



**MINUTES  
LIBRARY BOARD OF TRUSTEES**

**Rose Garden/Gazebo Room  
111 West Mariposa Avenue  
Tuesday, January 13, 2015 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; Kevin Smith, Board Member and Sara Whelan, Board Member.

Others Present: Debra Brighton, Library Services Director; Jessie LeMay, Administrative Services; Sari Brann, Vice President, Friends of the Library and Joanne Gen, School District Librarian.

**C. PRESENTATIONS – None**

**D. PUBLIC COMMUNICATIONS – None**

**E. APPROVAL OF MINUTES for November 10, 2014**

Minutes were approved with corrections. (Armstrong/Martin; 5-0)

**F. SPECIAL ORDERS OF BUSINESS**

**G. UNFINISHED BUSINESS –**

**1. Update on new personnel.**

Penny Armstrong was hired to fill a vacancy at the Richmond St. Library. She is currently training at the Main Library and will move to the school Library when training is complete. The School Libraries also have two vacancies to fill.

Julie Todd is interviewing for Senior Librarian. If she passes her interview she will assume this new position on January 24, 2015.

Yvonne Roberts from Richmond St. School replaced Kathy Busick at the Reference Desk. Kathy Busick retired but has decided to stay on as a volunteer with the Friends donations.

Ben Taniguchi, former part-time Library Clerk at the Circulation Desk, was promoted to a vacant part-time position of Library Assistant at the Reference Desk.

Mark Herbert hired two Clerks and two Pages.

Two Library temp staff, Rita Romero and Elizabeth Bell, started work at the Reference Desks.

## H. NEW BUSINESS –

### 1. Technology Upgrades to Library Catalog and Check-out System.

Debra provided some background information about the *Millennium* upgrade to the *Sierra System*, and the new subscription service, *Encore*. Together these two systems will bring all access points into a “one stop” search experience for research, homework, and book title or author inquiries. Encyclopedias, maps, magazines, biographies, other specialized databases and fiction resources can now be found altogether in one search.

The system upgrade package was approved by Council at its December 16, 2015 Council Meeting. It is funded by the Equipment Replacement Fund at a cost of \$56,000. Implementation should begin in April 2015 at which time Mark Herbert will be able to do a demonstration for the Board.

Jennifer inquired about the cost of Encore subscription. Debra explained that there is a yearly fee. Our Information Systems’ Department will take over and assist in managing the server which is a cost-saver.

## 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.

The Young Adult Programs will be suspended during the winter session due to Julie’s transfer to the Adult Division. Programs will resume when the open position is filled.

The main library Internet computers have been replaced and the latest version of MS 7 was installed. So far they are working much better 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.

### Library Director's Report:

Catalog computers have been fixed at Richmond St. and are now up and running again.

A leak in the vent at the High School Library workroom caused damage to computer network equipment. The Information Systems' staff are waiting to put in a new system for the High School connection with Millennium when the vent is fixed.

Debra is still waiting to hear back on the personnel cost proposal for staffing the School Libraries next September. She will continue to update the Board on any new developments with the school services for 2015/16.

### School District Librarian's Report:

Joanne Gen reported that the end of the first semester is approaching and teachers will be dealing with finals, report cards and textbook checkouts. Unless Millennium will be restored soon, the process will be much slower.

The Center St. School had a Scholastic Book Fair in December. Our school library staff submitted a wish list and everything on the wish list was granted. Another Book Fair will be held at Richmond St. School at the end of February.

On the occasion of Donna McCarthy's 90<sup>th</sup> Birthday, she was treated to a choir performance, birthday treats, personal greetings from staff and teachers and free tickets to the Young Americans concert.

## 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.

Sari Brann reported that the Friends received a \$5,000 grant check from Chevron. It is designated for a shelving project in the Children's Library and books for the literacy program. Jennifer asked for more details about the shelving project.

At the last Friends meeting, they donated an amount toward the purchase of a rug in the Children's library.

They will elect their officers at their meeting next week.

#### L. BOARD MEMBER COMMENTS –

David Jonta reported that there is an opportunity for senior high school students to apply for a scholarship given by the Vietnam Veterans of America. The scholarship is for a total of \$4,000; each qualified applicant receives \$1,000. Additional details are in a flyer to be posted at the main library and inserted in the students' package at the high school. Joanne suggested he get in touch with the school administration office.

#### M. ADJOURNMENT –

1. **Motion to adjourn:** Martin/Whelan. Meeting adjourned at 7:22 p.m. The next Board meeting will be held on Tuesday, March 10, 2015 in the Rose Garden/Gazebo Room.