



**MINUTES
LIBRARY BOARD OF TRUSTEES**

**Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, March 8, 2016 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; Board Members Kevin Smith and Jayne Pimlott.

Others Present: Debra Brighton, Library Director; Joanne Gen, School District Librarian; and Jessie LeMay, Administrative Services.

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for January 12, 2016

Minutes were approved. (Smith/Jonta)

F. SPECIAL ORDERS OF BUSINESS

1. Welcome New Board Member, Jayne Pimlott

The Library Director, Debra Brighton, introduced Jayne Pimlott, a newly-appointed member of the Library Board. Jayne gave a brief background of herself including her involvement with various fundraising organizations.

G. UNFINISHED BUSINESS

1. Library Building Projects Update

Debra reported that the Public Works Director and staff completed a walk-through in the Library to assess the water damage of the exterior south front wall of the building and the water leak damage above the Children's desk. They will give us a report of work to be done to mitigate the damage. So far, none of the books show any damage caused by the water leak.

The lights over the stairwell to the downstairs Children's area have been replaced.

Public Works received three bids under \$40K for the painting of the exterior of the Library. They determined that the windows along the west side of the building need to be replaced

before painting starts and this work will go out to bid. Our painting project is scheduled for May because other city buildings will be done first.

In regards to the Encore Catalog project, the IT Department is hiring consultants and one of them will be assigned to work on the Encore subscription software.

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 reported that she and Julie Todd attended the State Library's *Day in the District* with State Senator Ben Allen last month to talk about the important issues and funding challenges for libraries. His book-donation drive is going on and we have one of his boxes in the lobby. Julie and Kristina Kora-Beckman will also visit with our local Assemblywoman, Autumn Burke, next week and will go over similar topics.

New Spring Programs as well as a new column called *What's Your Favorite Book* was announced in the latest Library Newsletter.

Please save the date! The *Author Fair* is on Sunday, June 12, from noon to 4 pm. Julie signed up 17 authors so far. This year's theme is: *Express Yourself--Writing about Art, Music and other Creative Endeavors*". On the program are two author panels, including *Mystery Writers* and authors discussing their methods of *Writing a Book*. Other events planned are various musical entertainers, a poets' corner, author signings, children performers, book selling, refreshments, goodie bags and the balloon man.

Debra circulated copies of new music brochures created by Roz Templin.

We recently hired a new Library Clerk I, Kerry Addica.

We received over 130 applications for the Senior Library Assistant position and 9 finalists have been chosen. Final interviews for the top 3 or 4 will take place at the end of the month.

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. Library Director's Report

The Richmond St. Elementary School library hosted the annual *Scholastic Library Book Fair* during the first week of March. The organizers decorated the library with colorful banners and donated \$1,000 worth of books to the school library.

b. School District Librarian's Report

Meetings were held between designers, architects and school principals about improvements to the district facilities. These projects will be funded by local businesses.

To promote the use of databases which can be accessed via the El Segundo Public Library website, Joanne Gen and Kristina Kora-Beckman met with some classes at the High School and Kim Harris met with classes at the Middle School.

The Parent-Teacher Association (PTA) will serve a high tea and lunch to High School staff members. Special Guest Donna McCarthy will be honored for 20 years of volunteering at the library.

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

On behalf of Sari Brann, Debra reported that the Friends are applying for a \$5,000 grant from Chevron for a shelving project around the donated book sales area. The Friends will form a subcommittee and have a contractor look into the design and other options.

Kim Carter, a retired employee, was selected as the new Vice-President, completing the Board for the year.

In order to simplify their accounting records, the Friends have asked staff to complete all purchases under their *Wish list* by June 2016. Any remaining funds will be put back into their general fund. Staff will present a new *Wish list* in June for the Friends' consideration. Board members Kevin Smith and Penny Armstrong made a suggestion to consider technology projects, particularly iPads for the children's library.

Board President Sara Whelan raised the question as to why there is no Circulation Desk in the Children's Library since it is difficult to keep some children quiet upstairs around the check-out area. Debra explained that the Library does not have enough clerical staff for two Circulation Desks and that getting additional staffing has been a challenge. For example, the cataloging position was not replaced when the cataloger retired two years ago, which caused tight scheduling at the main checkout desk. Debra suggested that Board Members attend the Strategic Planning Sessions this year if they wish to comment on Library staffing issues.

b. History Committee Report – None

L. BOARD MEMBER COMMENTS – None

M. ADJOURNMENT –

- 1. Motion to adjourn:** Armstrong/Jonta. Meeting Adjourned at 7:38 p.m. The next Board Meeting will be held on Tuesday, May 10, 2016, in the Rose Garden/Gazebo Room.