



MINUTES LIBRARY BOARD OF TRUSTEES

Rose Garden/Gazebo Room
111 West Mariposa Avenue
El Segundo, CA 90245
Tuesday, May 9, 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; Sara Whelan, Secretary/Treasurer; David Jonta, Member; and Janice Merva, Member.

Others Present: Debra Brighton, Library Services Director; Julie Todd, Senior Librarian, Adult Services; Sindee Pickens, Librarian II, Children's Library; Jessie LeMay, Administrative Services; and Joanne Gen, School District Librarian.

Board Member Absent: Jayne Pimlott, Vice-President.

C. PRESENTATIONS –

1. Summer Reading Programs – Sindee Pickens and Julie Todd

The theme of the 2017 Children's Summer Reading Program is "*Reading by Design.*" Registration starts on June 9 and the kick-off date is June 15. Sindee showed a sample of the reading log that our Youth Library staff designed and a book bag which will be given to all children who register for the program. Sindee reported that numerous local businesses and organizations have signed up to sponsor the program through miscellaneous donations. At the finale party on August 3, the children who have read 10 books or more will be treated to cookies and juice and be entertained by a guest magician. Sindee also mentioned another component of the Summer Reading Program, "*Read to Me,*" which is for pre-readers.

Julie presented details on the 2017 Adult Summer Reading Program. This year's theme is "*Rest. Relaxation. Read.*" Registration begins on June 9. Julie is designing the reading log.

Board Member Janice Merva asked how many people attended the Adult Summer Reading Program last year. Julie informed her that about 100 people attended.

2. The Annual Author Fair, June 11, 2017 – Julie Todd

To highlight El Segundo's Centennial Celebration at the Author Fair, "*Images of the Past Become Stories of the Future*" will be this year's theme. Julie reported that 44 authors have signed up this year and the extended hours, which are from 11 a.m. to 5 p.m., will allow for an additional two author panels for a total of four. Book signings, children's activities, live music and raffle prizes are also scheduled. Other attractions will be the Friends of the

Library travelling photo exhibit, the Automobile Driving Museum's vintage cars outside the library and an International Printing Press demonstration. Britt's BBQ will provide offerings outside the library.

Sindee reported that children's activities include a story-time by a library staff member, two craft sessions, and a visit by *Rocky, the T-Rex* of Dino Encounters. Four children's book authors will be available to meet the children and autograph books.

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES (for March 14, 2017, Meeting)

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

F. SPECIAL ORDERS OF BUSINESS

1. Discussion for the Recruitment of New Library Board Member(s).

Terms of service for outgoing Library Board President Penny Armstrong and Secretary/Treasurer Sara Whelan will end at the July meeting. Sara reported that she has reapplied for another term and Penny encouraged everyone to look for a good candidate who resides in El Segundo and ask them to apply for the vacant position. Applications can be found on the city website. Council interviews are scheduled on the first week of June.

2. Selection of Subcommittee for Nominating a Slate of Officers for the July 2017– June 2018 Term.

Penny and David will serve on the subcommittee to develop a slate of candidates for the election of officers, which will be held at the July 11 Board Meeting.

G. UNFINISHED BUSINESS

1. Update on the Full-Time Library Assistant Position.

Our new hire, Alonso Bautista, has started training with Mark Herbert for his cataloging duties. He is also being trained by Kristina Kora-Beckman as a tech support person for all library hardware issues and for minor software troubleshooting issues.

2. Report on the Library Board Subcommittee for the WiFi Zone Project.

On April 17, staff and subcommittee members Penny Armstrong and Janice Merva met to review the scope of the WiFi Zone project and looked at the proposed area of approximately 2,000 sq. ft. located behind the Reference Desk. They visited the Manhattan Beach and Redondo Beach (branch) Libraries, which have recently added furniture with technology plugins. Staff took a couple of photos, which were presented at the Board meeting.

After the Public Works and Information Services (IS) staff visited the proposed WiFi Zone, Public Works staff submitted a cost estimate of the project, which ranged from \$70K to \$200K and is based mainly on requirements for electrical wiring, number of outlets, and furniture design.

Staff will bring the general concept of the project before the City Council on July 11 at the city's first budget planning session for consideration as an addition to the Capital

Improvement Projects priority list. Debra suggested that a member of the subcommittee may want to attend the meeting to give a brief report in support of the project.

David asked whether the WiFi Zone will generate much noise. Debra informed him that it should not be an issue since it will still be located in a quiet area of the library and the same noise policy will apply as per the surrounding area.

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 announced that Eric Potulicki, Sr. Library Assistant, has resigned as of last week. We are in the process of interviewing two candidates on the current eligibility list to fill the vacancy.

All departments have started working on their budget for fiscal year 2017-2018 and have been asked to keep the budget at the same level as last fiscal year.

We will be proposing longer hours on Fridays and Saturdays, from 9 a.m. to 6 p.m. We are also looking into the cost of staffing Sundays again with part-time hours, although it may not happen until next year. But it is a part of our strategic work plan.

Technology projects are high on the priority list of the Technology Committee. The Library projects include completing some outstanding technology upgrades, such as replacing the 10-year-old Internet stations and the 15-year-old audio/visual equipment, and purchasing a self-checkout machine.

The city is hiring a new Information Services Director and an interview is scheduled for May 17. Debra is on the interview panel.

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 last day of the school year is June 9. Soon it will be time to account for all books, textbooks and iPads, and also time to get the summer reading lists approved by the School Board.

Summer school, previously called Summer Academy, is now called "The Academy by Ed!". Summer classes will start on June 12 and last through July 14. Classes for elementary, middle school and high school are being offered. Cost ranges from \$120 to \$700 per course.

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. Co-President's Report

Debra gave a brief report on behalf of the Friends of the Library.

The Friends held their meeting in April. Library staff will come up with a new "wish list" to present to the Friends.

A new sign for the Friends' recently completed used book display shelves will be installed, courtesy of Dr. Don and Mrs. Sari Brann.

b. History Committee Report – None

Sari is still actively working in the History Room.

L. BOARD MEMBER COMMENTS

Sara confirmed that she will be a substitute for Penny in the WiFi Zone Project subcommittee at the end of Penny's term in July.

David mentioned that he is impressed with the line-up at the Author Fair.

Janice commented that the Library newsletter is impressive. Penny discussed additional ways to distribute the newsletter.

M. ADJOURNMENT

1. **Motion to adjourn:** Armstrong/Merva motioned to adjourn the meeting at 7:45 p.m. The next Board Meeting will be held on Tuesday, July 11, in the Rose Garden/Gazebo Room.