



**MINUTES  
LIBRARY BOARD OF TRUSTEES**

**Rose Garden/Gazebo Room  
111 West Mariposa Avenue  
Tuesday, July 12, 2016 at 7:00 p.m.**

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**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 Board Member Jayne Pimlott.

Others Present: Debra Brighton, 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 May 10, 2016**

Minutes were approved. (Armstrong/Jonta, 4-0)

**F. SPECIAL ORDERS OF BUSINESS**

**1. Election of Library Board Officers for 2016/17**

The results of the 2016/17 Election of Library Board Officers are as follows: Penny Armstrong, President; Jayne Pimlott, Vice President; and Sara Whelan, Secretary/Treasurer.

**G. UNFINISHED BUSINESS**

**1. Interviews by City Council to Appoint a New Library Board Member**

Library Director Debra Brighton reported that interviews for Boards and Commissions are scheduled for July 19, 2016. The only applicant so far for the Library Board will be out of the country, so her interview will likely be postponed until August. There also is a possibility that another applicant will be interviewed. Debra will give an update at the next Board meeting.

**2. Completion of Exterior Library Building Painting Project**

In early June, painting of the building exterior was completed. The façade of the old entrance on the Richmond Street side was highlighted with a terracotta color.

### **3. Window Replacement Project Update**

Four sets of old windows, which are two stories high, are being removed at this time. The windows are located in two staff offices: one is in the kitchen and another is adjacent to the staff restrooms in the foyer. Installation of replacement windows may take another week or two to complete.

### **4. Discard Day on August 26, 2016 – 10 a.m. to 3 p.m.**

We are still planning to close the library on Friday, August 26, from 9 a.m. until 3 p.m. to facilitate removal of approximately 2,000-3,000 books that are outdated, worn, or are not being checked out. The books will be boxed up and made available to the Friends who will sort through them and select items for sale. We are still looking for volunteers to work with staff to pull books.

## **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 Library.**

Debra reported that the City Council and Department Heads held their first Strategic Planning Session on June 22 in the Friends of the Library Room. The discussions were focused on setting goals, priorities, and timelines for the City (without discussing budget details). Among the priorities discussed were: improved technology, better customer service/community outreach, enhanced public safety, rebuilding infrastructure, and developing the workforce through training and leadership development. A facilitator led the discussions. Another session was scheduled for August 3 when department heads will talk about their department needs. Debra will continue to ask for the full-time cataloging position (by using three part-time vacant positions).

We are proceeding with our normal operational budget at the same levels as last year. It will be approved by September 30, 2016.

The children and adult programs are running smoothly this summer. A total of 693 children signed up for the Summer Reading Program. The teen's finale program is to be held on August 2, while the children's finale program is set for August 4.

Sixty-seven adults signed up for the new Adult Summer Reading Program and 46 attended the June 25 kickoff "Book Buzz Tea" event. A travel-themed movie will wrap up the program on August 20.

Debra announced that her book "*Images of America: El Segundo*," is due out August 15. A special presentation of the historical book to Sue Carter will be made at the City Council Meeting on August 2.

**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 – None**

**b. School District Librarian's Report**

Joanne Gen reported that the Ed Foundation is sponsoring the Summer Academy at the High School. About eight hundred students signed on for the five-week program, which will end this week.

Cathy Hinkle, one of our school library staff members, is working at the High School Library this summer.

**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 the Friends approved the design and funding of the new cabinets in the lobby to enhance and improve the book sale area where gently-used books are sold.

The next Friends meeting will be held on August 4, from 4 p.m. to 5 p.m. in the Friends of the Library Room.

**b. History Committee Report**

The History Room will be closed in August except for appointments with Sue Carter or Sari Brann.

Sari was contacted by an individual interested in checking out materials to scan and photocopy for a slide presentation to be given during the Centennial celebration next year.

Julie Todd, a member of the Centennial Committee, recommended enlarging historical photos from the History Room onto canvas prints and hanging them in the library as part of the Centennial celebrations. These prints would remain on display in the library to help promote the History Room after the Centennial is over. Centennial celebrations will start on January 1, 2017, and continue throughout the year.

**L. BOARD MEMBER COMMENTS**

Board member Dave Jonta commented that the library survey being used to measure the usage and user satisfaction of our library services is a good idea. Dave praised the Drop-in Lobby events and said he especially enjoyed the "Beach Birds in the South Bay" presentation.

**M. ADJOURNMENT –**

1. **Motion to adjourn:** Jonta/Pimlott motioned to adjourn the meeting at 7:39 p.m. The next Board Meeting will be held on Tuesday, September 13, 2016, in the Rose Garden/Gazebo Room.