



MINUTES
LIBRARY BOARD OF TRUSTEES MEETING

Rose Garden/Gazebo Room
111 West Mariposa Avenue
El Segundo, CA 90245
Tuesday, January 9, 2018

A. CALL TO ORDER

Board Vice-President Janice Merva called the meeting to order at 7:00 p.m.

B. ROLL CALL

Board Members Present: Janice Merva, Vice-President; David Jonta, Secretary/Treasurer; and Kristie Sherrill, Member.

Others Present: Mark Herbert, Interim Library Services Director; and Jessie LeMay, Administrative Services.

Board Members Absent: Jayne Pimlott, President; and Sara Whelan, Member.

Others Absent: Brenda Ross, Friends of the Library President; Sari Brann, History Committee President; and Joanne Gen, School District Librarian.

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES (for November 14, 2017 meeting)

Minutes were approved. (Sherrill/Jonta, 3-0)

F. SPECIAL ORDERS OF BUSINESS

G. NEW BUSINESS

1. Library Staff Vacancies and Recruitment

Interim Library Director Mark Herbert announced that Library Director Debra Brighton and Senior Library Assistant Carol Craft retired on December 29. The City hired a consulting firm to conduct a national search to fill Debra's position, and a second round of interviews were conducted this week to recruit for Carol's replacement. Amy Budzicz, a part-time Library Clerk at the Circulation Desk, resigned to accept a fulltime job at El Camino College. Applications to fill the 15-hour position she vacated are being reviewed.

2. Priorities During the Interim Library Director's Period of Service.

Mark discussed his priorities as Interim Library Director. He addressed the need to increase publicity about the library and its services. He said he will look into potential free sources of publicity and funding for publicity as well. Board members Janice, David and Kristie participated in the discussion. They provided various suggestions and ideas, such as contacting a college student who is pursuing a career in marketing or advertising and/or a high school student who plans to pursue the same career and would be willing to take on a marketing/advertising research project. Other suggestions were to increase our social media exposure and order banners to hang above Main Street.

Mark announced that minor changes to the 2018 Author Fair are being considered to attract more guests and participants. After informing the Board and with the approval of the City Manager, the library will consider the following: (1) change the date from a Sunday to a Saturday, (2) schedule the event in May rather than June, (3) reduce the number of authors so that each can participate in a panel, and (4) relocate all adult panels upstairs from downstairs. Board members endorsed these ideas.

Mark said he will also look into developing new programs to encourage more people to use the library. He will meet with staff (rather than the managers) to solicit ideas and suggestions. Board members also came up with their own suggestions, which included: (1) more advertising and press releases about Library-related activities (including program changes) in the local paper, (2) holding an open house to introduce the new technology project (when completed), and (3) informing other libraries about our new programs and activities.

H. UNFINISHED BUSINESS

1. Continued Discussion of the Library's Adopted Budget for FY2017/2018 and the Library's Key Performance Indicators.

There were no additional questions regarding the Library's Adopted Budget or the Library's Key Performance Indicators.

2. Update on the Capital Improvement Project (CIP) for the Renovation of the Adult Reading Area and the Technology Upgrade of the 20 Public Computer Stations.

Regarding the Capital Improvement Project for the renovation of the adult reading area, the Public Works engineering staff is still waiting for the contract documents to be completed and signed.

The Information Systems (IS) Department hired a consultant who started to install the new public internet computers on January 8. However, due to connectivity problems and other issues, installation was discontinued and the project was put on hold. The IS Department estimates that the project will be completed near the end of January. Mark explained that this project involves newer technology, new software and numerous security protocols.

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.

Mark reported that two adult programs were held in December, “Lost Libraries of the Silk Road,” cosponsored by the El Segundo Museum of Art (ESMoA), and Christmas caroling. Both programs were very well attended, he said.

The Children’s Library Storytime registration was held this morning (January 9). The toddler group is full and some children are on the waiting list, while the preschool group still has openings.

Free computer classes are being offered on Saturdays and a one-on-one computer technical troubleshooting session is being offered on Tuesdays. Staff members Kristina Kora-Beckman and/or Ben Taniguchi will conduct the classes.

The Library’s concert series continues and the next musical performance, to be performed by the Symphomaniac, will be held on Saturday, January 20.

Board Member Kristie suggested posting flyers about these programs at the Joslyn Center for seniors and the Park Vista Senior Housing complex.

Mark announced that the next Friends meeting will be held on January 25. They will discuss the 2018 budget and will accept “Wishlist” ideas from the library staff.

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

Sindee Pickens, Youth Services Librarian II, hired a new School Library Assistant, Paula Gaetos, who has trained at the main Library Circulation desk and is currently helping at the Middle School Library. Sindee also filled her final School Library Assistant position. Catherine Buenos-Granados passed her background check and will start training soon.

b. School District Librarian’s Report – None

K. REPORTS – 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. President's Report – None
- b. History Committee Report – None

L. BOARD MEMBER COMMENTS

Board Members commented that they liked the ideas that came out of the meeting.

M. ADJOURNMENT

1. Motion to adjourn:

Board Vice-President Janice Merva adjourned the meeting at 7:31 p.m. The next meeting will be held on Tuesday, March 13, 2018, at 7:00 p.m. in the Rose Garden/Gazebo Room.