



# CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

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MEETING DATE: September 11, 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

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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.*

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**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**

Carol Ericson  
 David Jonta  
 Janice Merva

Kristie Sherrill  
 Sara Whelan

**C. PRESENTATIONS — NONE**

**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 July 10, 2018**

## F. SPECIAL ORDERS OF BUSINESS

### 1. Election of Officers

Consideration of slate of nominees for Library Board of Trustees positions as proposed by the Nominating Committee. Nominees include Sara Whelan (President), Janice Merva (Vice President), and David Jonta (Secretary/Treasurer). The new President will conduct the rest of the meeting.

#### **Recommendation:**

1. Board approval of the slate of nominees.
2. Alternatively, discuss and take other possible action related to this item.

## G. NEW BUSINESS

### 1. DVD Rental Policy

Library Director Melissa McCollum discusses options for improving access to the library's DVD collection, including eliminating rental fees and processing materials to allow for self-checkout of audiovisual items.

#### **Recommendation:**

1. Board approval of elimination of rental fees and changes in related procedures is requested in order to proceed with change in policy.
2. Alternatively, discuss and take other action related to this option.

### 2. Teen Services

Library Director Melissa McCollum discusses options for improving Teen Services at the El Segundo Public Library, including updating and expanding the Teen Zone (furniture and collection), utilizing the Rose Garden/Gazebo Conference Room as a Teen Space from 2–6 p.m. on weekdays, and increasing teen programming during FY 2018–2019.

#### **Recommendation:**

1. Board approval of use of the Rose Garden/Gazebo Conference Room as a Teen Space from 2–6 p.m. on weekdays and feedback on other plans.
2. Alternatively, discuss and take other action related to this option.

### 3. Library Rules of Conduct

Library Director Melissa McCollum shares proposed updates to the Library Rules of Conduct.

#### **Recommendation:**

1. Board edits and/or approval of updated Library Rules of Conduct.
2. Alternatively, discuss and take other action related to this option.

#### H. UNFINISHED BUSINESS — NONE

#### 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. 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: