



**MINUTES
LIBRARY BOARD OF TRUSTEES**

**Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, January 10, 2017 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.

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

Absent: Janice Merva, Member.

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for November 8, 2016 Meeting

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

F. SPECIAL ORDERS OF BUSINESS – None

G. UNFINISHED BUSINESS

1. Update on Library Staff Recruitments

Library Director Debra Brighton gave an update on the status of job recruitments citywide. In October 2016 over 30 vacant positions were listed, but the City Manager initially prioritized the recruitment of only critical positions to ease the workload in Human Resources. In December, the City Manager gave approval to start recruitment for a full-time Library Assistant.

We are also recruiting for four part-time positions: two Library Clerks at the main library and two Library Assistant positions for the school libraries. A temporary employee was hired to fill in for a Librarian until she returns in early February.

2. Traveling Photo Display Tent

Debra gave a status report on the historical photo exhibits in the Library and the travelling photo display tent for the Centennial celebrations. Using a generous donation by the Friends of the Library, Julie Todd, Library Manager, has copied approximately 30 photos

from the History Room, which will be displayed at various Centennial events throughout the year. The first two events will be held next week. The Birthday Bash is set for January 18 and the Centennial Ball will be held on January 21.

3. Update on the End-Panel Shelving

For the second time, the shelving displays' end panels, also purchased by the Friends, were delivered with the wrong measurements, so they could not be installed. A decision to give the vendor one more chance to deliver the correctly sized shelves was made.

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.

The Children's Storytimes and Young Adult programs started this week. New adult programs including, the Drop-In Lobby events, Concert Series, and Adult Book Club, will resume this month.

Jessie LeMay announced that the Annual Volunteer Luncheon will be held on Thursday, February 23, in the Friends Room from noon to 2 p.m. All volunteers are invited and invitations will go out soon.

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

Sindee Pickens, Library Manager, has made an offer to an applicant for one of the two open positions at the school libraries. The other recruitment initiative is pending.

b. School District Librarian's Report

Joanne Gen reported that the Kiwanis Club donated STEM (Science, Technology, Engineering and Math) books, and an assortment of other books and items to Center Street and Richmond Street schools. A recognition ceremony for the club will be held by both schools on Friday, January 27.

Joanne pointed out that a long-range Facilities Master Plan for the El Segundo School District exists. The High School and the Center Street School libraries are included in the plan, she said. Details can be found on the district's website, she added.

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 showed several photos of the travelling tent exhibit set up inside the library for a "trial run" and reported on other centennial events planned.

Sari reported that the Friends hit the \$4,000 mark on donations to the Cathy Teitelbaum Memorial Fund, which will be used to purchase more children's books at the Richmond Street and Center Street school libraries.

The new date for installation of the cabinet and shelves for the book sale area is January 17, Sari said.

Sari also discussed her upcoming transition from President of the Friends to Chair of the History Committee. Her transition will be on the agenda for the next Friends meeting to be held on Tuesday, January 11.

b. History Committee Report

Since the beginning of the New Year, the History Room has been frequently used. There are many interesting historical displays in the room and Julie is adding a new one. Sari thanked Debra for her support and invited everyone to visit the room.

L. BOARD MEMBER COMMENTS – None

M. ADJOURNMENT

1. **Motion to adjourn:** Whelan/Pimlott motioned to adjourn the meeting at 7:34 p.m. The next Board Meeting will be held on Tuesday, March 14, in the Rose Garden/Gazebo Room.