



MINUTES
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, January 12, 2016 at 7:00 P.M.

A. CALL TO ORDER

Board President Sara Whelan called the meeting to order at 7:03 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: Mark Herbert, Acting Library 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 November 10, 2015

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

F. SPECIAL ORDERS OF BUSINESS – None

G. UNFINISHED BUSINESS

1. One Library Board Vacancy – Mark Herbert, Acting Library Director

The interviews of the three candidates will not take place at the January 19, 2016 City Council meeting. A new interview date is to be determined.

2. Library Exterior Painting Project – Mark Herbert, Acting Library Director

The bidding process to paint the exterior of the library has started, according to the Public Works Department. They are also looking to remediate the lead problem (found at different locations around the library) with a sealant. Additional information about the sealant process is not available at this time. The project won't begin until possibly spring due to the bidding process and the onset of the winter season.

3. Encore Installation to Sierra Catalog Database – Mark Herbert, Acting Library Director

The Information Technology (IT) Acting Manager, Scott Kim, advised us that the installation of Encore will be a priority as soon as his new consultants are onboard.

H. New Business – None

I. REPORTS – ACTING 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.

Mark Herbert, acting Library Director, reported several staff changes in the Library: Sue Tabor, Senior Library Assistant in the Support Services Division, retired on December 30, 2015. Eric Potulicki, Library Assistant in the Children's Library Division, is now the acting Senior Library Assistant. The "Closed Promotional" recruitment process for this position has started. If there is not enough interest in-house, the recruitment will be conducted as "Open-Competitive." Rita Romero, who was re-hired as a temp part-time staff member, assumed Eric's position in the Children's Library. Mike Mazurek was hired as a Clerk/Page at the Circulation Desk. We are still looking to fill one more Clerk position but the Page position is now closed.

The OPAC shelving expansion, along with the seven end-unit shelves, has been completed. Thanks to the Friends who approved and funded this project on our Wishlist.

As a reminder, the Annual Volunteer Luncheon will be held on Thursday, February 11, in the Friends Room, from noon to 2 pm. We hope to see everyone there.

The Library Director received a request from a UK Journalist from *Trinity Mirror newspaper* for photos of the El Segundo policemen murdered in the 1950s. We are waiting to receive payment before we send her copies of the photos.

Two Adult Programs will resume: free computer classes will be offered beginning Saturday, January 23, and a new series of *Drop-In Lobby* events will start on Wednesday, January 20. Evening Book Club discussions and the Concert series continue.

The Children's Winter Programs have started. Classes were immediately filled up at registration time.

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

1. Report on the School Libraries, including those at El Segundo High School, Center St. Elementary School, Richmond St. Elementary School, and Middle School.

a. School District Librarian's Report

On Monday, January 11, Richmond Street School and El Segundo High School went on lockdown because of police activity. Some school personnel, including the school library staff, were not notified of the lockdown. The school principals were made aware of the situation and they will be working to improve the notification system.

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 three positions were up for election at the end of their terms in 2015: Vice President, Treasurer, and Corresponding Secretary. The elections for Treasurer and Corresponding Secretary were held and the results were: Treasurer – Laura Verouden and Corresponding Secretary – Barbara Vidmar. The election for Vice President will be held at the next meeting on February 17, 2016. The position of Recording Secretary doesn't expire until the end of 2016. Brenda Ross has agreed to fill the position in 2016 until the term expires. Sari mentioned that the Friends' Standing Rules for elections have been changed.

At the Friends' next meeting, they would like to see a new Wishlist and consider combining it with previously requested items.

The Friends will look into setting up a booth at the Farmers Market to promote themselves. Sari will connect with Julie Todd to discuss some promotional ideas.

b. History Committee Report

Sari and/or Sue Carter are still waiting for a reporter from the National Public Radio (NPR) to set up an interview with them.

L. BOARD MEMBER COMMENTS – None

M. ADJOURNMENT –

- 1. Motion to adjourn: Jonta/Armstrong. Meeting Adjourned at 7:33 p.m. The next Board Meeting will be held on Tuesday, March 8, 2016, in the Rose Garden/Gazebo Room.**