



**MINUTES
LIBRARY BOARD OF TRUSTEES MEETING**

**Rose Garden/Gazebo Room
111 West Mariposa Avenue
El Segundo, CA 90245
Tuesday, November 14, 2017**

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; Joanne Gen, School District Librarian; and Jessie LeMay, Administrative Services.

Board Member Absent: Janice Merva, Vice-President.

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS

April Bucknell introduced herself as a new El Segundo resident and a mother of three school children who use the library. She joined the meeting to address three concerns in the area of circulation policies. There was some discussion to clarify her concerns and staff advised her that they will look into them and be in touch with her soon. The Board and staff thanked April for coming in.

E. APPROVAL OF MINUTES (for September 12, 2017 meeting)

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

F. SPECIAL ORDERS OF BUSINESS

G. NEW BUSINESS –

1. Recruitment for a new Director of Library Services

Debra announced that Mark Herbert, Support Services Manager, will be the acting Library Director until a new Director is selected by the City Manager to replace her. The City hired Avery Associates, a consulting firm, to conduct the recruitment effort. Debra will begin her retirement on December 29 and her last day in the office is December 21.

A joint retirement party will be held on Thursday, December 14, from 2 to 4 p.m., in the Friends Room for Debra and Carol Craft (Senior Library Assistant in the Children's library). All present were invited to attend.

H. UNFINISHED BUSINESS

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

Debra took questions from the Board regarding budget information provided at the meeting. She explained the organization chart, which is composed of Administration and three other divisions: Support Services, Public/Information Services, and Youth Services. This year's budget is \$2.3M for salaries, benefits, and operating supplies. Debra will provide copies of the final adopted Library budget when it becomes available.

2. Discussion of the Library's Key Performance Indicators.

Last year the City Council requested that each department submit monthly Key Performance Indicators (KPIs) to measure certain areas of operation and service. Copies of the Library's KPIs were provided to Trustees before the meeting.

Debra explained that the areas of Library services measured in the KPI initiative are: (1) the number of cardholders, (2) the number of visitors, (3) the total number of circulated materials, and (4) attendance at adult and children's programs. The report indicated that each of these areas has stayed within the same average range during the year except for programs beginning in the summer (which are higher due to the Summer Reading programs and the Author Fair) and ending at the end of summer when programs are discontinued. Another year of data will be required to fully compare monthly and quarterly averages during various times of the year.

3. Update on Capital Improvement Project (CIP) for the Renovation of the Adult Reading Area and a Technology Upgrade of the 20 Public Internet Computers.

The Library Director and Public Works staff met with the architectural firm CWAAIA, Inc. to discuss the renovation project and project costs for interior design concepts. It is estimated that the entire project will cost \$115,000.

The Library is moving ahead with a plan to replace 20 desktop computers in the public area (16 on the main floor and four in the children's area downstairs). The Library and Information Systems staff met to discuss the details. This project is targeted for completion by the end of December or early January.

Board member David Jonta commented on the frequency of display of the "No Cellphone Use" screen saver on the public computers and the level of distraction and noise sometimes caused by children and students who use the library. He suggested that perhaps running in the library could be curtailed. Debra responded that the screen saver can be customized with the new computer system to be installed and staff will continue to look at ways to resolve the noise problem.

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 Library recently hired a new part-time staff member at the Reference Desk. Jeff Huttlinger has replaced Yvonne Roberts who retired a few months ago. She also reported that Sindee Pickens has selected two candidates for the part-time positions at the school libraries.

Both adults and children's programs are very well attended as the KPI indicate.

Adult Reference staff members have started to clear the shelves behind the Reference Desk to prepare for removal of the shelves for the CIP project. Staff will decide which reference books and other printed materials will be retained and circulated in the non-fiction sections or identify what other libraries might like to have them.

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 El Segundo Unified School District developed a Long Range Facilities Master Plan which addresses their critical needs as follows: (1) repairing and replacing aging systems, (2) improving safety and security, and (3) modernizing, renovating and adding facilities. The District is seeking input from the school community via a survey found on its website.

Two projects are scheduled at the school libraries: (1) modernization of the High School library to include an "interactive lounge" and (2) a "use conversion" project at Center Street School that involves a media center.

Board member Sara Whelan mentioned that there have been several meetings about a possible bond ballot measure in June to raise \$23M for the proposed building addition and the renovation projects.

K. REPORTS – VICE-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

Debra gave a brief report on behalf of Kimberlee Carter, Vice-President of the Friends, who was unable to attend.

The Friends' big book sale will take place from 10 a.m. to 5 p.m. on Friday and Saturday, December 1 and 2. The El Segundo Tree Lighting Ceremony in Library Park will also be held on December 2.

b. History Committee Report

Debra reported that she and Sari Brann, History Committee President, attended a South Bay Library Symposium at California State University Dominguez Hills Library that featured speakers and an interesting film of the last Pacific Electric car ride. Debra and Sari brought items from El Segundo's History Room and Debra signed and sold her book on the history of El Segundo.

L. BOARD MEMBER COMMENTS

On the occasion of Debra's upcoming retirement, the Board thanked her for her service and presented her with retirement gifts. Debra acknowledged the presentation and thanked the Board for their support. She added that she plans to volunteer in the History Room after she retires.

M. ADJOURNMENT

1. **Motion to adjourn:** Board President Jayne Pimlott adjourned the meeting at 7:45 p.m. The next meeting will be held on Tuesday, January 9, 2018, at 7:00 p.m. in the Rose Garden/Gazebo Room.