



MINUTES  
LIBRARY BOARD OF TRUSTEES MEETING

Rose Garden/Gazebo Room  
111 West Mariposa Avenue  
El Segundo, CA 90245  
Tuesday, July 11, 2017

---

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; and Janice Merva, Member.

Others Present: Debra Brighton, Library Services Director; Brenda Ross, Friends of the Library President; and Jessie LeMay, Administrative Services.

Board Members Absent: Jayne Pimlott, Vice-President, and David Jonta, Member.

Others Absent: Joanne Gen, School District Librarian.

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES (for May 9, 2017, Meeting)

Minutes were approved. (Whelan/Merva, 3-0)

F. SPECIAL ORDERS OF BUSINESS

1. Election of Officers for the July 2017–June 2018 term.

The results of the 2017-2018 election of Library Board officers are as follows: Jayne Pimlott, President; Janice Merva, Vice-President; and David Jonta, Secretary/Treasurer. Outgoing President Penny Armstrong presided over the meeting in the absence of newly-elected President Jayne Pimlott.

2. Interviews of Candidates for Library Board.

A new date for interviews of Library Board candidates and candidates for other committees and commissions has been scheduled. They will be conducted before the City Council meeting of July 18. Debra explained that Penny and Sara will continue to serve on the Board until two new members are appointed.

## G. NEW BUSINESS –

### 1. Proposal to Update the Library Board Bylaws and Propose to City Council a Resolution to Change the Term Limits of Board Members.

Debra explained the process of changing the term limits of Board members by revising the bylaws and proposing a resolution for adoption by the City Council.

Board members voted to eliminate the two-term cap from the current bylaws and recommend that a resolution be brought to the Council to reflect this change. Also, Library Board Members have the opportunity to reapply and be considered for reappointment by the City Council every three years or upon expiration of their three-year terms. Penny moved to approve the recommendation, seconded by Sara. Approved: 3/0.

## H. UNFINISHED 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 the summer reading programs for both adults and children are well attended.

The annual Author Fair was another successful event with about 800 attendees who were on hand for the author panels and participated in various activities. A historical photo exhibit, vintage car displays, and printing press demonstrations were among the attractions.

The Friends of the Library approved another financial contribution of \$2,000 to enlarge and print additional photos on canvas for the historical traveling tent.

Our featured artists for the June/July/August Art Walk are Crystal McConnell and Lucia Ferreira. Once again, Crystal transformed the Technology Room into a mixed-media display called "Gilded Cage." Lucia, a photographer, will be present for the art walk reception on July 20 from 5 to 9 p.m. She is the featured artist for July and her photographs are on display throughout the library.

At the Strategic Planning Session held today, the Mayor, Council Members and Department Heads reviewed the five city-wide goals previously set and reported on their status. For improved customer-service goals, the library's capital project includes the development of a WiFi zone. For updating the City's technology services goal, our (library) project includes acquiring 20 new public Internet computers. Other technology projects that were proposed but did not make the Technology Committee's priority list were upgrading our audio visual system in the Friends Meeting Room and purchasing a self-check-out machine.

The proposed budget for fiscal year 2017-2018 is at the same level as last year but costs of health and retirement benefits continue to rise. An ad hoc committee led by Finance staff members will look at ways to mitigate the high costs of our CALPERS retirement system.

Debra announced that if any Board member is interested in reviewing and discussing the budget in more detail she would be happy to discuss with them.

With regards to staffing, we are at the same level as last year. And the book budget remains the same with the help of the Friends' donations, Debra reported.

The library experienced problems with leaky pipes in the restrooms recently, but Public Works repaired them. A new air conditioning unit in the Friends meeting room was installed in time for the budget session this afternoon.

In the Youth Library, Sindee Pickens, Youth Librarian II, filled a library assistant position left vacant by the resignation of Eric Potulicki. Cathy Hinkle, formerly a school library assistant, was promoted to fill the position. Sindee also hired a part-time staff person for the school libraries and she has two more vacancies to fill.

**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**

On behalf of Joanne Gen, who could not attend the meeting, Debra mentioned that school will be back in session on August 29.

**b. School District Librarian's Report – None**

**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**

Brenda Ross has become the new Friends President since Kimberlee Carter recently stepped down as Co-President and has reassumed the Vice-President position. Brenda announced that the Friends budget for providing books and programming funds for calendar year January 2018 to December 2018 remains the same as last year. "Wishlist" items presented by staff were approved, and some Chevron grant money is left to cover other programs.

The Friends are looking for more volunteers.

**c. History Committee Report**

As Debra mentioned, the Friends will donate \$2,000 for printing additional photos for the historical tent.

L. BOARD MEMBER COMMENTS – None

M. ADJOURNMENT

1. Motion to adjourn: Merva/Whelan motioned to adjourn the meeting at 7:32 p.m. The next Board Meeting will be held on Tuesday, September 12, at 7:00 p.m. in the Rose Garden/Gazebo Room.