



**MINUTES
LIBRARY BOARD OF
TRUSTEES MEETING**

**El Segundo Public Library
Rose Garden Room
111 West Mariposa Avenue
El Segundo, CA 90245
Tuesday, March 12, 2019**

A. CALL TO ORDER

Board President Sara Whelan called the meeting to order at 7:02 p.m.

B. ROLL CALL

Board Members Present:

Carol Ericson, David Jonta, Janice Merva, Kristie Sherrill, and Sara Whelan

City Staff:

Melissa McCollum, Library Director, and Jessie LeMay, Executive Assistant

Others:

Joanne Gen, El Segundo School District Librarian, and Natalie Strong, Arts and Culture Advisory Committee Member

C. PRESENTATIONS — None

D. PUBLIC COMMUNICATIONS — None

E. APPROVAL OF MINUTES

1. Approval of the Minutes of the Library Board Meeting of January 8, 2019:
MOTIONED by David Jonta and SECONDED by Carol Ericson to approve the minutes.
MOTION CARRIED 5-0.

Melissa addressed David's comments on the fines and fees element of the minutes.

F. SPECIAL ORDERS OF BUSINESS — None

G. NEW BUSINESS

1. National Library Week: April 7–13, 2019

Melissa announced that the Library is hosting its first National Library Week Breakfast on Thursday, April 11, from 8 to 9 a.m. We will celebrate library highlights—new reading lounge, volunteers, new children's furniture, and debut of the first artist series library card. A continental breakfast will be served and the Loyola Guitar Ensemble will provide musical entertainment. We will also highlight, as part of the celebration, "Fine Forgiveness Month" if it is approved by City Council at their March 19 meeting. If the event goes well, we will want to do it every year as a reason to celebrate, Melissa said. She added that if anyone has any ideas for next year's event, to please contact her. Melissa shared the printed invitation and

mentioned that an email has gone out as well. Invitation was extended to the community, City Council, Library Board and Committee members, and other volunteers, as well as city personnel, and the school Superintendent. School administrators and teachers will also be invited—Joanne will provide names to Jessie or will extend the invitation to them on behalf of the library.

H. UNFINISHED BUSINESS

1. Book to Action

Melissa reported that fundraising has started for the *Book to Action* mural and programming. Total amount raised so far is \$4,500 (\$2,000 from grants, \$2,000 from the Girl Scouts via Sara and \$500 from ESMoA, the El Segundo Museum of Art). Solicitation letters on behalf of the Friends of the Library, Arts and Culture Advisory Committee, and Library Board of Trustees were sent out on Friday, March 8.

Melissa and Sara talked about other fundraising strategies. The goal is to raise \$13,000 and the focus is on service organizations and women-owned businesses first, and general donors second if the goal is not met.

For the event programming, the plan is to have a series of events in May, which include a book discussion of *There There*, a talk about Tongva history and a display of Tongva artifacts. The mural artist, Nanibah Chacon, will reach out to the community and will have a series of “listening sessions” to gather information about El Segundo and to create the design for the mural. During the mural creation, the community is invited to come and paint on the wall with the artist.

David inquired about the *Book to Action* program. Melissa gave a background of the statewide program sponsored by the California State Library. The idea behind the program is to encourage the community to read a book and do a collaborative community service as part of the program, she said. Grants are given out to about 20 to 25 libraries each year. The El Segundo Library received a \$2,000 grant—\$1,000 for books that will be given away and the other \$1,000 is for the interactive community workshops. The book selected is *There, There* by Tommy Orange.

Sara reported on her solicitation efforts which are positive so far. She will pursue the other names on her list. Janice also suggested other women-owned businesses in El Segundo. Melissa asked that if anyone has any personal connections or has any other ideas to please reach out to Sara after the meeting.

2. Fine Forgiveness Month

Kristie reported that she met with parents to further discuss the Board's proposed new policy to forgive fines and fees for overdue books during April 2019.

Fine Forgiveness Month is on the agenda for the City Council's March 19 meeting. Melissa and Kristie will give a presentation and will seek approval to implement the new program from April 1 until April 30. The Board discussed the details of the program and, after their discussions, recommended that the presentation should (1) highlight the goal of the program, which is to eliminate barriers, and to improve access to library materials and services, (2) explain that Fine Forgiveness Month is a one-time program that will forgive past

and present overdue fines upon request, and (3) explain that the Board plans to evaluate the program's effectiveness and may recommend additional examination of the costs and benefits of overdue library fees in the future.

The Library plans to advertise Fine Forgiveness Month in the local papers as well as on social media if approved.

Melissa invited everyone to the City Council meeting at 7 p.m. on Tuesday, March 19.

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.

Melissa reported that the Library's new reading lounge is almost complete—new furniture and carpet installed and walls painted. The addition of electrical outlets with expanded capability have been installed. However, the adaptors to connect the floor with the furniture and library users' devices need to be completed. Melissa encouraged everyone to have a peek at the lounge after the meeting. The remodel has received great positive responses, she said.

The children's room also had a makeover. New wooden furniture, including wooden chairs with laser cutouts of animals on the backrests, and curved lounge chairs in cool blue and green tones, provide a comfortable and spacious area for children and families, Melissa said. Everyone is pleased with the makeover, she said.

Since the remodel project was under budget, City Council approved the use of the remaining funds to paint the interior of the library. The upstairs and downstairs areas of the library will be impacted due to painting for the rest of March.

Online booking of meeting rooms via CivicRec has been implemented. It is now possible to check availability, reserve a room and pay online with a credit card. Melissa explained that the software was originally purchased by the Recreation and Parks Department and that the department was able to extend use of the software to the Library at no cost. We will look into adding the study rooms in the future.

The living reef aquarium of the children's library has two new residents: a Lemon Tang and a red sea Sailfin Tang. After a successful "Name the New Fish" campaign, children and parents voted to name them Lemony (after a well-known children's author, Lemony Snicket) and Finn.

The State of the City event is scheduled for March 27 from 11:30 a.m. to 1:30 p.m. at Los Angeles Air Force Base. This event is sponsored by the Chamber of Commerce and tickets are for sale at \$60.

Melissa shared the March event calendars for adults and children.

An offer was made to a candidate for the vacant Librarian 1 position. If all goes as planned, we anticipate an April start date, Melissa said.

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

School Library Assistant Jasmine Rahman has resigned.

b. School District Librarian’s Report

Joanne reported that the El Segundo High School library is being used as a testing room for two weeks by students taking the Smarter Balanced Assessment Consortium (SBAC) online test.

The High School library remodel is moving forward. Meetings are scheduled between the El Segundo Unified School District Board and parent groups to discuss approval to use the CSDA Design Group, an El Segundo-based architectural firm. Joanne invited Melissa and Library staff member Sindee Pickens to the meeting, and also invited anyone else who is interested. The Center Street Library remodel project is a separate project and will be coming up in the future. Both projects are funded by bonds fund.

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

On behalf of Brenda Ross, Friends’ President, Melissa announced that the next Friends of the Library meeting will be held on Thursday, March 28, at 4 p.m. All are welcome to attend.

b. History Committee Report

Melissa also reminded everyone that the "oversize photo sale" will be held on Thursday, Friday and Saturday, April 4, 5 and 6, from 11 a.m. to 3:30 p.m. in the Community Room. Prices of photos range from \$5 to \$20. Melissa said that History Committee Chair Sari Brann plans to publicize the special event.

L. BOARD MEMBER COMMENTS

Referring to the January 8 meeting minutes, David asked if eating is permitted in the Rose Garden Room. Melissa explained that the Library doesn’t ban it completely, but will address the issue when needed (smelly food or large meals). She added that the room has been in use by teens after school since November 2018.

Per Sara's request, Melissa will update the Board via email regarding Fine Forgiveness Month agenda item after the City Council meeting.

Janice and Sara commented that the activities and events being held at the library are exciting.

Kristie commented about an increase in the library's online presence. Melissa credits the social media project team—Kristina Kora-Beckman (project leader), Adriana Muro, and Roz Templin. The website redesign project is moving forward as well.

M. ADJOURNMENT

1. Motion to adjourn

The meeting was adjourned at 7:42 p.m. The next meeting will be held at 7 p.m. on Tuesday, May 14, in the Rose Garden Room.