



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

Tuesday, July 13, 2021

A. CALL TO ORDER

Board President Sara Whelan called the meeting to order at 7:03 p.m.

B. ROLL CALL

Board Members Present:

Carol Ericson, Janice Merva, Kristie Sherrill, and Sara Whelan

City Staff:

Melissa McCollum, Community Services Director; Mark Herbert, Library Manager;
and Sam Lee, Cultural Arts Coordinator

Others:

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

C. PRESENTATIONS —

1. Introduction of Sam Lee, Cultural Arts Coordinator

Mark introduced Sam Lee, the City's first Cultural Arts Coordinator, who works under Julie Todd's supervision in the Library's Cultural Development and Communications division. Sam began work at the Library on May 27, 2021. Sam talked about his background in art history, having experience as a collections manager at the Los Angeles County Museum of Art and other locations. He has worked at fine arts gallery and even owned and operated a gallery himself. Sam is currently working on the upcoming Art Walk program.

D. PUBLIC COMMUNICATIONS — None

E. APPROVAL OF MINUTES

1. Approval of Minutes of the Board Meeting of May 11, 2021.

MOTIONED by Carol and SECONDED by Kristie to approve the minutes.
MOTION CARRIED 4-0.

F. SPECIAL ORDERS OF BUSINESS — None

G. NEW BUSINESS — None

H. UNFINISHED BUSINESS

1. Update on El Segundo Public Library Reopening Plan

Mark reminded board members that the Library reopened to the public, by reservation only, on April 12. The number of visitors has steadily increased from 431 in April to almost 5,000 in June; for July the number of visitors is on track to match June and most likely to pass it. Circulation continues to rise as well. Staff are still taking holds requests through Library to Go, but the volume has decreased significantly as many customers are entering the Library to get held materials on their own. Regular business hours resumed on June 14 and meeting rooms were made available for reservations on July 6. The Library is following the County's guidelines of requiring unvaccinated people to wear face coverings. Staff must provide proof of vaccination to the City in order to work without a mask. Several children's programs have been held in Library Park and have been quite successful; one storytime program had over 60 attendees.

I. REPORT — LIBRARY MANAGER (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 Manager's Report —

See the attached El Segundo Public Library and Community Services Updates as presented by Mark at the meeting.

Melissa mentioned the Library's Book Buzz event, held on July 7, with Penguin Random House representative Liz Camford. The presentation was a hybrid in-person and online event. The Library will be holding a reception for ESMoA's art display "Art in the Time of COVID" on July 15. The first summer Concert in the Park, held on July 11, had over 2,000 in attendance; the next concerts will be on July 25, August 8, and August 15. Sara commented that food service was missing and Melissa responded that food service is difficult to find.

Melissa reported that a Recreation Park needs assessment survey would be conducted and that some of the Library Board members might be contacted to participate. Additional surveys would be conducted in August and September.

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 the high school library renovation is underway with an anticipated reopening in mid-September. The renovation will include new furniture and interior finishes. There will be three zones: collaborative, social, and individual. Two new study rooms will be added and the four existing study rooms will be remodeled. The rooms, along with the Hall of Fame conference room, will have storefront windows and entrances. The library will feature books on low shelving, lounge seating, different-sized gathering areas, tables with charging stations, and tables and chairs of different sizes and heights. The print collection is being moved away from reference and informational non-fiction and will be replaced with high interest fiction and narrative fiction. Print resources are being replaced with digital resources. Visitors will notice fewer books on the shelves.

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 next Friends meeting is scheduled for 4:00 p.m. on July 22 and will be held via Zoom.

The Friends need to evaluate their book sales and consider reactivating the Better World Books account.

Brenda is pleased that the Art-O-Mat is doing well and receiving good attention.

Janice Merva asked if the Friends are accepting donations. Brenda responded that donations are being accepted, but only in small amounts, as requested by Library staff.

b. History Committee Report

Sari Brann reported that she received a \$5,000 donation in honor of Sue Carter from Bruce Carter and the Carter family. The History Room is open again without appointments needed. Pandemic photos are requested to add to the History Room collection. Janice asked if El Segundo children could send thank you messages to the Carters. Sari responded that if the money goes to the schools the children should send thank you letters.

L. BOARD MEMBER COMMENTS

Sara asked if the vacant Board member spot, previously held by David Jonta, would be filled. Melissa responded that there had not been any applicants at the time and that interviews would be held again after other board and commission vacancies were filled. Sara asked if the next meeting would be in-person or online. Mark responded yes, the next meeting would be in-person as restrictions had been lifted for indoor meetings.

M. ADJOURNMENT

1. Motion to adjourn

The meeting was adjourned at 7:43 p.m. The next meeting will be held in-person in the Library's Rose Garden Room at 7 p.m. on Tuesday, September 14, 2021.



**CITY OF EL SEGUNDO
LIBRARY SERVICES DEPARTMENT**

DATE: July 7, 2021
TO: Library Board of Trustees
FROM: Mark Herbert, Library Manager
SUBJECT: El Segundo Public Library and Community Services Updates

Jessie LeMay's Retirement

Executive Assistant Jessie LeMay retired as of July 6. She was employed by El Segundo in March 2002, first serving under the City Manager, and moved to the Library in 2007. Due to budget considerations, the Executive Assistant position will be frozen. Monse Palacios, Senior Administrative Analyst, will move into Jessie's office and will work on the Community Services department budget, contracts, and purchase orders. Bryce Tucker will also work on purchase orders and invoices. Mark Herbert will take minutes for the Library Board meetings.

Hotspot/laptop Program

Kristina Kora-Beckman, in coordination with the Friends of the Library, has acquired four laptops and four mobile hotspots for the recent Chevron grant. A borrower acknowledgement form has been approved by the City Attorney's office and the devices should soon be available for borrowing.

Summer Teen Book Club

Education and Outreach is starting a teen book club this summer, called Reading Is for Everyone Teen Book Club. Meetings will be held in Library Park at 3 p.m. on the third Thursday of the month. The first two months will be "Reader's Choice" titles, followed by library staff selections beginning in September. Meetings are limited to 20 participants and each will receive one volunteer credit per meeting.

Art-O-Mat

The Art-O-Mat art display and dispenser was installed in the reading lounge area early June. It has proven to be very popular and 35 miniature works of art have been sold since installation.

Southern California Library Cooperative Executive Council

Melissa McCollum was elected to serve on the SCLC Executive Council for one term, which follows SCLC's fiscal year.

Summer Reading Program and Book Buzz

The Summer Reading Program—"Go Travel Through Books" for adults and "Reading Colors Your World" for youth—currently has 554 registered participants who have read for 56,497 minutes. Challenges are recorded through the Beanstack website or mobile app, with badges and rewards achieved for time spent reading and for other activities. The Book Buzz and Watch Party was held on July 7, with Penguin Random House representative Liz Camford discussing upcoming titles to an in-person and Zoom audience.