



MINUTES LIBRARY BOARD OF TRUSTEES MEETING

Rose Garden/Gazebo Room
111 West Mariposa Avenue
El Segundo, CA 90245
Tuesday, July 10, 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, Kristie Sherrill, and Sara Whelan

Board Members Absent:

David Jonta

City Council:

Dr. Don Brann

City Staff:

Greg Carpenter, City Manager

Melissa McCollum, Library Director

Mark Herbert, Senior Librarian

Julie Todd, Senior Librarian

Kristina Kora-Beckman, Librarian

Jessie LeMay, Executive Assistant

Meeting attendees introduced themselves. Dr. Brann thanked everyone for their service and expressed appreciation for the trustees' willingness to serve. He welcomed new Library Director Melissa McCollum.

C. PRESENTATIONS

1. Board Secretary/Treasurer David Jonta's service on the library board from June 2015–June 2018 was recognized by Melissa. A plaque will be presented to David when he returns to El Segundo.
2. Librarians Julie Todd and Kristina Kora-Beckman presented an overview of the philosophies and methodologies of the Harwood Lab and shared the library's plan to facilitate a series of community conversations during the next year to learn about community members' aspirations for the City. Information compiled from the conversations and a related "ask tool" will be shared with the public as well as City staff to highlight opportunities for action and collaboration. All agreed that community feedback is important and useful for setting goals and moving forward together.

Greg said he was pleased to hear about the library's plan for reaching out to the community. Dr. Brann added that the trend toward personal conversations is quite promising because they have added value compared with written surveys. He said that it would be a good idea to get onto the Parent and Teachers Association's (PTA) agenda and start these conversations.

3. Kristina demonstrated how to access both eBooks and audiobooks using OverDrive and Axis 360 — two online resources offered via the Library's website. She also distributed an informational pamphlet, "eBook Basics." If any community members need a one-on-one eBook training session they can contact the Reference desk, Kristina said.

D. PUBLIC COMMUNICATIONS

Greg described the City Council's goals and objectives for the upcoming fiscal year (2018--2019). He distributed copies of a survey for all Boards, Committees and Commissions with a request for input on the Strategic Plan and top priorities for the City. Greg encouraged everyone to complete the form and return it to the library by Friday, July 13.

E. APPROVAL OF MINUTES

1. Approval of the minutes of the Library Board Meeting of May 8, 2018:
MOTIONED by Sara Whelan and SECONDED by Kristie Sherrill to approve the minutes.
MOTION CARRIED 3-0.

F. SPECIAL ORDERS OF BUSINESS — None

G. NEW BUSINESS

1. Capital Improvement Project

Carolyn Charles, Architect and Designer from CWA AIA, Inc, brought two fabric plans for the Adult Reading Lounge upholstery. One set of fabrics is predominantly green and blue and the other set is orange and yellow. She also presented selections for the paint, carpet, and wood. The Board was asked for their selection in order to proceed with the project. After some discussion, the Board voted to approve the plan with the green and blue fabrics.

Approval of the selection in order to proceed with the project:
MOTIONED by Janice Merva and SECONDED by Kristie Sherrill. MOTION CARRIED 3-0.

Melissa reported that additional funds of \$46,000 from salary savings is available to meet an adjusted project budget of \$153,000. If the additional appropriation is approved at the City Council Meeting on July 17, the project will go out to bid. Construction may start as early as October 2018.

2. Wireless Network Policy

Melissa reported that the library is working with the Information Systems Department and the City Attorney's office about the possibility of transitioning from paper agreements and daily passwords to electronic acceptance of terms of use for accessing the library's wireless network.

Approval of changes in policy and procedures for accessing the library's network:
MOTIONED by Janice Merva and SECONDED by Sara Whelan. MOTION CARRIED 3-0.

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 Library.

Melissa reported that the Summer Reading Programs are going great. Over 500 children and 90 adults have registered for the programs. The adults' drop-in programs are well-attended by customers and even a few City staff members. Kristina is teaching computer classes and the classes are almost full. Roz Templin will host art exhibits as part of the upcoming El Segundo Art Walk. Curtis Green will be the first featured artist. Natalie Strong will be the second. The Board received copies of flyers promoting the current programs at the library.

New fines and fees were approved by the City Council on June 19, 2018.

Melissa said that many new technology projects are planned for the library, including website redesign, online booking of meeting rooms, wireless printing for the public, self-checkout kiosks, receipt printers, expansion of digital collections, and more.

Melissa distributed copies of the revised library mission statement and discussed the library's goals and objectives for FY 2018–2019. Board members participated in the discussion and suggested various programs for students and seniors to participate in. Dr. Brann said that the many accomplishments of the library are uplifting and should be shared.

Janice commented that she noticed the library's larger social media presence recently. Melissa advised that a new social media team at the library is posting more regularly on Facebook and Instagram.

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

Melissa reported that the school libraries have closed for the summer. Before they closed, however, she toured them all and was impressed with the school library staff — they love their libraries, schools, and students, she said. She added that she hopes they all return for another year.

Children's Librarian II Sindee Pickens is working on filling two vacant positions.

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 expressed their excitement and enthusiasm for the expansion of library programs and offered their support. Janice commented that it was a successful meeting.

M. ADJOURNMENT

1. Motion to adjourn

Janice adjourned the meeting at 8:26 p.m. The next meeting will be held on Tuesday, September 11, at 7:00 p.m. in the Rose Garden/Gazebo Room.