



MINUTES
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, September 9, 2014 at 7:00 P.M.

A. CALL TO ORDER

Board President, David Jonta, called the meeting to order at 7:00 p.m.

B. ROLL CALL

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

Others Present: Debra Brighton, Library Services Director; Jessie LeMay, Administrative Services, Sue Carter, Chairman, History Committee; Sari Brann, Vice-President, Friends of the Library and History Committee Member; Kerry King, History Committee Member; and Mark and Marcia Marion, Friends of the Library and History Committee Members.

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for July 8, 2014

Minutes were approved. (Armstrong/Whelan; 3-0)

F. SPECIAL ORDERS OF BUSINESS

1. Re-schedule the next Library Board Meeting.

The Board has unanimously decided to re-schedule the next Board Meeting of Tuesday, November 11, 2014 to Monday, November 10, 2014 due to Veterans Day Holiday and the library will be closed. The meeting will be held in the Rose Garden/Gazebo Room at 7:00 p.m.

2. Save the Date—November 13, 2014, Annual Volunteer Luncheon

Debra announced the Library's Annual Volunteer Luncheon to recognize the numerous volunteers for their hours of dedication, and to the local organizations and businesses for their financial contribution to the Summer Reading and Author Fair programs. The event will be held on Thursday, November 13, 2014 from 12 noon to 2:00 p.m. in the Friends of the Library Meeting Room.

The City is also recognizing all volunteers at a reception on Tuesday, October 7, 2014 at the City Hall Plaza from 5:30 p.m. to 7:00 p.m.

G. UNFINISHED BUSINESS - None

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. ***School Library Program Update.*** The Council has made the final decision to continue to fund the school staffing through September 30, 2015. The City will also continue to fund the annual maintenance of our shared database system for checking out books and issuing library cards, and purchasing a small amount of new books. There are meetings planned between City Staff and the School District Administrators to start the planning process of transitioning these changes for next year.

2. ***Personnel.*** As a result of the budget reduction, our full-time cataloging position is frozen. Children and Adult staff continue to catalog and process all incoming books. We are also conducting a trial of having our book vendor, Baker & Taylor, take on more of the pre-processing before the books arrive by providing new books with jackets, barcodes, security strips and other processed items to reduce staff time in processing.

Recruitment will soon start for two clerks and two pages at the Circulation Desks; and two school library staff.

3. ***Technology Upgrades.*** The plan to upgrade our catalog system with Millennium is still on track. Our IT Department will be assisting us on this project.

4. ***Library Building Upkeep.*** As part of the City's infrastructure projects, the library's exterior will be re-painted. The painting vendor names have been identified and sent to the Public Works Director. The cost is approximately \$40K.

5. ***Collection Display.*** The oversize collection has been moved from behind the Reference desk area to the magazine area. This change has made the circulation of the oversize collection higher because the covers are more visible now.

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:** None
Joanne Gen was unable to attend the meeting.

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.

- 1. Vice-President's Report:** Prior to Sari Brann's report and her discussion of the El Segundo Herald Preservation Project, copies of the project's timeline since inception were distributed. First, Sari thanked Mark and Debra for meeting with her prior to the Board meeting. The main objective of her discussion with the Board was to see the project come to fruition as soon as possible. In reviewing the timeline, there was a considerable delay during the vendor, PTFS, contract review and approval process at the end of 2013; and, recently when ten years of the Herald were already loaded on the database and demonstrations and training were being offered to the History Committee, errors to download the rest of the data caused a major crash and a re-loading of all 3,200 issues by our IT and PTFS staff had to be done the past couple of months.

Sari reported that there were many supporters who made monetary donations to the Friends of the Library and they are now calling to find out when the project will be available on the Internet as promised. She emphasized that since the Friends of the Library have subsidized this project and it has taken so long to get it done, it is time to take it up the chain of command, starting with the Library Director and the Library Board to get it finished. Other members of the History Committee who were present at the meeting commented and agreed. Sue Carter suggested that they take the progress report to the Herald and get it publicized. Debra asked that they hold off on this just a few more weeks. She and Mark have been told completion of the project is now two weeks away and it would be good to have positive news that the project is ready for the public to view as part of the article. Debra thanked the Friends of the Library and History Committee for their continued financial support, patience and understanding during this arduous project.

L. BOARD MEMBER COMMENTS – None

M. ADJOURNMENT –

- 1. Motion to adjourn:** Armstrong/Whelan. Meeting adjourned at 7:38 p.m. The next Board meeting will be held on Monday, November 10, 2014 in the Rose Garden/Gazebo Room.