



MINUTES LIBRARY BOARD OF TRUSTEES MEETING

Rose Garden/Gazebo Room
111 West Mariposa Avenue
El Segundo, CA 90245
Tuesday, March 13, 2018

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; Janice Merva, Vice-President; David Jonta, Secretary/Treasurer; and Sara Whelan and Kristie Sherrill, Members.

Others Present: Greg Carpenter, City Manager; Mark Herbert, Acting Library Director; Julie Todd, Adult Services Senior Librarian; and Jessie LeMay, Administrative Services. Debra Brighton, former Library Director and Carolyn Charles, Architect and Designer from CWA AIA, Inc. were also present at the meeting.

C. PRESENTATIONS

Carolyn Charles introduced herself as architect and designer of the proposed Wi-Fi and Adult Reading Lounge project, along with Stephen Finney, of CWA AIA, Inc. She presented the design layout of the Wi-Fi and Adult Reading Lounge and described the furniture aesthetic options as "Coastal" (light, bright and contemporary) and "Classic" (warm, wood and traditional). She mentioned that the layout, function and budget of both designs are the same and explained the various details of both design layouts. The final cost of the project will depend on whether Public Works can take care of points one to three of her preliminary budget estimates, she said.

The overall measurement of the space is 1,525 square feet with 52 seats and 15 tables. Charging capabilities for electronic devices are integrated into the desks or tables, while lounge chairs and stools complement them. The carpeting and electrical layout are also part of the design plan. Carolyn said she will bring carpet samples as they become available.

At the end of her presentation she asked for feedback, preferences, ideas or comments. The Board and staff discussed the project budget, color preferences, removal work, painting, area measurements, and project timeline. They also discussed their concerns about the size, quality and durability of the furniture, especially the chairs. Staff also presented an idea about installing new lighting fixtures on the northeast corner, while Janice suggested artwork by students might be displayed.

Staff informed everyone that the Library will solicit public input for the two design options through a survey.

Regarding a completion date for the project, staff went through the steps involved: (1) after the results of the survey are known, a special Board meeting will be held, (2) a presentation of the project by the architect will be made at the Council meeting on April 17, and (3) if the design is accepted by the Council, it will go to bid in May.

The Board approved the classic furniture design and layout with options for brighter colors. Jayne made the motion to approve; all were in favor.

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES (for January 9, 2018 meeting)

Minutes were approved as amended. Sara made the motion to approve, seconded by David, 5/0.

F. SPECIAL ORDERS OF BUSINESS – None

G. NEW BUSINESS

1. Discussion of Pending Fines and Fees Rate Changes.

Mark presented the fee comparison report compiled by a City consultant. The report was based on cost recovery analysis and the survey the consultant conducted at other libraries.

On January 12, 2018, the final recommendations were presented at the City Council meeting. Department heads will work with the City Council on March 22 to finalize the proposed fee changes. The City is planning to implement the changes in July.

Mark discussed each of the services offered at the Circulation Desk and the current and recommended fees. Except for the fee of "lost or damaged item," the fee changes (either increases or decreases) were minor ones. However, a major fee change was in the library facility rental (meeting rooms and study rooms). The recommended fees are based on the type of organization renting the room, whether resident or non-resident, and whether non-profit or for profit. The public internet stations are still free.

Board member Kristie commented about the "lost item" fee and suggested that the school libraries have a separate fee. Mark explained the process of returning books by the students, which involves the teachers. The Board and staff suggested that this item be left open for discussion.

Jayne made a motion to approve the recommended fee changes. The motion carried 3/5. One Board member left before the vote (Kristie) and one abstained (David).

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

A copy of the guidelines was distributed and Board members were reminded to communicate with fellow board members at a public meeting with notice given, or individually, but not by email or other online communications with a quorum involved.

H. UNFINISHED BUSINESS

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

Mark reported that the work on upgrading the public internet stations is almost done. For the most part, patrons are able to use them while experiencing only minor software issues. The Information Systems (IS) Department continues to work on these issues with EnvisionWare (a computer time management company) and they are expected to be resolved within the next week or two, Mark said.

In response to David's inquiry as to whether there are plans to replace the old keyboards, Mark replied that there are no plans to replace them. David also commented about the frequency of the pop-up reminders to turn off cellphones; staff will make adjustments, Mark said.

I. REPORTS – ACTING 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 he has filled the final Library clerk vacancy in the Support Services Division. Mary Martes, who accepted the job offer, will start as soon as she has cleared her background check and physical exam.

National Library Week will be observed from April 8 through 14.

Mark also reported on the following items of interest:

The Adult Services Division will provide a demonstration of its 3D printer in one program and will host a "book-to-movie" discussion of *Murder on the Orient Express* on April 14. Youth Services will also be showing a movie.

Selection of the spring Evening Book Club titles has been made. The titles include *The Music Shop*, *Love and Other Consolation Prizes*, and *The Women in the Castle*.

Five one-on-one mobile device training sessions have been held since the program began in January, with more patrons signed up for later sessions.

Staff members Julie Todd and Kristina Kora-Beckman applied to participate in the Harwood Public Innovators' Lab for Public Libraries to be held in Ontario, CA in May. This is a three-day workshop on community outreach sponsored by the State Library. We are waiting to hear if they have been accepted.

Adriana Muro accepted the position of Senior Library Assistant in Youth Services. She began work at the end of February and is training to conduct story-time sessions. Adriana was previously a part-time Library Clerk Assistant at the schools.

The story-time sessions are going well and one in particular, the *Teen Escape Room*, was a hit.

The next Friends of the Library meeting will be held on March 22 and will include a discussion of the "Wishlist" ideas presented by staff at their last meeting.

The search for a new Library Director has begun, with the first round of interviews completed last week. The interviews were conducted by a search firm retained by the City. Additional information was provided by City Manager Greg Carpenter who explained the recruitment process. He will meet with the recruiter in two weeks to get his recommendation.

The next step is for the prospective candidates to go through two interview panels, one made up of outside library directors and the other of City department heads. The interview date is in April and a decision will be made thereafter. Greg said that the new Director, after passing the background check, will start in May. Finally, Greg indicated that the Board can assist in the recruitment process.

With regards to Form 700, FPPC Statement of Economic Interest, Mark advised Board members to contact the City Clerk's office directly (per City Clerk's staff) for assistance and/or questions about the form. Jayne initially requested that a copy of the form be distributed at the Board meeting.

Jayne requested an update on the Key Performance Indicators (KPIs). Mark distributed a copy of the KPI report and discussed the 4th-Quarter KPI (from October through December 2017) as well as the 1st-Quarter KPI for 2018 (January through March). The report showed that the number of library visitors fluctuates depending on the holidays. For Library programs, the average is 20 programs per quarter and the Library is on target this quarter.

City Manager Greg thanked the Board for their support. He talked about the latest efforts of the City to measure by survey the level of satisfaction that residents have with El Segundo businesses and services. He distributed a copy of the survey report. Included in the report is a "Net Promoter Score" which addressed the residents' concerns in percentages.

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

Mark reported that Paula Gaetos, our most recent school Library Assistant, resigned in mid-February to take a full-time position elsewhere. Likewise, Catherine Buenos-Granados, while in the process of being hired, decided to withdraw from the process. However, Sindee Pickens, Librarian at Youth Services, filled one of the two vacated School Library Assistant positions. Lacey Mizushima will start training at the Circulation Desk as soon as she's cleared by Human Resources.

Due to technical issues with network connections at the school libraries they were without computers and library cataloging was disrupted for a month. However, to date, most of the problems have been resolved.

The Richmond Street School Library was closed for about a week because it was being used for the school's book fair.

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

Janice suggested that staff display flyers to advertise the Library's programs. Staff reported that the Reference desk has flyers available to the public.

Jayne requested a demonstration of the eBooks at the next Board meeting.

Sara commented that the Wi-Fi and Adult Reading Lounge project is a great project, a visual improvement of the Library's public area, and a leap forward in technology. However, she has concerns about whether approval of the project will be timely.

David said he appreciated the City Manager's attendance and thanked him for his report on the survey.

M. ADJOURNMENT

1. Motion to adjourn

Jayne adjourned the meeting at 8:35 p.m. The next meeting will be held on Tuesday, May 8, at 7:00 p.m. in the Rose Garden/Gazebo Room.