



MINUTES  
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room  
111 West Mariposa Avenue  
Tuesday, November 10, 2014 at 7:00 P.M.

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**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; and Joanne Gen, School District Librarian.

**C. PRESENTATIONS – None**

**D. PUBLIC COMMUNICATIONS – None**

**E. APPROVAL OF MINUTES for September 9, 2014**

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

**F. SPECIAL ORDERS OF BUSINESS**

**G. UNFINISHED BUSINESS –**

**1. Annual Volunteer Luncheon---November 13, 2014**

Debra gave a summary of the upcoming event. Some members of City Council, along with the City Manager will give the welcome remarks. A presentation to all volunteers will follow; and each one will receive a "thank you" gift. Keith and Judy Jackson will provide the live musical entertainment.

A couple of invitations were not received by invitees and Debra apologized for the mix up.

## H. NEW BUSINESS –

### 1. Recent and Upcoming Retirements of Kim Carter and Ellen Cunningham.

Debra reported that there are personnel changes in the Library due to the retirement of Kimberlee Carter on October 31, 2014, Ellen Cunningham on December 30, 2014, and Kathy Busick, also at the end of the year.

Kimberlee's position may be re-classified but it needs to go through the negotiation process with the City Employee's Association. Meanwhile, we have contracted with a temp agency to fill some positions.

Ellen's position will be filled temporarily by Julie Todd, as Acting Senior Librarian, until the recruitment process begins. She has started training with Ellen.

At the Reference Desk, Kathy Busick will be replaced by Yvonne Roberts, a school part-time Library Assistant.

## 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 El Segundo School District Superintendent has asked the City for an estimate cost of staffing the libraries if they decide to contract with us in September 2015. Early estimates are about \$130K. We will keep our book budget for the schools at \$3,200. The City will also continue to fund the annual maintenance of our shared database system for checking out books and issuing library cards. The Board will be apprised of any further developments in January 2015. Jennifer asked Debra for clarification about the school libraries' budget and the City's decision to discontinue funding the school libraries after September 2015.

##### 2. *Young Adult Programs.* The Young Adult Programs will be suspended during the winter session due to Julie's transfer to the Adult Division and her extra duties. We are hoping the programs will resume in the spring.

## 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 reported that there have been a lot of iPad issues in the school. She was asked to help the students with their iPad problems, from breakage to loss and/or other administrative functions. A school technician takes care of the technical issues pertaining to the iPads. David Jonta inquired about iPad insurance and repair costs.

The Middle School Library has been remodeled. New carpet has been installed; and there are new computers, TV and furniture in the room.

There is a new principal at the High School, Jaime Mancilla, and a new superintendent, Melissa Moore. They were both impressed and grateful for the help from Sindee and city staff during the textbook and iPad distribution.

## 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: None

Debra mentioned that the History Committee Members were happy with the final launch of the El Segundo Herald Preservation Project. Mark Herbert held a demo on how to access the El Segundo Herald database. Everyone was thankful for his effort and time to complete the project.

## L. BOARD MEMBER COMMENTS – None

## M. ADJOURNMENT –

1. Motion to adjourn: Martin/Armstrong. Meeting adjourned at 7:30 p.m. The next Board meeting will be held on Tuesday, January 13, 2015 in the Rose Garden/Gazebo Room.