



**MINUTES
LIBRARY BOARD OF TRUSTEES MEETING**

**Rose Garden/Gazebo Room
111 West Mariposa Avenue
El Segundo, CA 90245
Tuesday, May 8, 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; David Jonta, Secretary/Treasurer; and Sara Whelan, Member.

Others Present: Mark Herbert, Acting Library Director; Jessie LeMay, Administrative Services; Arianne Bola, Project Manager (Public Works); Joanne Gen, El Segundo Unified School District (ESUSD) Library Representative; and Carolyn Charles, Architect and Designer from CWA AIA, Inc.

Board Members Absent: Janice Merva, Vice-President, and Kristie Sherrill, Member.

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES (for March 13, 2018 meeting)

Jayne made the motion to approve the minutes, seconded by David. Motion carried 3/0.

F. SPECIAL ORDERS OF BUSINESS – None

G. NEW BUSINESS

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

Carolyn's presentation showed the various styles of desks and chairs and their placement in the adult reading lounge area. Style, color, and upholstery selection were discussed, along with the budget. David asked about the barrel-style tables and Carolyn pointed out they will be fitted with ports and outlets. Desks and chairs will be light maple in color with clear finish, and chairs will have dark-colored upholstery.

Carolyn mentioned that the primary elements of the project are the furniture and construction effort and said that the budget is a major concern. The method of purchasing the furniture is complex, she said. She said she is working with Maria Cerritos, the City's purchasing agent, to "piggyback" on a vendor's existing contract, thus precluding the need for a bidding process and likely resulting in lower prices. Carolyn said that the furniture

budget has been reduced since the existing electrical outlets on the wall and floor can be used.

Arianne reported on the construction budget, which has gone up mainly due to the demolition work being outsourced (or going to bid). It is estimated that the cost will be \$60K instead of the initial estimate of \$30–\$37K. If Public Works performed some of the demolition work, an estimated savings of \$16K could be realized, but Arianne reported that Public Works can't perform the work. She's preparing the construction bid and will work with Maria to get a detailed list of the furniture components and the prices. She said she will share the information with Mark once it's completed.

2. Review and Update of the Collection Maintenance Policy.

The library was prompted to review its discard policy due to public concern about the process of discarding donated books. Mark asked for the Board's input and asked if any Board member is willing to review the policy, recommend changes, and draft a new discard policy and gift acceptance policy. Sara volunteered to assist.

Reference materials taken from various library websites regarding collection maintenance were distributed before the meeting.

Mark has been working with the Friends of the Library and they came up with a plan to set up a tent and sell the books at the Farmers Market. Books that don't sell will be given away. The book sellout will be advertised on social media and in newspapers.

The Library will contact Public Works to request a cover for the trash bin area outside the library to ensure that the area is secure and that public safety is adequate.

H. UNFINISHED BUSINESS

1. Cost Analysis Fee Study – Discussion of Additional Changes to Meeting Room Fees.

The Cost Analysis Fee Study was presented to the City Council at the February 6 meeting and further discussed and reviewed at the Special Council Meeting on March 22. The Council asked the library staff to work with the Board to consider additional meeting room fee increases.

After some discussion the Board decided to postpone action on this item until the Recreation and Park Department's new reservation software is implemented and is found to be useful to the Library.

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 newly-hired Library Clerk Mary Martes started work at the Circulation Desk in April and seems to be doing well.

Cristina Garcia, who has been a Library Assistant in Adult Services for six years, resigned as of May 1. Julie Todd is accepting applications to fill the vacancy.

Both adult and children's staffs are preparing for their summer reading programs.

All full-time library staff members are busy with in-person and online disaster training. During the year, staff members are expected to attend two four-hour workshops and take a number of online classes with examinations at the conclusion of the classes.

Julie and Kristina Kora-Beckman were accepted to participate in the Harwood Public Innovators Lab for Public Libraries in Ontario, CA. It is a three-day workshop on community outreach sponsored by the State Library.

As a reminder, the Volunteer Luncheon will be held next Thursday, May 17, beginning at noon.

The City started its budget preparations on May 7 and the Strategic Planning Session will be held on June 13.

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. Acting Library Director's Report

Lacey Mizushima started training at the Circulation Desk in early April and soon moved on to work at the schools.

Sindee Pickens, Librarian II, Youth Public Library, is still looking to fill one more position.

School library staff will be wrapping up checkouts on May 18 in preparation for the closing of school libraries on June 8.

b. School District Librarian's Report

Joanne reported that two town hall meetings to discuss the school modernization project will be held on May 10 from 6 to 7:30 p.m. at the Middle School's Bulldog Hall and on May 17 from 6 to 7:30 p.m. at the high school library.

The high school library was used for State Assessments and AP testing (held in March, April and May).

At the El Segundo Unified School District Board Meeting tonight, Dr. Tedford and Dr. Gooden will present findings on the impact of Senate Bill 328, which would prohibit middle and high schools in California from starting classes before 8:30 a.m. At El Segundo High School, this means that many students will request 7:30 a.m. (zero period) classes to allow time for sports and extra-curricular activities.

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

Jayne commented on her experience as a member of the interview panel for the El Segundo Library Director position. She said that the library directors she met had many valuable things to share about Board matters.

She gave notice that she is resigning from the Board effective this meeting. Her husband retired and they have moved. She knows of someone who is interested in applying for the Board.

M. ADJOURNMENT

1. Motion to adjourn

The meeting was adjourned at 8:37 p.m. The next meeting will be held at 7:00 p.m. on Tuesday, July 10, in the Rose Garden/Gazebo Room.