



**MINUTES  
LIBRARY BOARD OF TRUSTEES  
MEETING**

**TUESDAY, JULY 12, 2022**

---

**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, Kristie Sherrill, and Sara Whelan

City Staff:

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

Others:

Joanne Gen, El Segundo Unified School District Librarian

**C. PRESENTATIONS**

**1. Introduction of Aly Mancini, new Community Services Director**

Aly informed the Board that the department name has changed to Recreation, Parks, and Library. She also discussed her previous work experience and her goal to get a sense of the department during her first few weeks.

**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 May 10, 2022**

MOTIONED by Kristie Sherill and SECONDED by Carol Ericson to approve the minutes.  
MOTION CARRIED 3-0.

**F. SPECIAL ORDERS OF BUSINESS**

NONE

**G. NEW BUSINESS**

**1. Selection of Nominating Committee for Library Board Officer Elections**

Carol Ericson and Janice Merva have been reappointed and Eric Hoffman has been newly appointed as board members. Eric Hoffman is out-of-town for this first meeting. New roles were discussed, but the discussion was tabled for September's meeting when all members are present.

**H. UNFINISHED BUSINESS**

NONE

**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. Last Spring, the PTA gave each school library \$2,000 for books. Staff ordered and received these titles which will be on display at the schools.
- b. El Segundo High School has a new principal, Steve Gebhart, and two assistant principals, Ali Rablei and Alyssa Reyes. All schools in the district have a new principle.
- c. The High School will be on a new bell schedule this upcoming school year. Previously the school day was from 7:45 AM to 2:40 PM and the new schedule is 8:30 AM to 3:20 PM.

**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**

As reported by Mark Herbert, the Committee met last Thursday.

**L. BOARD MEMBER COMMENTS —**

Board President Sara is excited to have Eric Hoffman join and cannot wait to meet him.

**M. ADJOURNMENT —**

The meeting was adjourned at 6:31 PM.



**CITY OF EL SEGUNDO  
LIBRARY SERVICES DEPARTMENT**

**DATE:** July 7, 2022  
**TO:** Library Board of Trustees  
**FROM:** Mark Herbert, Library Manager  
**SUBJECT:** El Segundo Public Library and Community Services Updates

---

**Fine Free**

City Council approved the Fiscal Year 2022/23 budget on June 21, with the budget effective July 1. The Library officially became fine-free on July 1 as well, eliminating all new daily overdue fines. Items not returned and damaged items will still be billed for replacement. At this time the elimination of fines is not retroactive, so people owing money prior to July 1 will still be expected to pay, in a manner similar to when children's fines were eliminated.

**Selection of Integrated Library System**

After an extensive evaluation of ILS software proposals from Innovative Interfaces, SirsiDynix, and The Library Corporation, the selection committee chose Innovative Interfaces' Polaris system as the new ILS to replace the current Sierra ILS. The selection committee, composed of library staff, one Recreation staff member, and the ITS consultant, looked at the systems' features and functionality, spoke to references, participated in vendor presentations, and reviewed costs.

**Summer Reading Program**

Summer Reading got off to a great start with—at the time of this writing—approximately 300 participants signed up on the Beanstack app, which records reading progress and tracks readers' work toward the varying incentive levels. The 300 participants include a combination of children, teens, and adults. Staff have made lists of optional reading material for the children and teens, and all are welcome to read whatever they like to reach their reading goals.

**Transactional Surveys**

Per City Council direction, each of the departments with public-facing desks is to make transactional surveys available to their customers. These surveys are designed to evaluate staff interaction with the public and to determine what areas need improvement. The library has five QR code surveys posted at

the circulation and information desks throughout the building. There are four questions relating to library services: 1. Between 1-10, how would you rate your interaction with library staff? 2. Please explain your answer. 3. Would you recommend these services to someone else? 4. Would you like to participate in future surveys.

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

Besides the summer reading program, staff are active with the summer baby and toddler storytime sessions. The elementary school age storytimes are now called “Crafternoons” and involve crafts and other fun activities. The teens likewise have “Crafteen” visits, which involve crafts and are held at various locations, such as Stuft Pizza, as well as at the Library. Staff are developing a Teen Writing Series, which will be led by Library staff and Liz Lydic, a published author and member of the ESFD staff. Teens are invited to create a poem and “zine” to showcase the poem at ESMoA on August 11.

### **Education and Outreach Updates**

Jointly with the Cultural Development staff, the Education staff continue to run the storytimes, which are well received. To accommodate larger groups, most storytime sessions are held in Library Park and several have had 50+ attendees. The library’s first Lego Club was held at 6:00 p.m. on Thursday, June 30, with 29 kids participating and a total of 61 kids and parents present. The Library received donations of unwanted Lego pieces and those pieces were used to build devices that would allow their minifigures to live on, or escape from, a deserted island. Education and Outreach has subscribed to DEI collection analysis software, which will aid staff in evaluating strengths and weaknesses in the Library’s collections and will assist with adding inclusive materials.

### **Arts and Culture Committee Initiatives**

With the City’s budget finalized mid-June, the ACC received approval for the FY 2022/23 initiatives proposed at the April 19 City Council meeting. The initiatives include an expanded Festival of Holidays, to possibly be held in conjunction with the Tree Lighting Ceremony; a continuation of the Poet Laureate program; ongoing support for the Cultural Arts Coordinator position; a “Visual Artists in Community” program to create additional public artwork; an Arts and Culture Community Engagement Fund to develop short-term events that would not require lengthy development; “Second City Talks,” similar to TEDx presentations; and development of a one-day Art Walk event to be held in August.