



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

Tuesday, May 11, 2021

A. CALL TO ORDER

Board President Sara Whelan called the meeting to order at 7:02 p.m.

B. ROLL CALL

Board Members Present:

David Jonta, Janice Merva, Kristie Sherrill (joined at 7:09 p.m.), and Sara Whelan

Board Member Absent

Carol Ericson

City Staff:

Melissa McCollum, Community Services Director, Mark Herbert, Library Manager,
and Jessie LeMay, Executive Assistant

Others:

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

C. PRESENTATIONS —

1. Board Member Acknowledgment

Mark presented a plaque to Board members Kristie, Sara and David and acknowledged their support and contributions during their tenure. Melissa specially thanked David for his efforts. David has decided to step down from the Board after finishing his term. Melissa announced that the City Council had finished interviews and appointments will be made at the May 18th Council meeting. She will share updates after the meeting, she said.

D. PUBLIC COMMUNICATIONS — None

E. APPROVAL OF MINUTES

1. Approval of Minutes of the Board Meeting of March 9, 2021.

MOTIONED by Janice and SECONDED by Sara to approve the minutes.
MOTION CARRIED 3-0.

F. SPECIAL ORDERS OF BUSINESS — None

G. NEW BUSINESS — None

H. UNFINISHED BUSINESS

1. Update on El Segundo Public Library Reopening Plan

Mark reported that the library's reopening on April 12 went well despite a lower number of customers than expected. Safety protocols including hourly appointments, temperature check, mask-wearing, cleaning, and sanitizing were well received by the customers. A total of 401 people came in for the first two weeks and the number has increased since then. The study rooms were opened for hourly reservations but not the large meeting rooms. There was a total of 12 seats available on the main floor of the library – in the reading lounge and public internet areas. Overall, the reopening was successful and if the conditions will get better the library will continue to open with no restrictions, Mark said.

Staff confirmed that children under the age of 13 will have to be accompanied by a parent or adult caretaker. With regards to the Summer Reading Program, staff informed the Board that there will be a Summer Reading Program this year and will be held virtually again but the possibility of in-person programming including an outdoor event is being discussed.

Mark provided details and discussed the Library/Community Services updates as outlined in the information attached to the agenda.

Regarding Sara's inquiry about the "From Our Hearts to Theirs Youth Display", the butterfly artwork display will be set up in the library park's gazebo. Staff will confirm the exact date, but it's anticipated that it will be ready for the high school graduation event.

Janice commented about the book page display around the library park. She said that it is a nice display and has been attracting small children and their families.

Staff confirmed that "Library to Go" service will continue as it has proven to be successful and very popular. Customers are also invited to personally pick up their holds from the shelves.

Mark reported that the collections at both the Center Street School and High School libraries have been packed as construction will soon begin sometime this month. Completion is anticipated in the Fall.

David commented on the reopening of the library – he said that he has been enjoying the reopening of the library and all the new books on display.

I. REPORT — 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 and School Libraries.

Library Director's Report —

Melissa reported the following updates:

The Art-o-Mat vending machine should be delivered this week, after a shipping mishap. She explained that it is a converted cigarette vending machine, an interactive art piece, that contains original art pieces for sale at \$5.00 each.

There will be information coming out from the Recreation side regarding summer camp, swim lessons, and plans for the 4th of July event.

One candidate has been selected over 100 amazing applicants received for the Cultural Arts Coordinator position. He will be introduced when he gets onboard May 27.

J. REPORT — 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.

School District Librarian's Report —

Joanne reported that there has been an increase of students for the in-person hybrid learning. She gave an update on the teachers' and students' schedules both in-person and on Zoom. A few situations will be impacted at the High School library due to the construction, she said. Entrance to the media area and workroom will be from the hallway. Access to the library circulation system will not be available for the textbook returns. On Monday June 7, students will begin to turn in their iPads and textbooks. Graduation is on Friday, June 11.

There was a discussion regarding the percentage of students who are back in campus. This information is currently not available.

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 have received a \$4,000 grant from Chevron and that she personally thanked Chevron's representative Lily Craig. Staff will assist in drafting a letter of grant solicitation at year end, 2022. There have been four scholarship applications received and two will be selected in the next few days.

The Friends received an offer from a person through Julie who would like to buy between three hundred to four hundred books for an art project. Brenda will be in touch with him.

There is no news about membership drive according to Sari.

Brenda informed the Board that book donations are still on hold although volunteers were able to process and stock the shelves with books for sale. She also talked about the Friends budget and mentioned that they will align their fiscal year to that of the city's calendar.

Staff will schedule the Friends Zoom meeting for May 27 at 4:00 p.m.

b. History Committee Report

Brenda reported on behalf of Sari, the Friends membership chairperson, that the history room will be opened again but through appointment only.

L. BOARD MEMBER COMMENTS

Sara thanked David for his service on the Board and said that he will be missed. David said he appreciated the job Sara is doing as the Board President. He mentioned that he enjoyed seeing all the improvements at the Library and its tremendous number of programs and services. He will miss everyone and looks forward to using the library again.

Melissa informed the Board that the possibility of in-person meeting in July is on the table and asked if they have any preference. She will keep the Board informed as it gets closer to the next meeting. She also informed them that employees are all coming back to their offices beginning Monday, May 17.

M. ADJOURNMENT

1. Motion to adjourn

The meeting was adjourned at 7:38 p.m. The next meeting, via Zoom, will be held at 7 p.m. on Tuesday, July 13, 2021.