



**MINUTES
LIBRARY BOARD OF TRUSTEES**

**Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, November 10 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; David Jonta, Secretary/Treasurer; and Kevin Smith, Board Member.

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 September 8, 2015

Minutes were approved as amended (Armstrong/Jonta; 4-0).

F. SPECIAL ORDERS OF BUSINESS – None

G. UNFINISHED BUSINESS

1. Ongoing vacancy on the Library Board

We are still recruiting for one Library Board vacancy. So far, we have received two applications. The City Council has yet to set a date for the next interviews of Board candidates.

2. Exterior Painting of the Library Update

High levels of lead were found in some of the older paint samples taken, especially on the southeast side of the building. This work has to be bid and completed before exterior painting can begin.

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.

With the assistance of IT Department, the *Content Café* software has been installed. This is an add-on interface to the Sierra catalog software which provides attractive graphics and access to Table of Contents, reviews, sample chapters and other “Amazon-type” features.

We are still awaiting completion of the *Encore* supplement which will add databases and other resources into one search. But, since IT staffing is a problem, we anticipate a longer wait. The cost of the Encore module is approximately \$15,000 a year with a 5-year contract.

Over the years, we have had difficulty recruiting and retaining Library Pages or entry level workers who shelve materials. As a result, we are upgrading our Library Page position to Library Clerk. Besides the shelving duties of a Page, we will be adding Clerk's duties at the main checkout desk as well. We hope the higher pay scale and more challenging duties will attract and retain better applicants.

Most of the Library staff attended the California Library Association (CLA) Conference in Pasadena this year. A meeting was scheduled for the attendees to share ideas they got from CLA which might be tried and implemented as a new program, service or collection.

One of the remaining three *Drop-in Lobby* programs will feature a Historic El Segundo presentation by Sari Brann, Friends of the Library President. Other adult programs, i.e. concert series, book discussions, and computer classes continue. The annual Santa Claus visit is on December 9th, but without Mrs. Claus. She had passed away this summer. Other Children's programs continue.

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

Recruitment is ongoing for another part-time Library Assistant for the school libraries. We are seeking candidates with some library or teaching experience.

We have sent the first invoice to the School District (for staffing the schools).

b. School District Librarian's Report

High School Teacher Kathy Clemmer was honored when she was selected as a finalist for the 2015 Presidential Award of Excellence in Math and Science Teaching.

The College and Career Center at the High School recently had its grand opening. A former classroom was renovated and furnishings were funded by Kinecta Credit Union.

Two part-time school library assistants, Kim Harris and Cathy Hinkle, attended the California Library Association (CLA) Conference and came back with many ideas to share.

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 expressed her appreciation for the help and support of our Library staff, especially Yvonne Roberts, who sorts out book donations for the Friends.

The revised Standing Rules of the Friends of the El Segundo Public Library, Inc. has been adopted with a few revisions: starting next year, the first bi-monthly meeting is in February; and the election terms of Board Members have slightly changed.

b. History Committee Report

The History Committee will have a display and presentation at the *Drop-In Lobby* event on November 12, 2015, from 7:00-8:00 p.m. Afterwards, they will invite guests to visit the History Room.

L. BOARD MEMBER COMMENTS – None

M. ADJOURNMENT –

- 1. Motion to adjourn:** Jonta/Smith. Meeting Adjourned at 7:30 p.m. The next Board Meeting will be held on Tuesday, January 12, 2016 in the Rose Garden/Gazebo Room.