



MINUTES
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, September 13, 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: Penny Armstrong, President; Sara Whelan, Secretary/Treasurer; David Jonta, Member; and Janice Merva, Member. Absent: Jayne Pimlott, Vice-President.

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

C. PRESENTATIONS

1. Presentation to outgoing President Sara Whelan

Library Director Debra Brighton presented a gavel to Sara Whelan, outgoing President of the Board of Trustees, and thanked her for her years of service and contributions to the Library and Board.

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for July 12, 2016

Minutes were approved as amended. (Whelan/Jonta, 4-0)

F. SPECIAL ORDERS OF BUSINESS

1. Welcome and introduction of new Board Member Janice Merva, appointed by the City Council on September 6, 2016.

Debra Brighton introduced and welcomed Janice Merva, the newly-appointed member of the Board of Trustees. Janice gave a brief summary of her professional background and Debra invited her for a tour of the Library.

G. UNFINISHED BUSINESS

1. Window Replacement Project Completed

Debra reported that the window replacement project is complete. Board Member David Jonta asked Debra for clarification as to the exact position/location of the four sets of windows.

2. Discard Day, August 26, 2016

Debra gave a report on Discard Day. She said it was a successful project with over 3,500 books and videos pulled from the shelves. These books were placed in a holding location, which means they are still in the database waiting to be deleted. The book shelves were also reorganized. For clarification, Debra explained the procedure when discarding old and worn books, and other ones that are no longer being checked out.

3. New Historical book, *Images of America: El Segundo*, by Debra Brighton, released

Debra explained how *Images of America: El Segundo* was organized and written. The photographs in her book are among the many archived in the History Room of the Library. Ninety books had been purchased to date from the 750 copies ordered by the Centennial Committee. Debra will do a book signing at the El Segundo Farmers Market and at Pages Book Store in Manhattan Beach.

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 this year's Summer Reading Programs were well attended. Almost 800 children were registered, and 200 children with their families attended activities at the beginning and end of the Children's program. The Adult Program had 69 adults registered and 50 participated in the afternoon tea kickoff and the finale movie. Debra reported that there has been an increase in adult program attendance as well as in regular patrons checking out new books.

During the months of June, July and August, some 167 adults participated in the Art Walk event. The library hosted Crystal McConnell's "library room" art exhibit, which was well received by visitors. Every week during the month of August, from Thursday through Saturday, as many as 87 visitors came to view the exhibit.

Budget discussions and strategic planning sessions were held throughout the summer, and two more Council meetings remain in which to finalize the budget. The focus at the next council meeting on Tuesday, September 20, will be a detailed discussion of requests for staffing and funding large projects. At the Special Budget meeting held on August 29, Board members Sara Whelan and Penny Armstrong were at the podium to explain the need to reinstate a full-time cataloger position at the main library. The Council, however, postponed making staffing decisions, but did allow the general reserve fund to remain at 18 percent to potentially fund requested staff positions in all departments. The next budget meeting will be held on Thursday, September 29, starting at 7 p.m.

We have a new part-time staff member, David Ishizaka, who will work both the adult and children's desks. Three part-time positions at the main library remain vacant as we wait for the Council's decision to fund the full-time Library Assistant/Cataloger position. Recruitment of a part-time Library Assistant position at the school libraries is ongoing.

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

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

- a. Library Director's Report – None
- b. School District Librarian's Report

Joanne Gen reported that the 2016-2017 school year has started and there have been no changes at the administration level. There are about 40 new teachers in the district and many new students are enrolled, most in the ninth and sixth grades. One room has been reorganized and a second study room at the High School library has been turned into an office for the tech coach and leadership chair.

Penny Armstrong reported that many library class visits have been shortened. The change of class schedules at the Richmond Street School has affected the visits. At Center Street School, regular class visits for the fourth and fifth graders can no longer be accommodated because their Enrichment class schedule was impacted. They can still visit the library before and after school and at lunch time.

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, Friends President, Debra reported that the Friends of the Library will be funding a new project for the Centennial celebration next year. A "Traveling Photo Exhibit" will consist basically of a tent with approximately 30 or 40 photos. The exhibit will be installed at various Centennial events. The History Committee will make suggestions as to which photos will be used. The Friends will also fund the cost of several photo posters to be hung throughout the library.

The Friends are waiting for the installation of the new shelves for the used book sale area.

b. History Committee Report – None

L. BOARD MEMBER COMMENTS

Debra mentioned that we have received an acknowledgment from Cathy Teitelbaum's daughter regarding a bulletin board that Penny had nicely decorated to commemorate Cathy's mom's legacy at Center Street School, where she was teaching at the time of her death. The funds collected from her memorial fund were used to purchase children's books.

M. ADJOURNMENT

- 1. Motion to adjourn: Jonta/Whelan motioned to adjourn the meeting at 7:42 p.m. The next Board Meeting will be held on Tuesday, November 8, in the Rose Garden/Gazebo Room.