



## MINUTES LIBRARY BOARD OF TRUSTEES MEETING

Rose Garden/Gazebo Room  
111 West Mariposa Avenue  
El Segundo, CA 90245  
Tuesday, September 12, 2017

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### A. CALL TO ORDER

Board President Jayne Pimlott called the meeting to order at 7:00 p.m.

### B. ROLL CALL

Board Members Present: Jayne Pimlott, President; David Jonta, Secretary/Treasurer; Sara Whelan and Kristie Sherrill, Members.

Others Present: Debra Brighton, Library Services Director; Kimberlee Carter, Friends of the Library Vice-President; and Jessie LeMay, Administrative Services.

Board Members Absent: Janice Merva, Vice-President.

Others Absent: Joanne Gen, School District Librarian.

### C. PRESENTATIONS

#### 1. Special Presentation to Penny Armstrong for Her Six Years of Service on the Library Board.

Debra presented outgoing Board President Penny Armstrong a gift and recounted her accomplishments during her two terms of office. Penny acknowledged her gift and thanked everyone.

### D. PUBLIC COMMUNICATIONS – None

### E. APPROVAL OF MINUTES (for July 11, 2017 meeting)

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

### F. SPECIAL ORDERS OF BUSINESS

#### 1. Introduction of New Board Member Kristie Sherrill Who Was Appointed by the City Council to a Three-Year term.

Debra introduced and welcomed Kristie Sherrill, the newly-appointed member of the Board. Kristie gave a brief summary of her professional background. She has been given a tour of the library, Debra said. Debra also announced Sara Whelan's reappointment to the Board for another three-year term.

## G. NEW BUSINESS – None

## H. UNFINISHED BUSINESS

### 1. An Update by the Director on Special Library Projects for 2017 and 2018, Including a Capital Improvement Renovation of the Adult Reading Area and a Technology Upgrade of the 20 Public Internet Computers.

Debra reported that two major Library projects have been approved by the City's Technology and Capital Improvement Committees. Both projects will be presented for City Council approval at their next meeting. The projects are: (1) WiFi zone – a capital improvement project that will be located behind the Reference Desk in a converted shelving area. The zone will serve patrons who need to charge their electronic devices and connect to the Library's WiFi network for free. The Library staff will work with an interior designer to arrive at the best utilization of space for new tables and chairs with built-in plug outlets. Estimated cost of the project, including design and installation of new electrical outlets, is \$90K. And (2) a total of 20 desktop public computers will be replaced with new ones. Sixteen will be located on the main floor and four in the children's area downstairs. Our Information Technology Project Manager has been designated to oversee the project, which includes the design and implementation of a new network with a firewall for a more secure system and an upgrade to the printer network to enable both black and white and color prints. The estimated cost of this project is \$20K.

## 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 City's budget will be presented for approval at next Tuesday's Council meeting. Except for major increases in retirement and health care costs, the proposed budget remains stable. Most of the Library's budget of \$2.3M is earmarked for salaries and benefits, and the balance is for operating expenses, which include books and other material purchases, Debra said. The Friends of the Library continue to fund supplemental book purchases. Debra stated that she can provide additional budget information to anyone who is interested. Jayne requested that the Board review at the next meeting the Library's budget and also the key performance indicators (KPI's) that are provided to the City Council each month. Debra said she will provide those materials before the November 14 meeting.

An ad hoc committee consisting of various staff members, the Finance Director, and two Council members met to discuss several options to lower future retirement costs. Debra will give a report at the next Board meeting.

Starting October 16, 2017, the City will initiate a 9/80 work schedule. All employees, except for the supervisory group still in negotiations, are required to work a 9/80 schedule. At the Library, half of our full-time staff will begin working that schedule on the first Friday (October 20) and the other half will begin that schedule on the next Friday (October 27). The staff will then continue with the same rotation schedule.

Yvonne Roberts, a part-time staff member at the Reference Desk, has retired, and Julie Todd is interviewing candidates for her position. The Library recently hired a part-time

school Library Assistant, Genavieve Gualano, who is in training and will work at both the Center and Richmond Street schools. However, there are still three vacant positions at the school libraries and Sindee Pickens has begun to interview candidates for those positions. The goal is to fill all three vacancies by the end of the year.

**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 reported that operations at the school libraries are going pretty well, but said that the libraries are still short-staffed.

Penny reported on various ongoing activities at the schools, including class visits, book shelving, bulletin board displays, and library card applications.

**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 Matters Related to Friends of the Library Business.**

**a. Vice-President's Report**

Friends Vice-President Kimberlee Carter reported the following:

The Friends budget has been approved with no changes. The new budget year will begin in January 2018 and end at the end of December 2018. The Friends approved the Library staff's "Wish List." Book sales have declined and some ideas, including promotional sales, have been discussed. A staff member has made a suggestion to initiate outreach at PTA meetings to increase attendance at Friends meetings. Fifty-one responses were received from the latest membership drive. As of now, 109 members, including lifetime members, are registered.

The Friends are still looking for volunteers.

**c. History Committee Report**

The History Room will be open again on the first Saturday of each month from 1 to 3 pm.

The El Segundo Police Department gave the History Committee photos of K-9 unit plaques that hang in the Police Station. A representative of the department will give a presentation on the history of K-9 units at the Committee meeting on October 5.

#### L. BOARD MEMBER COMMENTS

Sara welcomed Kristie and said goodbye to Penny.

Debra announced her retirement. She said that her last day will be December 21, 2017.

#### M. ADJOURNMENT

1. **Motion to adjourn**: Sherrill/Whelan motioned to adjourn the meeting at 7:30 p.m. The next meeting will be held on Tuesday, November 14, at 7:00 p.m. in the Rose Garden/Gazebo Room.