



**MINUTES
LIBRARY BOARD OF TRUSTEES**

**Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, May 10, 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; Sindee Pickens, Youth Services Librarian; Julie Todd, Adult Services Senior Librarian; Sari Brann, Friends of the Library President; Joanne Gen, School District Librarian; and Jessie LeMay, Administrative Services.

C. PRESENTATIONS

1. The Library Director, Debra Brighton, presented outgoing Board Member Kevin Smith a plaque and thanked him for his years of service and contributions to the Library and Board. Kevin thanked Debra, the Board, and the Friends, for their avid support.
2. "Read to Win" is this year's theme of the Summer Reading Program. Registration starts on June 9, and the kick-off date is June 14. Sindee showed a sample of the reading logs, grab bags and other incentives. Sponsors of the program are local businesses and organizations that contributed cash or in-kind services. Finale parties for the program are to be held on August 4.
3. Julie Todd spoke about the upcoming events on Author Fair day, June 12, which start at 11:30 a.m. and end at 4:30 p.m. This year's theme is "Express Yourself...through Writing. Art. Music." There will be two author panels, author signings, poetry readings, a children's puppet show, a selfie photo booth, the balloon man and live musical entertainment. Once again, we thank the Friends for co-sponsoring the Author Fair.

Julie presented the new Adult Summer Reading Program. This year's theme is "A Book is Your Passport...Travel. Explore. Read." Registration begins on June 12 at the Author Fair. Every two books read will entitle a patron to a grand prize raffle ticket. Two Samsung Tablets are to be raffled off, courtesy of the Friends.

D. PUBLIC COMMUNICATIONS

1. City Council Member Don Brann introduced himself as a newly sworn-in member of the Council. He asked that if anyone has any projects in mind to feel free to contact him.

E. APPROVAL OF MINUTES for March 8, 2016

Minutes were approved as amended. (Armstrong/Pimlott 5-0)

F. SPECIAL ORDERS OF BUSINESS – None

G. UNFINISHED BUSINESS

1. Exterior Library Painting and New Windows Replacement Update

The contractors will start power washing the exterior of the library building tomorrow and they will start painting on Thursday or Friday. On Saturday, we will re-route our patrons to the lower park entrance while the front porch is being worked on. Regarding window replacements, Debra will do a walkaround with the contractor tomorrow. A start date will be set thereafter.

2. Encore Catalog Enhancement Project

The Information Technology Division has started some initial tests of the catalog prior to installation of the Encore enhancement. The project has been delayed over the year but, hopefully, with the three new contract employees hired, there will be some progress. No target date has been set for the software to go live but the date will be announced in a newsletter and a flyer.

H. NEW BUSINESS

1. Discard Day on August 26, 2016

On Friday, August 26, staff and volunteers will work in teams to remove outdated and worn out copies of books and other materials. Debra explained the need to discard and weed the adult fiction/non-fiction sections in order to make space for new collections. Discarded items will be given to the Friends for the book sale tables. Board Members suggested some other ways to donate the used books.

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 Library.

Debra reported that Department Heads have started to prepare for the upcoming Strategic Planning Session to be held on Tuesday, June 14. The discussions will focus on the upcoming budget year and the financial state of the City, including its goals and visions.

For the Library, Debra's goal is to fill the full-time vacant cataloging position and split the duties to include an IT technical position since those are the department's greatest needs. She invited the Board to be at the Strategic Planning Session during Public Communications to voice their support.

Our new Senior Library Assistant, Bryce Tucker, will start May 23, in the Support Services Division. He replaces Sue Tabor who retired last December.

We still have part-time vacancies: one at the school libraries, one at the Adult Reference Desk and one at the YPL Service Desk.

Debra announced that her book, "*Images of America: El Segundo*," is now on Amazon and will be published on August 15.

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 the Middle School.

a. Library Director's Report

On behalf of Debra, Sindee announced that the final checkout day for books at the school libraries was May 6. Our school library staff was on hand to help during check-out.

b. School District Librarian's Report

Joanne Gen reported that new Advanced Placement (AP) classes in Chemistry, Computer Science, Art History and Orchestra will be offered at the High School next year.

The Ed Foundation is being asked to fund the Art History teacher as well as the Band Director position. Jayne Pimlott mentioned that she attended the Ed Foundation Executive Committee Meeting.

May is testing month and the High School library is closed for the first two weeks for AP testing; while the Middle School library will be closed intermittently for the Smarter Balanced Assessment testing.

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, Friends of the Library President, reported that Chevron accepted the grant request from the Friends for \$5,000 and agreed to fund the literacy program, including Tutor.com.

The Friends are interested in undertaking new projects, including the improvement of the book sale area in the lobby. Sari and staff will meet with the cabinetmaker to discuss the cost and review the drawings. She will have a committee meeting next Tuesday to brainstorm the improvement project.

This past year's *Wish List* funding is at \$17,500. This amount is in addition to the regular grant money. Sari had the details of what was purchased on the *Wish List* as of May 10.

b. History Committee Report

The artwork of a local artist, William "Bill" Bender, who recently passed away, will be on display in the glass case next to the History Room.

L. BOARD MEMBER COMMENTS – None

Debra mentioned that Julie will attend the Centennial Committee Meeting and said that the Board is welcome to attend.

M. ADJOURNMENT –

1. **Motion to adjourn**: Jonta/Smith. Meeting Adjourned at 7:39 p.m. The next Board Meeting will be held on Tuesday, July 12 in the Rose Garden/Gazebo Room.