



## MINUTES LIBRARY BOARD OF TRUSTEES MEETING

TUESDAY, May 10, 2022

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### A. CALL TO ORDER

Board President Sara Whelan called the meeting to order at 6:02 P.M.

### B. ROLL CALL

Board Members Present:

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

City Staff:

Mark Herbert, Library Manager, Julie Todd, Senior Librarian, and Valeria Rendon, Sr. Administrative Specialist

Others:

Joanne Gen, El Segundo Unified School District Librarian, and Kirk Brown, History Committee Chair

### C. PRESENTATIONS

1. Introduction of Kirk Brown, new History Committee Chair.

### D. PUBLIC COMMUNICATIONS (Related to City Business only and for which the Advisory Committee is responsible – 5 minutes per person; 30 minutes total).

Phil Linguig, resident and business owner in El Segundo. Introduced himself and mentioned he is here to sit in because he is passionate about the library and the history of El Segundo.

### E. APPROVAL OF MINUTES

1. Approval of minutes for Board Meeting of March 8, 2022

MOTIONED by Kristie Sherrill and SECONDED by Carol Ericson to approve the minutes.

MOTION CARRIED 4-0.

### F. SPECIAL ORDERS OF BUSINESS - NONE

### G. NEW BUSINESS

1. Julie Todd and Roz Templin will discuss programming ideas for the Library's diamond anniversary, taking place in 2023. Julie presented the idea of hosting an after-hours open house, and/or a time capsule to celebrate the Library's diamond year. Any celebration ideas or programming is welcomed. Sara Whelan

mentioned that it would be a good idea to have a main event and invite prior board members, previous directors. A family block party was also presented as another idea.

## **H. UNFINISHED BUSINESS**

1. Update on vacant board position and potential upcoming re-appointments. Mark Herbert discussed the situation with Mishia Jennings, Executive Assistant to City Council, and she would like to interview all 3 positions at the same time.

## **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. Graduation and last day of school is Friday, June 10. Summer school starts on Monday, June 13.
- b. Summer Academy is the summer school and it is run by the El Segundo Education Foundation. High School Summer classes are for students with impacted schedules in the upcoming Fall semester and would like to take classes during the summer to get it out of the way. The district also provides free credit recovery classes over Summer for students who need to repeat a class.
- c. The Summer Academy also has classes and camps for middle school and elementary students, and it is fee-based.
- d. The High School library remained open during testing as AP testing was given in classrooms. This caused displacement of teachers and classes, but those classes relocated to the library during testing.
- e. Renovations are happening around the district. The ribbon cutting ceremony for the redesign entryway at Center Street School was held on April 18. Center Street also received renovation to the front drop-off and pick-up lane to increase student safety. It has a new set of stairs and a meandering path.

## **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- NONE**

**b. History Committee Report**

Kirk Brown is the new chair and will attend the next meeting.

**L. BOARD MEMBER COMMENTS —**

Kristie Sherrill reminded the board that the Main Street Fair hosted by Kiwanis is happening on September 24 and if the board wanted to have a booth, they should contact Kiwanis.

**M. ADJOURNMENT —**

The meeting was adjourned at 6:42 P.M.



**CITY OF EL SEGUNDO  
LIBRARY SERVICES DEPARTMENT**

**DATE:** May 5, 2022

**TO:** Library Board of Trustees

**FROM:** Mark Herbert, Library Manager

**SUBJECT:** El Segundo Public Library and Community Services Updates

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### **Meeting in Person**

With COVID restrictions loosening, Council has approved all CCB meetings to take place in person. Unless there are changes, all Library Board meetings will take place in person at 6:00 p.m. and, for now, will be in the Sue Carter Friends of the Library Community Room.

### **Council Approval for Library to Eliminate All Fines**

Sara Whelan presented the Library Board's recommendations for eliminating adult fines to City Council on March 15. After the presentation there was only one Council question regarding any changes to the return of books after eliminating fines on children's items. Council then voted to approve the recommendation to eliminate library fines and this was passed 5-0. The budget is still being worked on at the time these updates are being written and it is believed that the elimination of fines will take effect July 1, 2022. Library patrons will still be billed for unreturned items one month after their due date.

### **Library Catalog RFP**

The Library's Integrated Library System (ILS—the library catalog) contract with Innovative Interfaces ends October 31 of this year. An Request For Proposal was published late February and the Library received six vendor proposals for replacing the ILS. Staff are working with the City's Information Systems consultant Darlene Fennell to review the proposals and have narrowed the group to three or four acceptable proposals. Once the selection has been finalized, vendors will be invited to make presentations demonstrating their products. If pricing exceeds the cost threshold the final proposal will be taken to City Council for approval.

### **New Teen Zone Furniture**

Earlier this year the Friends of the Library received a \$5,000 donation from the Sue Carter family in memory of her and her volunteer work here at the Library. Staff was asked to make recommendations for use of the donation and the Friends approved purchase of additional tables and chairs, in a style similar to those in the Reading Lounge area, for use in the Teen Zone. The furniture arrived April 25 and was assembled by staff.

### **May 3 Budget Study Session**

City Council worked on finalizing the upcoming FY 2022/23 budget on May 3. In John Jones' absence, Mark Herbert represented the Library and Arecia Hester represented Recreation. To assist with any potential budget shortfalls due to the pandemic, Library staff made minimal changes to the budget, with increase requests applied to programming.

### **Diversity and Equity Bingo Card Challenge**

Similar to last year's approved activity, Library staff provided a "Diversity and Equity" Bingo card to teachers and students at the Center Street School. The activity was to complete some or all of the challenges in each box, relating to other lifestyles, ethnicities, and cultures and receive prizes for the boxes completed. Some of the teachers and parents questioned some contents of the challenge and the matter was brought to the school district. Staff have discussed the situation with all parties involved and are working to revise the challenge.

### **Cultural Development and Programming Updates**

Staff have been very busy with in-person programming, which included storytimes on the park patio; weekly visits to Park Vista to engage residents with book talks, Bingo, crafts, and more; "Appetizing Words," a three-week poetry-on-demand program taking place on the 200 block of Richmond in April; concerts in the Library Park gazebo; and Bubblemania, with over 90 attendees learning about bubble science in the Community Room.

Upcoming programs will include an Art Workshop for Teens by John Manuel Ildenfonso (May 10); a portrayal of Barbara La Marr, by actress and author Sherri Snyder and a discussion of Ms. Snyder's book *Barbara La Marr: the Girl Who Was Too Beautiful for Hollywood* (May 19); and the concert "It's So Easy: a Linda Ronstadt Tribute" in the Library Park gazebo on May 21. The all-ages Summer Reading Program will run from June 10 through August 6. There will be a Poet Laureate program "Daddy and Me," in conjunction with the El Segundo Fire Department on June 12; there will be a book reading by Hope Anita Smith and Captain Engler, along with age-appropriate poetry activity, and doughnuts, milk, and coffee will be served.

### **Education and Outreach Updates**

The Richmond Street Library received a contribution of \$750 from the school's bookfair; school library staff are selecting book titles for purchase from the contribution. Main Library staff had a booth at the Hometown Fair on May 7. With summer fast approaching staff are currently focusing on the Summer Reading Program and on SRP outreach to local preschools and schools. Staff will include a demonstration on use of the Library's 3D printer with distribution of STEAM kits on May 25. Education staff has proposed "Fun Fridays" at the high school library—showing movies in the library between the hours of 4:00-6:00 p.m