



MINUTES LIBRARY BOARD OF TRUSTEES MEETING

TUESDAY, January 10, 2023

A. CALL TO ORDER

Board Vice-President Janice Merva called the meeting to order at 6:06 p.m.

B. ROLL CALL

Board Members Present:

Carol Ericson, Janice Merva, Kristie Sherrill, Sarah Whelan

City Staff:

Mark Herbert, Library Manager, and Brandee Thornton, Sr. Administrative Specialist

Others: None

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 November 8, 2022

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

MOTION CARRIED 4-0.

F. SPECIAL ORDERS OF BUSINESS

NONE

G. NEW BUSINESS

1. Review and approval of the revised Library Board of Trustees Bylaws.

The Board had concerns about the updates to the Bylaws. The main concern was the clause relation to the disillusion of the Library Board of Trustees. By law, every public Library is required to have a Board of Trustees. The board members are asking to change the language around

disillusion. There were also inquiries about election dates and start times for member terms. It was decided to hold a special meeting to go over the boards' concerns relating to the Bylaws.

H. UNFINISHED BUSINESS

Library Board Officer Elections

Due to the lack of clarity around the Bylaws, the vote was moved to the next regularly scheduled meeting.

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 —

- a. Mark shared staffing updates which included a new hire and a temporary employee, and the impending move of the department's administrative staff relocating to the Checkout Building at Recreation park.
- b. The Building Forward infrastructure grant resolution will be taken to City Council for approval at the January 17, 2023 meeting. Work on the integrated library system migration, moving the catalog from Sierra to Polaris, will begin in April.
- c. Officers from the El Segundo Police Department will speak to City staff about safety issues in the Sue Carter Community Room January 12 and 17, 2023.
- d. The Joy Around the World: Holiday Festival was a success, with around 2,500 attendees. A special performance of the Inner City Youth Orchestra of Los Angeles took place at the El Segundo Performing Arts Center, with most seats filled. Santa's mailbox received 181 letters from kids. Staff are preparing for the elementary schools' March Madness reading programs. ESMoA has an art display of paintings in the reading lounge relating to Steven Spielberg's The Fabelmans movie.

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. In December and also this week, filming has been happening at the high school. In December it was for a movie called Candy Cane Lane for Prime Video. While the film crew was there, an English teacher was displaced and taught his classes in the library. This week's filming is for a movie called Family Leave for Netflix. A math teacher was displaced and is teaching his classes in the library.

b. It is the end of the first semester. We are halfway through the school year.

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 – As Reported by Brenda Ross

- i. They are not planning on having a formal book sale this year. The event will be much smaller and will be promoted on social media.
- ii. Friends of the Library elections will take place at their next meeting.

b. History Committee Report

None

L. BOARD MEMBER COMMENTS —

None

M. ADJOURNMENT —

The meeting was adjourned at 6:52 PM.