



MINUTES
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, March 10, 2015 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

Others Present: Debra Brighton, Library Services Director; Jessie LeMay, Administrative Services; and Joanne Gen, School District Librarian.

C. PRESENTATIONS –

1. Introduction of Julie Todd, Senior Librarian, for the Adult Public Services Division

Debra Brighton introduced Julie Todd who was recently promoted to Senior Librarian. Since coming onboard she has been working on several programs including the *Drop-In Lobby Events* and the *Author Fair* to be held on Sunday, June 7, 2015. The *Drop-In Lobby Events* is a new program featuring demonstrations by local artists and guest speakers in the main lobby starting March 19. Flyers were distributed at the meeting and also at various locations throughout the city.

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for January 13, 2015

Minutes were approved. (Armstrong/Whelan; 4-0)

F. SPECIAL ORDERS OF BUSINESS - None

G. UNFINISHED BUSINESS –

1. Library personnel update

Mark Herbert hired two new Library Clerks, Casey Bank and Brianna Tracy; and one Page, Anna Yori.

Sindee Pickens hired two new school Library Assistants: Adriana Muro and Charlotte Natale.

Almost sixty applications were received for Julie's former Library I position. Interviews will take place on March 25.

2. Report on technology upgrades and the status of existing services

We received the City Council's approval of the Sierra software upgrade and the Encore subscription; and, the contract with Innovative Interfaces was finalized. The installation process of the server and the system will take a couple of months starting in late April or early May.

3. Exterior painting of the Library Building

We have scheduled a meeting with a Public Works senior staff member tomorrow to walk around the exterior of the library building in preparation of the painting project slated for early summer.

H. NEW BUSINESS – None

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

1. Discussion of Library Programs, Services, Budget, Material Collections, Facility Maintenance, Personnel Changes, and Other Items Related to the Administration of the El Segundo Public Library.

We have applied for a California State grant approved by the Governor for all public libraries to participate in high speed broad-band connectivity. It will reduce our utility bills including internet services from AT&T.

J. REPORTS – SCHOOL DISTRICT (No Board Action Required)

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. Library Director's Report:

Debra has proposed a cost for staffing the school libraries in the fall of 2015 and anticipates forthcoming meetings regarding this item soon. As the school's budget planning is coming soon, she hopes to hear some news.

b. School District Librarian's Report:

Joanne Gen reported that the Richmond Street School PTA recently had their book fair. The PTA was able to donate all the books on the school's wish list.

The High School will undergo an accreditation process by Western Association of Schools and Colleges (WASC).

Grades 3-8 and Grade 11 will take the new Smarter Balanced Assessments test (for English and Math) in March, April and May.

K. REPORTS – PRESIDENT, FRIENDS OF THE LIBRARY (No Board Action Required)

1. Report on Book Sales, Donations, Historical Committee Activities, Special Events and Other Items Related to Friends of the Library Business.

Debra reported the following on behalf of the Friends:

The Memorial Fund for Richmond Street School teacher, Cathy Teitelbaum, has raised a total of \$1,000. The funds are earmarked for purchasing books for the Richmond Street School Library and Main Library children's collections.

The new History Room schedule has been changed. Starting April 11, the room is open on Saturdays, twice a month, from 2:00 p.m.-4:00 p.m.

Kathy Busick continues her volunteer work with the book donations along with a high school student.

L. BOARD MEMBER COMMENTS – None

M. ADJOURNMENT –

- 1. Motion to adjourn:** Armstrong/Whelan. Meeting adjourned at 7:28 p.m. The next Board meeting will be held on Tuesday, May 12, 2015 in the Rose Garden/Gazebo Room.

