



CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

MEETING DATE: November 14, 2017

MEETING TIME: 7:00 p.m.

MEETING PLACE: El Segundo Public Library
Rose Garden/Gazebo Room
111 W. Mariposa Avenue
El Segundo, CA 90245

The Board of Trustees, with certain statutory exceptions, can only take action upon properly posted and listed agenda items.

Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the Board of Trustees' subject-matter jurisdiction and items listed on the Agenda during the Public Communications portion of the meeting. The time limit for comments is generally limited to five minutes per person.

Before speaking to the Board of Trustees, please come to the podium and state: Your name and residence and the organization you represent, if desired. Please respect the time limits. While all comments are welcome, the Board of Trustees may not take action on any matter not on this Agenda. Board of Trustees members may respond to comments after Public Communications is closed.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk (310) 524-2305. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

- A. CALL TO ORDER
- B. ROLL CALL –
- C. PRESENTATIONS – None
- D. PUBLIC COMMUNICATIONS (Related to City Business only and for which the Advisory Committee is responsible – 5 minutes per person; 30 minutes total).
- E. APPROVAL OF MINUTES for September 12, 2017
- F. SPECIAL ORDERS OF BUSINESS – None

G. NEW BUSINESS –

1. Recruitment for a new Director of Library Services

At the last Board meeting Debra Brighton, Director of Library Services, announced her retirement date on Friday, December 29, 2017. Her last day in the office will be Thursday, December 21, 2017. A recruitment process is underway for her replacement.

H. UNFINISHED BUSINESS –

1. Discussion of the Library's Adopted Budget for FY2017/2018.

The City Council adopted the FY2017/2018 Budget at the September 19, 2017 Council meeting. The Library's total budget for the coming year is \$2,291,421. Copies of the Library department's budget has been provided to the Board before the meeting at the request of the President, Jayne Pimlott, for possible discussion. Copies of the entire City's budget can be found at Library's Information Desk or provided by request.

2. Discussion of the Library's Key Performance Indicators (KPI).

Beginning last February 2017, the Council requested monthly KPI's to be reported at Council meetings for each department to measure certain areas of performance and service areas. A copy of the Library's KPI has also been provided to the Board for review and evaluation.

3. Update on a Capital Improvement Project for the Renovation of the Adult Reading Area; and, a Technology Upgrade of the Twenty Public Internet Computers.

On Thursday, November 9, staff met with Steve Finney from CWAAlA, Inc., an architectural firm, to discuss the capital improvement project and to request interior design concepts for renovating the area behind the Information desk. After the printed reference stacks are removed, the area will encompass approximately 2,000 sq. ft. of open floor space which can be utilized for additional seating, studying and a WiFi connection to mobile devices.

Library staff has also met with Information Systems staff to begin plans for the 20 new public internet stations and how they will be networked with the printer for faster and more efficient operations. Both of the above projects will take four to six months to complete.

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 El Segundo Public Library.

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

b. School District Librarian's Report

K. REPORTS – PRESIDENT, FRIENDS OF THE LIBRARY (No Board Action Required)

2. Report on Book Sales, Donations, Historical Committee Activities, Special Events and Other Items Related to Friends of the Library Business.

a. President's Report

b. History Committee Report

L. BOARD MEMBER COMMENTS –

M. ADJOURNMENT –

POSTED BY: 

DATE: 11/27/17

TIME: 4:40 p.m.