaper article where Joanne Gen has been featured.

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:

There was no representative from the Friends of the Library.

L. BOARD MEMBER COMMENTS – Everyone welcomed the new Board Member, Sara Whelan.

M. ADJOURNMENT –

1. **Motion to adjourn**: Smith/Martin. Meeting adjourned at 7:35 p.m. The next Board meeting will be held on Tuesday, September 9, 2014 in the Rose Garden/Gazebo Room.