



CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

MEETING DATE: May 10, 2016

MEETING TIME: 7:00 P.M

MEETING PLACE: El Segundo Public Library
Rose Garden/Gazebo Room
111 W. Mariposa Avenue
El Segundo, CA 90245

The Board of Trustees, with certain statutory exceptions, can only take action upon properly posted and listed agenda items.

Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the Board of Trustees' subject-matter jurisdiction and items listed on the Agenda during the Public Communications portion of the meeting. The time limit for comments is generally limited to five minutes per person.

Before speaking to the Board of Trustees, please come to the podium and state: Your name and residence and the organization you represent, if desired. Please respect the time limits. While all comments are welcome, the Board of Trustees may not take action on any matter not on this Agenda. Board of Trustees members may respond to comments after Public Communications is closed.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk (310) 524-2305. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

- A. CALL TO ORDER
- B. ROLL CALL
- C. PRESENTATIONS –
 - 1. Presentation to outgoing Board member, Kevin Smith, for serving six years on the Library Board of Trustees.
 - 2. Presentation by Julie Todd, Senior Librarian, on the upcoming Author Fair, June 12, 2016; and, a report on the new Adult Summer Reading Program.
 - 3. Presentation by Sinee Pickens, Librarian II, on the 2016 Youth Summer Reading Program.
- D. PUBLIC COMMUNICATIONS (Related to City Business only and for which the Advisory Committee is responsible – 5 minutes per person; 30 minutes total).
- E. APPROVAL OF MINUTES for March 8, 2016
- F. SPECIAL ORDERS OF BUSINESS – None

G. UNFINISHED BUSINESS –

1. Exterior Library Painting & New Windows Replacement Update
Two Public Works' bids have been accepted for replacing the west side windows and for painting the entire exterior of the Library. Although no date has been confirmed, we are anticipating it to be at the end of May, or early June. Staff will alert the public of any temporary entrance closures and re-direct the public if the porch or other areas become blocked during the painting project.
2. Encore Catalog Enhancement Project
Three new contract employees have been hired by the Information Technology Division and that division has started some initial tests of the catalog to install the Encore enhancement. This project has been delayed for over a year, so it is a good sign that there is finally some progress to report. No target date has been set yet for the software to go live, but it will be announced in a newsletter and flyer.

H. NEW BUSINESS –

1. Discard Day on August 26, 2016.
A tentative date has been set to have a *Discard Day* where staff and volunteers work in teams to discard unused and worn copies of books in the Adult sections of the Library. This has not been done for over 15 years, plus, we are running out of room to shelve new books and need to make space for them. We would close the library for a day and have working teams with lists of books to pull in the adult stack areas. Lunch would be served for the volunteers and staff.

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.

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, the Richmond St. Elementary School, and Middle School.
 - a. Library Director's Report
 - b. School District Librarian's Report

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
 - b. History Committee Report

L. BOARD MEMBER COMMENTS –

M. ADJOURNMENT –

POSTED BY:

J. J. [Signature]

DATE:

5/5/16

TIME:

1:08 p.m.

