



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

Tuesday, September 8, 2020

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:

Sari Brann, History Committee President, Brenda Ross, Friends of the Library President and Joanne Gen, El Segundo Unified School District Librarian

C. PRESENTATIONS — None

D. PUBLIC COMMUNICATIONS

E. APPROVAL OF MINUTES

1. Approval of the Minutes of the Library Board Meeting of July 14, 2020

MOTIONED by Janice and SECONDED by Carol to approve the minutes.
MOTION CARRIED 5-0.

F. SPECIAL ORDERS OF BUSINESS — None

G. NEW BUSINESS

1. **Amendment to Memorandum of Understanding between City of El Segundo and El Segundo Unified School District for Library Services.**

Melissa reported that there is a revised service plan for providing library services to the schools during the upcoming school year due to the impact of the pandemic on both school and library operations. The revision includes a reduction of school library service hours from 4,800 to 2,066 hours and service cost from city

reimbursement from \$135,000 to \$60,000. Due to School Library Assistant vacancies and Library Assistant vacancies at the main library, we will not need to furlough any of the School Library staff as a result of the reductions, Melissa said. The City and the El Segundo Unified School District will review school library staffing levels for Fiscal Year 2021-2022 in May 2021.

After consulting with School District Superintendent Dr. Melissa Moore, the decision was made to focus on providing school library services to Richmond Street School, Center Street School, and El Segundo Middle School during the period of October 2020 to June 2021. District Librarian Joanne Gen will continue to take the lead in providing school library services to El Segundo High School.

The following are examples of planned library services offered:

- When full distance learning model is in place, delivering targeted library materials for students and teachers via the Library to Go system at the Main Library, including school library collection materials in response to teachers' requests.
- If and when a hybrid model is possible, the El Segundo Public Library can adjust to school library material classroom book delivery if preferred by the schools. (Unfortunately, it will be awhile before class visits to the libraries resume.)
- Maintaining and updating the school library book collections, selecting books to add, remove and/or replace. Once circulation at school libraries resumes, checking books in/out, issuing library cards, and answering parent questions about student accounts.
- "Book" a librarian for virtual services that could be delivered via web conferencing, including book discussions or preparing print/digital resource guides for assignments such as Los Angeles County Landmarks, famous painters, or animal reports.
- Providing additional recorded or live virtual programming, including storytimes (pending copyright clearances), readers' advisory, and database and research instruction.
- Developing additional learning activities, including:
 - Pairing mentor books that fit themes such as diversity, inclusion, hope and resilience with activities such as writing prompts that could be shared in slide shows.
 - Reading challenges where students can earn online badges using Beanstack (El Segundo Public Library has a subscription) for tracking reading, submitting book reviews, and completing activities such as reading a book from the perspective of someone that doesn't look like them or recreating a book cover with items around the house.
 - Sharing books, resources, or online reading passages to celebrate fun and educational days.
 - Developing book brackets where students may vote on their favorite books, authors or topics.

- Encouraging students to write and share their own stories through zines, slide shows, or videos.

The presentation was received and filed.

H. UNFINISHED BUSINESS

1. Library Services Department Reorganization

Melissa gave an update regarding the proposed internal changes to the Library Services Department for Fiscal Year 2020-2021, including reclassification of a vacant Librarian position to an Arts and Culture Specialist. The proposed change was to be presented to the City Council for consideration at the budget study session in August, but a broader City reorganization took precedence.

Following are the highlights of the proposed reorganization:

- This is an internal reorganization to better collaborate, align services, and increase efficiencies (overlap in services, goals, strategies and also the reality of economic challenges for the City).
- Recreation and Parks Director Meredith Petit's recent resignation was impetus for moving forward at this time with a merger of Recreation and Parks Department and the Library Services Department.
- Current proposal is that Melissa will be the Director of Community Services, a new department that will include Recreation Services, the Library, and Cultural Arts (still El Segundo Public Library and Library Board as well as Recreation and Parks Commission).
- Park Maintenance will be managed by the City's Public Works Department (still close collaboration as necessary for maintaining fields, playgrounds, etc.)
- Senior Housing will be part of the Development Services Department, along with a newly established Affordable Housing Initiative.
- Services will not decrease as a result of the reorganization. The public can expect the same high quality of services they enjoyed prior to the reorganization.

Melissa shared the proposed DRAFT Community Services Organization Chart and reported the following next steps:

City Council will consider proposal at their September 15 meeting. If approved, it will be implemented in the new Fiscal Year 2020-2021 starting October 2020 with additional Municipal Code changes by the end of the year. A true merger will take some time, but staff is moving forward now as Meredith's last day in the office was Friday, September 4, Melissa said.

Melissa shared the following plans including staffing changes: (1) No plans to change the name of the El Segundo Public Library, (2) No reduction of services or immediate change of programs anticipated, (3) the Library Board of Trustees and the Recreation and Parks Commission will remain, (4) The Arts and Culture Specialist position was a conversion from a Librarian position, (5) the City Librarian will be in charge of the day-to-day operations of the library, and (6) Administrative Support staff will include Monse Palacios, Senior Administrative Analyst who, will report to Melissa; Jackie Day, Senior Administrative Specialist, who will report to Arcia Hester, Recreation Superintendent; and Jessie LeMay, Executive Assistant, who will report to the City Librarian. Staffing changes for the Arts and Culture Specialist and City Librarian positions will need City Council approval.

The Board was informed that the city is transitioning into a short fiscal year of 9 months starting this Fiscal Year 2020-2021 (from October 1 to June 30) and will be changed to 12 months for Fiscal Year 2021-2022 (from July 1 to June 30).

Library Board comments, feedback and questions:

Janice asked about staff involvement in the Library Board. Melissa explained that the City Librarian will be the Library Board's main contact and will run the Board meetings, but Melissa will remain involved.

David asked for details about the reorganization chart, the main purpose of the merger and community services involvement. Melissa explained that the Community Services Department is a result of the merger between the Recreation and Parks Department and the Library Services Department. If approved, her new title is Director, Community Services Department. There are two divisions: Recreation Division and Library Division. Recreation Superintendent Arcia Hester will run the day-to-day operations of the Recreation Division while the City Librarian (to be named) will run the day-to-day operations of the Library Division. Aquatics, Sports/Facilities/Special Events, Youth/Teens, and Adults/Older Adults Programs are under the Recreation Division, and Education, Cultural Development, and Technical and Support Services are under the Library Division. The new department will be involved in all of the community services identified in these two divisions. The main purpose of the merger is to increase efficiencies and eliminate redundancies while meeting the recreational, cultural, and informational needs of the community.

Sara asked about the employee furlough situation. Melissa replied that there are no plans to furlough employees, but future actions will be dependent upon the economic recovery. She added that the city budget has been drastically reduced in all departments and that the merger is one of its cost strategies.

Kristie commented that clearly there are overlaps of functions and streamlining is a good idea.

If the Board wants to make a recommendation or a statement about the proposed reorganization plan, Melissa said that they are able to and it will be shared with the City Manager and the City Council.

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 on the following updates:

Summer Reading Program Concludes — Six hundred forty-two people read a combined 316,888 minutes as part of the library's first Virtual Summer Reading Program. Readers earned gift cards to local coffee houses, downtown El Segundo restaurants, and other local businesses. Special thanks to Friends of the Library for sponsoring the Summer Reading Program and prizes again. The City's first department Summer Reading Challenge has also come to an end. Melissa is happy to report that the Library Department won by a wide margin. The Finance and Police Departments were runners up this year.

Virtual Programs Continue — Creative crafts delivered via Library to Go continue to be popular with community members of all ages. Check Instagram and Facebook on Mondays, Tuesdays, and Wednesdays to learn how to make paper sun catchers, superhero masks, origami storage boxes, and more. Featured books are highlighted for the kids, too.

Book Quarantine Increased to 96 Hours — Based on new research, returned library items are now quarantined for 96 hours before being removed from patron accounts and returned to the shelves. Over ten thousand items have been checked out since Library to Go opened on June 1.

Reopening Plans — The library is not yet cleared to move to the next phase of reopening yet, but preparations continue (plexiglass barriers added to service desks, social distancing signage and one-way travel in aisles, removal of furniture to create more space, etc.). Likely we will need temperature checks and possibly waivers when the building does reopen. We'll continue to rely on LA County guidance for moving forward in terms of timing and the phased reintroduction of library services. Melissa confirmed that the Library's reopening date is unknown.

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 — None

b. School District Librarian's Report

Joanne reported that the new school year started on August 26. Students have a structured schedule with a whole class which starts and finishes via live/synchronous zoom meeting with teachers. Within each class period, students will engage in some full-class screen time and independent practices, and teachers will stay online to provide support and feedback.

School offices of the Richmond Street School and the Middle School have temporarily moved to the school libraries of the High School and the Middle School, respectively, due to ongoing construction.

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

Brenda reported that the Friends had their meeting on July 23 and that another one is scheduled at the end of September. Among the topics to be discussed are the Library Services Department reorganization, Friends fundraising plans, and reevaluation of goals and accomplishments for the upcoming year. Sari, the Friends Membership Chairperson, sent out membership renewal letters recently. The Friends gave away two scholarships and one recipient already completed the paperwork. Some of the Friends members have participated in the Library to Go and Craft N' Go kits programs.

b. History Committee Report

Sari reported that the History Committee held two meetings via zoom, on August 6 and on September 3, with setup and hosting arranged by Mark Herbert, Senior Librarian. Some of the members are interested in documenting the COVID-19 pandemic and have taken photos around town.

Others are working on some Center Street School photos from the 1950s, trying to put names to faces. They have posted them on a few websites. Sari added that the Friends renewal letters were sent out and encouraged everyone to renew their membership. She commented that Melissa is doing a beautiful job and thinks the reorganization will go smoothly.

L. BOARD MEMBER COMMENTS

Kristie inquired about accepting book donations again. Melissa explained that due to various reasons such as the need to quarantine books and lack of volunteers and space resulting from the pandemic, the library is unable to accept donations until we return to normal operations. Sari and Brenda agreed. Brenda added that some residents make use of the little libraries located all over town to drop off their donations.

M. ADJOURNMENT

1. Motion to adjourn

The meeting was adjourned at 7:43 p.m. The next meeting, via zoom, will be held at 7 p.m. on Tuesday, November 10, 2020.