



CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

MEETING DATE: March 13, 2018

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 –

1. Capital Improvement Project of the Wi-Fi and Adult Reading Lounge Presentation.

Initial design work has begun on remodeling the adult reference book shelf area into a Wi-Fi and adult reading lounge. Stephen Finney of CWAAIA will present the design and furniture options to the Board for their input.

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 January 9, 2018

F. SPECIAL ORDERS OF BUSINESS – None

G. NEW BUSINESS –

1. Discussion of Pending Fines and Fees Rate Changes.

The City has undergone a “Cost of Services” study since September 2017 and will soon establish new rates based on City Council approval. Mark Herbert will inform the Board of potential changes to the Library’s fines and fees schedule.

2. Distribution and Discussion of City Attorney’s Brown Act Electronic Communication Memo.

The City Attorney’s Office has prepared guidelines for all Commissions, Committees, and Boards regarding the use of electronic communications for official business.

H. UNFINISHED BUSINESS –

1. Update on the Technology Upgrade of the 20 Public Internet Computers.

Mark Herbert will provide the status of the Public Internet Computer Station upgrade.

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. Interim Library Director’s Report

b. School District Librarian’s Report

K. REPORTS – 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.

b. President's Report

c. History Committee Report

L. BOARD MEMBER COMMENTS –

M. ADJOURNMENT –

POSTED BY: _____

DATE: _____

TIME: _____