



MINUTES
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, September 8, 2015 at 7:00 P.M.

A. CALL TO ORDER

Board President, Sara Whelan, called the meeting to order at 7:00 p.m.

B. ROLL CALL

Board Members Present: Sara Whelan, President; Penny Armstrong, Vice President; and David Jonta, Secretary/Treasurer.

Board Member Absent: Kevin Smith

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

C. PRESENTATIONS – none

D. PUBLIC COMMUNICATIONS – none

E. APPROVAL OF MINUTES for July 14, 2015

Minutes were approved as amended (Penny/Jonta; 3-0).

F. SPECIAL ORDERS OF BUSINESS

1. Next Interviews for Boards and Commissions – September 15, 2015

Debra Brighton announced that David Jonta has been re-appointed by Council to the Library Board and that recruitment is ongoing to fill in another vacancy. Council will conduct another interview on Tuesday, September 15, 2015.

G. UNFINISHED BUSINESS

1. Online Library Catalog Update

Debra Brighton reported that *Content Café* software, an interface of the Sierra catalog software, is moving along with the assistance of IT Department. *Content Café* is needed to enhance the graphics of book covers in the catalog and offers other "Amazon" types of information like Table of Contents and sample chapter pages.

2. State Library Fiber Connection Status

The IT Department is continuing to work on the installation of new Internet connection equipment purchased with a State Library grant. AT& T is also involved with the re-routing of access lines and routers.

3. Exterior Painting of the Library Update

A lead mold specialist took paint samples and we are still waiting for the results. A positive result may increase the cost.

Some interior areas of the library will also need new dry walls and re-painting; deteriorated and cracked windows from the 1940s west side of the building will also need to be replaced.

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.

At the last Strategic Budget Session, several options of funding levels were discussed. Option 2 for approximately \$1 Mil was decided to fund several full-time and part-time positions; plus, repair and maintenance projects. Although the full time Library Assistant position in cataloging did not make the approved list, we will ask for it again next year.

The Library's book budget and other materials stayed the same; and more funding from the Friends of the Library is forthcoming.

There are several adult programs scheduled. *Drop-in Lobby* programs in the fall include a History Room segment; concerts in the Friends Room resume in September; Book Discussions and computer classes continue. And, fall storytimes for children start in October.

Interviews were held for two part-time Library Assistants: one for the Center St. School Library and one at the Main Library to cover Fridays and weekends.

Staff installed additional metal book shelving in the main library.

The annual volunteer luncheon has been rescheduled for sometime next year.

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

The first invoice to the School District for the school library staff is being created and we are working with the Finance Department to get all the details correctly reported. It will be submitted to the District on a quarterly basis.

b. School District Librarian's Report

Joanne Gen reported that the new school year has started and there are some changes in the administration at the High School, Middle School and Richmond Street School:

Dr. Logan Fox is now Associate Principal at the High School;
Mr. Ali Rabiei is now Assistant Principal at the Middle School;
Dr. Alice Lee has moved to the position of Principal at Richmond Street School.

There are 23 new teachers in the School District this year. And, the transition from textbooks to digital format continues at the Middle School.

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 Brann reported that profit from used book sales has come down lately.

The Friends membership renewal was changed from month-to-month to a membership drive only which is once a year but anyone can still join at anytime.

The Friends have designated \$16,572 for the library staff in Adult Services, Youth Services and Support Services to purchase the items on a *wish list*. These items are for special projects which will improve or upgrade the Main Library.

b. History Committee Report

The History Committee will participate in the *Drop-In Lobby* event from 7:00-8:00 pm on November 12, 2015, with a presentation of historical memorabilia. Afterwards, they will invite people to visit the History Room.

Sari found a graduation certificate dated 1916. She found someone who can scan a copy so that the original will be preserved.

Oversized items/files are being cataloged and will be kept in a different file drawer.

L. BOARD MEMBER COMMENTS

M. ADJOURNMENT –

1. **Motion to adjourn:** Jonta/Penny. Meeting Adjourned at 7:35 p.m. The next Board Meeting will be held on Tuesday, November 10, 2015 in the Rose Garden/Gazebo Room.