



MINUTES  
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room  
111 West Mariposa Avenue  
Tuesday, July 14, 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; Penny Armstrong, Board Secretary/Treasurer; Kevin Smith, Board Member and Sara Whelan, Board Member.

Board Member Absent: None

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

**C. PRESENTATIONS – none**

**D. PUBLIC COMMUNICATIONS – none**

**E. APPROVAL OF MINUTES for May 12, 2015**

Minutes were approved as amended (Penny/Smith; 4-0).

**F. SPECIAL ORDERS OF BUSINESS**

**1. Election of 2015/16 Library Board Officers**

Before the election of officers, Debra Brighton informed everyone that, unfortunately, Jennifer Martin had to step down from the Board because of the El Segundo residency requirements in the By-Laws. Jennifer changed residence from El Segundo to Gardena.

Debra Brighton announced that there are now two vacancies on the Board. David Jonta will re-apply and will go through a Council interview on August 4, 2015. Recruitment will start for the other candidate who will fill the vacancy left by Jennifer and will continue for the remainder of her term.

The Election results were as follows: Sara Whelan, President; Penny Armstrong, Vice President; and David Jonta, Secretary/Treasurer. Debra Brighton congratulated the newly-elected officers and presented David Jonta with a gavel in appreciation for his year of service as President of the Library Board.

## **G. UNFINISHED BUSINESS**

### **1. Library Catalog Upgrade July 20, 2015**

We will "go live" on July 20, 2015 with the new Sierra cataloging system which will take over the former Millennium system. It will take anywhere between 4-6 hours to switch to Sierra. During this time, all books will be checked out manually. Debra reported that at the recent Annual Library Association Conference she was able to preview a demo of Sierra which appears very user friendly.

### **2. State Library Fiber Connection Grant Status**

The new equipment from the California State Library Grant has arrived today and will be transferred to the Information Services Division to start installation. This fiber upgrade will allow for a faster speed connection for all networks and the Internet. The computers will also need to be upgraded.

### **3. Exterior Painting of the Library Update**

The opening of bids for the exterior painting project is scheduled for July 28, 2015. Paint samples from the building have been sent to test for lead content. There will be some tree and hedge trimming, plus some drywall repairs before proceeding with this project.

## **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 was pleased to announce that another full time Librarian I, Katrena Woodson, has been hired to work in the Children's Library. Kristina Kora-Beckman, Librarian I, transferred to the Adult Services in a new upgraded position from the former Senior Library Assistant position. Debra also announced that she is trying to get a cataloger position reinstated in Support Services Division for the next budget year. Besides cataloging, this person will also be responsible for maintaining the Library's catalog and troubleshooting technology equipment.

The first Strategic Budget Session is scheduled for Monday, August 3, 2015 in the Friends of the Library Room at 6:00 p.m.

**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 reported that the El Segundo Unified School District will keep the same number of staff working in the school libraries. In addition, the District's Superintendent, Melissa Moore, intends to add staff hours for Mondays at all the schools. Debra and Sindee Pickens will meet with her soon to discuss the fall schedule.

**b. School District Librarian's Report**

Joanne reported the following:

This week is the end of Ed Foundation's Summer Academy five-week classes for the Elementary, Middle School and High School. Our school library staff, Kim Harris and Cathy Hinkle worked in the High School library while the classes were in session.

Starting this year, the Ed Foundation will fund the school library staff provided by the City.

Summer school ends this Friday and the new school year starts August 25, 2015.

**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.**

**a. President's Report**

Sari was pleased to announce that the Friends of the Library received a \$5,000 donation from Chevron. This money will go toward the purchase of new end shelving in the Main Library.

As of today, the Cathy Teitelbaum Memorial Fund has reached \$3,100. Two donors have designated \$500/each for books at the Center Street School Library and the balance will be shared equally.

The Friends have reviewed and authorized items on a *wish list* submitted by staff. This allows the Friends to have an approved list of items to fund for special projects and requests from staff when there are donations that need to be spent before the next Friends' meeting.

**b. History Committee Report**

Sue Carter is looking forward to retiring and had transferred the bookkeeping responsibilities to the new Treasurer.

Sari Brann reported that she and Sue have re-organized the collections in the History Room. The drawers containing files are numbered and cross-referenced in a Table of

Contents making it easier to find. Sue Carter plans to enlarge some small photos so it's easier to identify.

Sue Carter talked about her concerns regarding the low membership of the History Committee and not enough help is available. Her other concern is the small number of visitors to the History Room. Sara suggested to create a FaceBook page, post some photos and start a conversation about El Segundo history. Penny suggested to get the school's participation with a FaceBook project and to advertise in the Herald Newspaper. Debra asked Sari to work with Julie Todd on the FaceBook project with assistance from Sara and Penny.

The History Room will be closed during the month of August. Sue invites everyone to visit the History Room and to look at their interesting collections.

David Jonta asked about the City's 100th Anniversary date, which is January 2017.

#### **L. BOARD MEMBER COMMENTS**

Board Member Kevin Smith expressed his thanks and appreciation to the Friends of the Library on behalf of the Board for their financial support and assistance.

#### **M. ADJOURNMENT –**

1. **Motion to adjourn:** Armstrong/Whelan. Meeting Adjourned at 7:40 p.m. The next Board Meeting will be held on Tuesday, September 8, 2015 in the Rose Garden/Gazebo Room.