



MINUTES
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, May 12, 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; Penny Armstrong, Board Secretary/Treasurer; Kevin Smith, Board Member and Sara Whelan, Board Member.
Board Member Absent: Jennifer Martin

Others Present: Debra Brighton, Library Services Director; Sindee Pickens, Youth Services Librarian; Julie Todd, Adult Services Senior Librarian; Sari Brann, Friends of the Library President; Sue Carter, History Committee President and Joanne Gen, School District Librarian.

C. PRESENTATIONS –

1. Annual Author Fair on June 7, 2015

Julie Todd and Sindee Pickens spoke about the events on Author Fair day which starts at 11:30 a.m. until 4:30 p.m. There will be two author panels, author signings, poetry readings, children's story telling, musical entertainment, giveaways, a drawing demo and balloons for the children. Julie presented a sample of the giveaway item. Two kindle readers donated by the Friends and gift cards donated by local restaurants will be raffled off.

Sara Whelan, Board Member, asked Julie for some clarification regarding the event's schedule.

2. Summer Reading 2015

"Read to the Rhythm" is this year's theme of the Summer Reading Program to be held from June 11 to August 8. Sindee talked about the reading logs, certificate of completion, grab bags and the finale party in the park. She also mentioned about the local businesses and organizations that supported the program with miscellaneous donations.

Sara Whelan asked about the program flyer distribution in the schools. Sindee explained that teachers from Teddy through 5th grade will distribute the flyers; and, the same information is available to the Middle and High school students in the schools' libraries.

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for March 10, 2015

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

F. SPECIAL ORDERS OF BUSINESS

1. Appointment of Library Board New Officers and Vacancy Beginning July 14, 2015.

The Board President, David Jonta, requested that Board Members Kevin Smith and Sara Whelan form the nominating committee for next year's slate of officers; they both accepted the request. They will present a slate of new officers for the Board to vote on at their next Meeting on July 14, 2015.

Debra also reminded David that he will need to re-apply for the Board this year.

G. UNFINISHED BUSINESS –

1. Technology Upgrades for the Library Catalog

Debra discussed the installation of Sierra and Encore for the upgrades to the Millennium system. Staff testing and preview of the new systems will be in early June, for approximately two weeks. During this preview phase the old Millennium system will still be operational for patron circulation and catalog access. Once the new system goes live at the end of June, the catalog will be much more interactive.

2. Fiber Connection Grant for High Speed Internet Connections

Debra reported that the Library was approved for a State Grant for fiber optics upgrade. This will allow for 10GB of information at the same cost as our current slower speed. The upgrade will hopefully help alleviate some of the computer/server issues.

David commented that patrons will enjoy the faster, improved speed.

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.

Debra explained some of the challenges with the upcoming budget preparation this year due to personnel changes in the Finance Department. For the Library Department, she will continue to request funds for books and reorganized staffing appropriations, particularly a combined cataloging and network assistant position. A request to re-classify a Senior Library Assistant position into a Librarian I position is still pending.

Capital projects for improving and repairing the library building will also be a part of the strategic budget sessions.

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 and Sindee will meet with School District personnel soon to discuss the proposed MOU Agreement of providing City staff for the school libraries.

b. School District Librarian's Report – None

K. REPORTS – 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.

a. History Committee Report

Sue Carter reported that the History Room will open on a new schedule to attract more visitors. Penny Armstrong suggested creating a flyer about the History Room as another way to get the word out to the schools and the community. She mentioned that she and Sari Brann are gathering information about the City's past history in preparation for the upcoming 100th anniversary.

b. President's Report

Sari Brann, President of the Friends, reported that the Friends have worked with Debra and her Managers to create a wish list of items needed or desired. The list will be reviewed at the Friends' June 17 meeting.

Sari congratulated the team for the Herald digitalization project. She found it fast, complete and easy to use.

To date, the Cathy Titlebaum Memorial Fund has received \$2,003. Children's' books have been purchased using some of the funds.

The Friends Scholarship Committee has begun reviewing applications for the two (2) \$1,000 scholarships they will award to high school graduates.

Starting June 17, the Friends' meeting schedule will be held every other month. Other meetings are scheduled on August 19, October 21 and December 16. Currently, the meeting is held at 7:00 p.m. but it will be reviewed at the June meeting.

The Friends' membership is changing to month-to-month with a pledge drive to run every June. Members will be allowed to join and/or renew all year long, but the pledge drive will only be once a year (in June).

L. BOARD MEMBER COMMENTS

David had positive remarks on the *Drop-In Lobby* events. This Thursday's event is at 7:00 p.m. featuring the Automobile Driving Museum. Julie is working on the next *Drop-in Lobby* event program.

M. ADJOURNMENT –

1. **Motion to adjourn:** Smith/Whelan. Meeting adjourned at 8:00 p.m. The next Board meeting will be held on Tuesday, July 14, 2015 in the Rose Garden/Gazebo Room.