



MINUTES
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, November 8, 2016 at 7:00 p.m.

A. CALL TO ORDER

Board President Penny Armstrong called the meeting to order at 7:00 p.m.

B. ROLL CALL

Board Members Present: Penny Armstrong, President; Jayne Pimlott, Vice-President; Sara Whelan, Secretary/Treasurer; David Jonta, Member; and Janice Merva, Member.

Others Present: Mark Herbert, Acting Library Director; Sari Brann, President, Friends of the Library; Joanne Gen, School District Librarian; and Jessie LeMay, Administrative Services.

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for September 13, 2016

Minutes were approved as amended. (Jonta/Whelan, 5-0)

F. SPECIAL ORDERS OF BUSINESS – None

G. UNFINISHED BUSINESS

1. Library Assistant Full-time Position Approved at the September 28 Budget Planning Session for Fiscal Year 2016-2017.

Acting Library Director, Mark Herbert, reported that on September 28th the City Council approved funding for the Library Assistant full-time position that will comprise the duties of a cataloger and a technology assistant combined. Library staff hopes recruitment will start in December but that will depend on Human Resources. Mark explained that there are many vacant City positions and hiring will be prioritized.

Board President, Penny Armstrong, thanked Mark for all the extra work he did during the time the position was vacant.

H. NEW BUSINESS – None

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 Library.

Mark reported that the City Council, City Manager, and Department Heads have been working on a three-year strategic plan to help guide projects (identified as current, near-future, and future projects), and to help fulfill the five city-wide goals. For the Library, some of the five current and future projects in the draft plan are: (1) Recruit for Library Assistant full-time position; (2) Get Encore System up and running; (3) Increase Library programs and patron participation; (4) Modernize the audio/visual system; and (5) Replace outdated computers. Board Member Janice Merva inquired about the Encore System.

Mark also reported that:

- (1) The Library interviewed two candidates from a temp agency to fill Kristina Kora-Beckman's position while she is on maternity leave but both accepted positions elsewhere. A third candidate accepted the position. He passed the fingerprinting test and will start November 10.
- (2) The Library went through a safety inspection a few weeks ago. It passed most of the inspection but was cited for several minor compliance issues, which will be corrected.
- (3) Julie Todd selected historical photos for the Centennial celebration project and ordered reproductions on canvas. Twelve photos will be on display at the Library and thirty-eight are for the travelling exhibit. She also ordered a 10' x 20' tent for the exhibit. The Friends funded the project.
- (4) Children's Storytime is going well. Once again, Santa's yearly visit will take place on December 7.

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. Acting Library Director's Report

Recruitment for a part-time Library Assistant position at the school libraries is ongoing. We are waiting for Human Resources to release the job applications they have received.

b. School District Librarian's Report

Joanne Gen reported that the High School and Middle School had participated in "Banned Books Week" during the last week of September. Banned books are a collection of books that have been banned by a school or a public library because they were challenged by parents or the general public. She passed around an iPad to show digital photos of displays, one created by Cathie Hinkle at the High School and the other

by Kim Harris at the Middle School. Banned Books Week was promoted by the American Library Association.

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

Friends President, Sari Brann, reported that the Friends funded the reproduction of photos to be used in the art tent for the Centennial celebration next year. She also mentioned that the banner that will go on the tent that has been ordered. She thanked Julie Todd for her "tremendous" efforts.

The Friends received a new donation from Mark Teitelbaum (Cathy Teitelbaum's husband) for the Cathy Teitelbaum Memorial Fund, which has brought in a total of \$3,850. Sari commended the presentation that Penny created to commemorate Cathy's legacy at Center Street School where she was a teacher. She thanked Penny for her work. All funds collected will be used to purchase children's books.

The new cabinet and shelves for the gently-used book sale area will be installed next week.

b. History Committee Report

Visitors in the History Room were looking for materials for their Centennial celebration project. They will pay a specified amount for any printed photo requested.

L. BOARD MEMBER COMMENTS – None

M. ADJOURNMENT

1. **Motion to adjourn:** Whelan/Jonta motioned to adjourn the meeting at 7:24 p.m. The next Board Meeting will be held on Tuesday, January 10, in the Rose Garden/Gazebo Room.