



# CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

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MEETING DATE: January 11, 2022

MEETING TIME: 7:00 p.m.

MEETING PLACE: ZOOM MEETING

DUE TO THE COVID-19 EMERGENCY,  
THIS MEETING WILL BE CONDUCTED  
PURSUANT TO THE GOVERNOR'S  
EXECUTIVE ORDER N-29-20.

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#### **How Can Members of the Public Observe and Provide Public Comments?**

Residents are strongly encouraged to participate remotely in the virtual Library Board of Trustees Meeting via Zoom (Meeting ID 893 2208 5109 | Passcode 175636). Members of the Public may provide comments electronically by sending them to Library Manager Mark Herbert (mherbert@elsegundo.org), with a limit of 150 words and accepted until 30 minutes prior to the meeting. The emails will be read to the Library Board of Trustees during public communications and are subject to disclosure under the Public Records Act.

#### **Additional Information**

The Library Board of Trustees, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the subject matter jurisdiction of the Library Board of Trustees, and items listed on the Agenda during the **Public Communications** portion of the meeting. The time limit for comments is five minutes per person, maximum 30 minutes.

Before speaking to the Library Board of Trustees, please state: your name, residence, and the organization you represent, if desired. Please respect the time limits.

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**In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk (310) 524-2305. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.**

#### **A. CALL TO ORDER**

#### **B. ROLL CALL**

Carol Ericson  
 Janice Merva

Kristie Sherrill  
 Sara Whelan

**C. PRESENTATIONS**

1. Introduction of Valeria Rendon, Community Services' new Senior Administrative Specialist.

**D. PUBLIC COMMUNICATIONS (Related to City Business only and for which the Advisory Committee is responsible – 5 minutes per person; 30 minutes total).**

**E. APPROVAL OF MINUTES for November 9, 2021**

**F. SPECIAL ORDERS OF BUSINESS**

1. Review and approval of the teleconferencing resolution.

**G. NEW BUSINESS**

1. Discussion of modifications to the Library's meeting room policies with staff recommendation to approve the revised policies.
2. Discussion and consideration of adjusting Library Board meeting time.

**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.

**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.

**K. REPORTS — FRIENDS OF THE LIBRARY (No Board Action Required)**

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
  - b. History Committee Report

**L. BOARD MEMBER COMMENTS —**

**M. ADJOURNMENT —**

POSTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_



**CITY OF EL SEGUNDO  
LIBRARY SERVICES DEPARTMENT**

**DATE:** January 6, 2022  
**TO:** Library Board of Trustees  
**FROM:** Mark Herbert, Library Manager  
**SUBJECT:** El Segundo Public Library and Community Services Updates

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**Temporary City Facilities Closure December 28-January 10**

In order to help insure the health and safety of residents, the public, and employees, the City responded to the rapid increase of COVID cases by cutting back on in-person services during the period of December 28 through January 9. The library was closed to public walk-in use and access was restricted to Library to Go curbside service and phone reference between the hours of 12:00 p.m. and 5:00 p.m. Monday through Friday. School staff continued to work their regular schedules. The Library's closure was taken with little complaint from the public and curbside service resumed with no problems.

**Festival of Holidays**

The first Festival of Holidays program was held on Friday, December 3, from 4:00-8:00 p.m. and was quite successful. Julie Todd and Sam Lee, in conjunction with members of the Arts and Culture Committee and other various groups, put in a lot of time and effort to bring this event to the City Hall plaza area. Approximately 500 people enjoyed the evening's foods, crafts, and performances, which were culturally diverse and focused on the Diwali, Hanukkah, Kwanzaa, Omisoka, and Christmas holidays. Responses were positive, with many liking the event's location and layout.

**Library Staffing**

The Education and Outreach division hired two new Library Assistants for the schools: Maria Rivera will be working at the High School and Amy Relles will be working at Center Street. Library Clerk Amanda Costigan was selected to serve as Library Assistant at the Richmond Street school library. Support Services is looking to fill Amanda's now-vacant position, as well as the position vacated by the recent departure of Iris Harding.

**Cultural Development & Communications Updates**

In-person programs were developed to engage with the Park Vista residents, with Library staff directing such activities as Bingo, book discussions, yoga, ESMoA's Just Draw, and others. Staff continue to look for innovative ways to increase resident participation. The El Segundo Poet

Laureate has been selected by a committee that included members from Library staff, the Arts and Culture Committee, and the City's Diversity, Equity, and Inclusion Committee. Seven poets applied for the position and the finalist will be announced at an upcoming City Council Meeting. Staff continue working with the Arts and Culture Committee on a TEDx El Segundo program and are also in the planning stages for this year's Living Library program.

### **Library Catalog RFP**

The Library has maintained a contract with Innovative Interfaces for the online catalog and its associated systems since 1993. Staff, with the assistance of the City's Information Technology and Systems Department, will issue a Request for Proposals from Integrated Library Systems (ILS) vendors in early 2022 to determine what other systems and services are available and identify the one that best supports the Library in improving services to the public while still being cost effective.

### **First Annual Juried Small Works Exhibition**

Coordinated by Sam Lee, the library will hold its first-ever art competition, providing one 3" x 3" art panel to each participant, to create whatever work of art they wish. The deadline for submissions is 4:30 p.m. on Friday, January 28. Judging will take place at the beginning of February and the judge will either be a member of the community or City staff. The pieces will be displayed in the Room of Requirement from mid-February to the end of March.