



**MINUTES  
LIBRARY BOARD OF TRUSTEES  
MEETING  
VIA ZOOM**

**TUESDAY, March 8, 2022**

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**A. CALL TO ORDER**

Board President Sara Whelan called the meeting to order at 7:03 p.m.

**B. ROLL CALL**

Board Members Present:

Janice Merva, Carol Ericson, Sara Whelan, and Kristie Sherrill (arrived late)

City Staff:

Mark Herbert, Library Manager and Valeria Rendon, Sr. Administrative Specialist

Others:

Joanne Gen, El Segundo Unified School District Librarian, and Brenda Ross, Friends of the Library

**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).  
NONE**

**E. APPROVAL OF MINUTES**

1. Approval of minutes for Board Meeting of January 11, 2022

MOTIONED by Janice Merva and SECONDED by Carol Ericson to approve the minutes.

MOTION CARRIED 3-0.

**F. SPECIAL ORDERS OF BUSINESS**

1. Review and approval of the teleconferencing resolution.

MOTIONED by Sara Whelan and SECONDED by Carol Ericson to approve teleconferencing for the next meeting.

MOTION CARRIED 4-0.

**G. NEW BUSINESS**

1. Election of officers and update on vacant board position.  
There was some miscommunication between Library staff and City Council regarding the process of interviewing candidates. It was determined that Council will interview the applicants. The Board discussed holding an election in May 2022. Additionally, Council requested staff to evaluate all bylaws for committees.

## **H. UNFINISHED BUSINESS**

1. Discussion and consideration of adjusting Library Board meeting time.

The Board discussed meeting an hour earlier at 6:00 PM.

MOTIONED by Kristie Sherill and SECONDED by Carol Ericson to change the meeting time to 6:00 PM.

MOTION CARRIED 4-0.

## **I. REPORT — LIBRARY MANAGER (No Board Action Required)**

1. **Discussion of Programs, Services, Budget, Material Collections, Facility Maintenance, Personnel Changes, and Other Items Related to the Administration of the El Segundo Public Library, School Libraries, and Recreation Division.**

### **Library manager's Report —**

See the attached El Segundo Public Library and Community Services Updates as presented by Mark at the meeting.

## **J. REPORT — SCHOOL DISTRICT LIBRARIAN (No Board Action Required)**

1. **Report on the School Libraries, including those at El Segundo High School, Center Street School, Richmond Street School, and El Segundo Middle School.**

### **School District Librarian's Report—**

- a. Starting Monday, March 13, mask use for students and staff will be optional.
- b. The work on the Middle School band room is beginning this month with the completion target as September 2022. During this same time, the middle school will also be converting two PE classrooms into science labs.
- c. ESHS library is being used and enjoyed by individual students and by teachers and their classes. Having the groups of students who need to talk occupy the study rooms, leaves the main floor of the library as a quiet place for individuals.

- d. Testing season is starting. This is when the library is used as a testing room and thus the library is unavailable to individual students and classes. This will be a disruption for students and teachers who use the library.

## **K. REPORTS — FRIENDS OF THE LIBRARY**

### **1. Report on Book Sales, Donations, History Committee Activities, Special Events and Other Items Related to Friends of the Library Business**

#### **a. President's Report**

The Library will be purchasing for the teen area to be funded by the Carter Family donation. A grant application was submitted to Chevron. Betsy Wilson is the new VP for friends.

#### **b. History Committee Report**

The committee is meeting monthly and the committee chair has resigned (presented by Mark).

## **L. BOARD MEMBER COMMENTS — NONE**

## **M. ADJOURNMENT —**

The meeting was adjourned at 7:41 PM.



**CITY OF EL SEGUNDO  
LIBRARY SERVICES DEPARTMENT**

**DATE:** March 3, 2022  
**TO:** Library Board of Trustees  
**FROM:** Mark Herbert, Library Manager  
**SUBJECT:** El Segundo Public Library and Community Services Updates

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**Resignation of Melissa McCollum and Arrival of Interim Community Services Director**

Melissa McCollum resigned her position as Community Services Director, with her last day at the City being Tuesday, March 1. Melissa has moved on to another position at the City of Manhattan Beach, which is where she lives. John Jones, formerly of the City of Torrance, was appointed Interim Community Services Director and began work on March 2. Mr. Jones, having worked in Torrance as that city's Director of Community Services, brings a wealth of knowledge and experience to El Segundo in the areas of library and recreation management. It is believed the City will commence a recruitment for a permanent Community Services director soon.

**Library Staffing**

Itzel Gonzalez and Carolyn O'Brien were recently hired to fill the two vacant library clerk positions. Library Clerk Mary Martes accepted an offer to fill the one remaining vacant library assistant position in Education and Outreach. This now leaves one additional vacancy in the Support Services division and, once that is filled, the library will be fully staffed.

**Education and Outreach Updates**

The PTA Council has awarded the library a \$8,000 grant to purchase books for the four school library collections. Library staff will acquire the books and submit the invoices to be paid directly by the Council. Staff are nearly finished weeding the adult fiction collection, with a final shift of the shelving to provide space for newer titles. Center Street school is working with the PTA to develop more outreach for the library's services. Richmond Street library staff will be participating in the school's Family Literacy Night from 5:00-8:00pm on Friday, March 25. The Middle School library will be closed from the first week of March through the end of the school year. The library has been selected to house music students while their building is under construction. School library staff will provide a mobile library to the classrooms and mobile checkouts and games in the quad area at snack and lunch times.

## **Cultural Development and Programming Updates**

In-person programs have resumed. Weather permitting, storytimes are being held out on the Library Park patio, which helps accommodate a larger number of attendees. Due to its smaller size, the Genealogy Club is meeting in the Community Room. The City's new Poet Laureate, Hope Anita Smith, was introduced to City Council at the March 1 Council meeting and will hold a "Just Draw" poetry workshop as part of the Living Library program, from 10:00 a.m. to 11:00 a.m. at ESMoA on March 11. At the El Segundo Library, Peter Samuelson will discuss creation of his "EDAR" (Everyone Deserves a Roof) cart as part of the Living Library programs at 6:30 p.m. on Wednesday, March 9. The Living Library event takes place with two programs on Saturday, March 12: Holocaust survivor Dr. Valery Lanyi will discuss her story and answer questions from 11:00 a.m. to 12:00 p.m. at City Hall Plaza and "living books" will be available to meet with participants from 2:00 p.m. to 5:00 p.m. at ESMoA. Lastly, musical performances return to the Library, albeit in the Library Park Gazebo, on Saturday, March 19, from 1:00 p.m. to 3:00 p.m.; the first concert will feature Smoky Hollow Bluegrass. Staff continue to plan for April programs.

## **Library Catalog RFP**

On Tuesday, February 22, a Request For Proposal was posted and made available to vendors of Integrated Library Systems. Staff expect to receive a number of proposals for either supplementing our current Sierra catalog, or for replacing it with another system. The current contract with Innovative Interfaces for Sierra ends October 31.

## **Small Works Exhibition and Reception**

The Library received 56 entries for the Small Works exhibition, with all accepted for display. Serving as jurors for the exhibit were Jane Burrell, of the Arts and Culture Committee, and Barbara Boehm, from ESMoA. Entries were divided into three categories: ages 10 and under, 11 to 18 year-olds, and 19 years and up. A reception was held for the exhibit from 5:00 p.m. to 6:00 p.m. in Wednesday, February 23, with approximately 120 visitors in attendance. A raffle will be held when the exhibit is complete, with entrants receiving others' artworks instead of their own.

## **Fine-Free Presentation**

After last meeting's Board approval to approach City Council with a recommendation, a presentation is scheduled for the March 15 Council meeting. Mark and Sara worked on a PowerPoint presentation to be given during the CCB reports portion of the meeting.