



MINUTES
LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
Tuesday, March 14, 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; David Jonta, Member; and Janice Merva, Member.

Others Present: Debra Brighton, Library Services Director; Kimberlee Carter, Co-President, Friends of the Library; Joanne Gen, School District Librarian; and Jessie LeMay, Administrative Services. Andrew Tostano, a Mira Costa High School student, attended the meeting as part of his high school project.

Absent: Sara Whelan, Secretary/Treasurer.

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for January 10, 2017 Meeting

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

F. SPECIAL ORDERS OF BUSINESS – None

G. UNFINISHED BUSINESS

1. Update on the Full-Time Assistant Position

Library Director Debra Brighton reported that we have a new hire, Alonso Bautista, for the full-time Library Assistant position in the Support Services Division.

2. Update on the Part-time Library Assistant Positions at the School Libraries

Debra also reported that we recently hired two Library Assistants for the school libraries. Samantha Gutierrez and Lauren Over are training at the main library Circulation desk. They will be assigned to their respective school libraries after their training is completed.

In addition to these filled positions, Linda Collins was hired for the part-time Library Clerk position at the Circulation Desk.

3. End-Panel Display Status

The new, correctly-sized end panels for the shelving displays were finally delivered and subsequently installed by Support Services Manager Mark Herbert.

H. NEW BUSINESS – (Possible Board Action Required)

1. Strategic Plan for the Library and the Possible Formation of a Subcommittee

Debra reported that the City Council, the City Manager and the Department Heads have finalized the Goals and Objectives for the three-year citywide Strategic Plan.

For the Library, one plan is to explore the possibility of converting some of the existing Reference shelving area into a Wi-Fi zone with charging stations and access to the internet for various mobile devices. Library Board President Penny Armstrong and Board Member Janice Merva volunteered to serve on a subcommittee. Their tasks are to investigate the cost of the project (which includes the area plan design and new electrical work) and come back with ideas and recommendations. Debra would like to present the findings to the City Manager in September. It was noted that Penny's term on the Board will expire in June; therefore, Sara Whelan will be Penny's replacement on the subcommittee.

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 announced that the 2017 Author Fair will be held on Sunday, June 11, from 11 a.m. to 5 p.m. Since we are celebrating El Segundo's Centennial this year, the theme is centered on El Segundo's rich history. Forty-five authors have signed up and twenty-six will participate in the author panels, which include fiction, local and Southern California history, Hollywood, and mystery themes. A classic car display sponsored by the El Segundo Automobile Museum, the Friends of the Library's Historic Photo Tent, and food trucks have been added to the yearly program.

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 Jaime Mancilla, Principal of El Segundo High School, will leave his post in June and a search for his replacement is underway.

The testing season for the schools has begun. At the High School library, computers will be used for the California Assessment of Student Performance and Progress (CAASPP) test to be held from March 13 through 30; thus, the library will be closed. CAASPP will replace the paper-based Standard Testing and Reporting (STAR) test. Students in grades 3 through 8 and grade 11 will take the language, arts and math tests.

On April 10 and 11, the California Science Test (CAST) will be administered at the High School. In May, High School students will take Advanced Placement (AP) tests, and Middle School students will take CAASPP tests.

Two study rooms at the High School have been rearranged and converted into offices and the video room will be used as a study room. Some used shelves are available if the main library needs them.

K. REPORTS – CO-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

Kimberlee Carter, Friends of the Library Co-President, reported on the results of the Friends election. Kimberlee and Brenda Ross were elected as Co-Presidents. The Vice-President and Recording Secretary positions remain open. The Scholarship Committee was formed, with Nancy Jacobson as Chair. In addition to newly-registered members Linda Munro and Jackie Rosner, four other members have joined the Friends. Current Friends of the Library Officers and open positions are as follows:

Kimberlee Carter and Brenda Ross	-	Co-Presidents
Open	-	Vice-President
Open	-	Recording Secretary
Laura Verouden	-	Treasurer
Barbara Vidmar	-	Correspondence Secretary
Sari Brann	-	Membership and History Committee Chair
Nancy Jacobson	-	Scholarship Committee Chair
John Johnson	-	Labels Committee Chair

Kimberlee reported that the Friends continue to receive donations to the Cathy Teitelbaum Memorial Fund, which has reached a total of \$5,000.

Installation of the new cabinet and shelves for the book sale area has been completed.

The Friends' next meeting will be held on Thursday, April 27, at 4 p.m.

b. History Committee Report

New members have joined the History Committee, including Kirk Brown, a local Realtor.

L. BOARD MEMBER COMMENTS

Jayne Pimlott will be on vacation and unavailable to attend the next Board Meeting.

M. ADJOURNMENT

1. Motion to adjourn: Pimlott/Merva motioned to adjourn the meeting at 7:28 p.m. The next Board Meeting will be held on Tuesday, May 9, in the Rose Garden/Gazebo Room.