



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

**Tuesday, November 9, 2021**

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**A. CALL TO ORDER**

Board President Sara Whelan called the meeting to order at 7:05 p.m.

**B. ROLL CALL**

Board Members Present:

Janice Merva, Kristie Sherrill, and Sara Whelan

City Staff:

Mark Herbert, Library Manager

Others:

Joanne Gen, El Segundo Unified School District Librarian, and Sari Brann, Friends of the Library Vice President

**C. PRESENTATIONS — None**

**D. PUBLIC COMMUNICATIONS — None**

**E. APPROVAL OF MINUTES**

1. Approval of Minutes of the Board Meeting of September 14, 2021.

MOTIONED by Kristie and SECONDED by Sara to approve the minutes.

MOTION CARRIED 3-0.

**F. SPECIAL ORDERS OF BUSINESS — None**

**G. NEW BUSINESS — None**

1. Resolution for the Library Board of Trustees to continue meeting via teleconferencing.

Recommendation: Approval

Governor Newsom declared a state of emergency due to the COVID-19 threat on March 20, 2020. An Executive Order was suspended for the Brown Act, allowing public meetings to take place online while avoiding the need to post the meeting agenda where one is viewing the meeting, that the participants be in the same area, and that members of the public be allowed to participate where the meeting is being viewed. That Executive Order expired September 30, 2021. In its place is AB 361 which requires a legislative body to reconsider the state of emergency every 30 days: whether the emergency continues to threaten the safety of members if meeting in person or if local officials continue to impose methods for social distancing.

The teleconferencing resolution requires the Library Board of Trustees to continue meeting via teleconferencing; review the state of emergency every 60 days to determine whether subsequent meetings should be via teleconferencing, and prohibit the Library Board of Trustees from meeting exclusively in person unless approved by the City Manager.

MOTIONED by Sara and SECONDED by Janice to approve the teleconferencing resolution for the Library Board of Trustees. Motion carried 3-0.

**2. Recommendation to City Council for removing adult overdue fines from the Library's fee schedule.**

Recommendation: Approval

There is a movement among public libraries to eliminate overdue fines as a way of enforcing return of late items. Fines are generally considered a scare tactic that does not necessarily work but instead prevents people from returning their items and, at times, results in them no longer using the library. San Francisco Public Library was one of the first libraries to eliminate children's fines in 1974. A recent SFPL study found that eliminating fines increases customer access to materials and services, reduces inequality between those who can pay fines versus those who can't, improves relationships between the public and the library, and improves staff efficiency.

There are approximately 500 public library systems across the country that have completely eliminated fines, including the cities of: San Diego, San Francisco, Chicago, Los Angeles (City and County), Oakland, Burbank, New York, Torrance, and just one week ago—Inglewood.

The El Segundo Public Library eliminated overdue fines for children's items in 2019. A result of that, and the new autorenewal feature, has been a significant drop in fines money received by the Library. Adult fines totaled \$2,700 from January 2021 to late October 2021, which is a small fraction of the Library's and City's budget.

Kristie Sherrill commented that she is happy to see the El Segundo Library moving forward with this. She recalled that the initial step was to remove children's fines and then later do the same with adult fines, but that it got delayed by the COVID pandemic. Janice Merva asked whether the Library would continue to charge for lost items. Mark responded yes, the Library would continue to charge a replacement fee for items not returned, otherwise a portion of the collection development budget would be lost to item replacement. Billing and possibly recovering the charges for lost items is at least a month to three-month process.

MOTIONED by Kristie and SECONDED by Janice to approve a recommendation to City Council that the El Segundo Public Library eliminate adult fines from its fee schedule. Motion carried 3-0.

**H. UNFINISHED BUSINESS — None**

**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.

**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 Center Street Library ribbon-cutting ceremony will be held Wednesday, November 10, at 4:00pm. Furniture has been delivered to the high school library and there will be a ribbon-cutting on November 30, with the library fully open to students on December 1. The high school has a new principal, Ali Rabiei. The library will have new hours, from 7:00am to 6:00pm. Joanne responded to Sara's question that yes, there will be more study rooms.

**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**

Sari reported for Brenda Ross that the Friends had a Christmas and children's book sale on Saturday, November 6, and made \$336 from purchases. The Friends also received \$383 from the Kendra Scott jewelry sale fundraiser. Art-O-Mat items are selling well and former mayor Suzanne Fuentes was very enthused to see the display. Friends' memberships have been coming in and thank-you notes are being processed. A DVD sale will be held from 11:00am to 2:00pm on Saturday, December 11, either on the Library Park patio or, if the weather is bad, in the Community Room.

**b. History Committee Report**

Sari reported that the History Room has seen a few visitors, but not a large number. There have been many research questions though, including one from a UCLA research group asking about Chevron's growth in the El Segundo community. There are several veterans displays around the History Room. Katie, the Social Vocational Service intern began working with Sari on August 25 and her last day will be November 17. Sari hopes the City will recognize Katie's contribution in organizing the photograph collection. The History Committee would like to resume live meetings to increase participation. Kristie asked if that would be a problem since the History Committee is not an official CCB and Mark said he would have to look into the request.

**L. BOARD MEMBER COMMENTS**

Sara asked about the status of the vacant board member position. Mark responded that Mishia Jennings had two applications from earlier in the year and Mark would continue to work with Mishia to make sure the process doesn't get stalled again.

Kristie mentioned that the Kiwanis Club is working on its next budget and is looking to sponsor programs, such as the Library's Summer Reading Program, and staff should keep the Kiwanis in mind for additional funding.

## **M. ADJOURNMENT**

### **1. Motion to adjourn**

The meeting was adjourned at 7:38 p.m.



**CITY OF EL SEGUNDO  
LIBRARY SERVICES DEPARTMENT**

**DATE:** November 9, 2021  
**TO:** Library Board of Trustees  
**FROM:** Mark Herbert, Library Manager  
**SUBJECT:** El Segundo Public Library and Community Services Updates

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**Continued Increase in Library Use Since April**

Library use continues to increase and is almost back to pre-COVID closure numbers. We had 431 visitors in April, when the library reopened with limited capacity, to 10,461 visitors in October. Circulation likewise continues to rise, from 6,979 in April to 13,263 in October. The Library received an average of 1,200 reference questions per month since July.

**Richmond Street Fair**

Outreach staff participated in the Richmond Street Fair, maintaining a Library table during the event and handing out promotional material. Staff met with approximately 250 Fair attendees.

**Storytime Updates**

Outdoor storytimes continue to be a great success but staff are working on plans to return the activities back to the Community Room as Fall and Winter approach. Staff must consider how best to resume indoor presentations given that outdoor storytimes were not limited by the number of attendees. One Saturday storytime was held on October 16 and was met with enthusiastic responses from those in attendance. The next Saturday Storytime will be held November 13.

**Chromebook and Mobile Hotspot Loans**

The four Chromebooks and mobile hotspots have proven to be very popular; each has been checked out almost since being made available to the public and there are several holds for people waiting to use the devices.

**Staffing Changes**

Iris Harding joined the Library staff as the newest Library Clerk on September 28, bringing the Support Services division back to full staff. Lacey Pahl, school library assistant, gave notice and her last day to work at the library was Friday, November 5. Kristina Kora-Beckman is looking to fill four Library Assistant vacancies—one at the main library and three at the school libraries, one of

which will cover the high school library's new 3:00-6:00pm timeslot. The initial round of Library Assistant interviews took place Friday, November 5.

### **New Catalog Interface and State-Sponsored Databases**

Mark has been working with Ebsco, a database vendor, and with the City's Information Systems staff to bring a new public catalog interface to the Library. The previous interface, called Encore, is no longer being maintained by the Library's catalog vendor, and a new interface is required. With the catalog contract ending next year, the Library will begin working on a Request for Proposal to receive vendor submissions to improve the catalog.

From the American Rescue Plan national grant, the California State Library is giving a year's worth of access to a number of educational and career online resources, including Coursera, SkillShare, LinkedIn Learning, and others. Links to these databases will soon be found on the Library's Digital Library webpage.

### **Upcoming Programs and Displays**

Cultural Development and Communications staff continue to work on the Festival of the Holidays event, a TEDx program series, and naming an El Segundo Poet Laureate. More information will follow. Staff are considering a caroling program in December and Santa's Mailbox, sponsored by the El Segundo Woman's Club, will be present in the children's area from November 29 to December 10.

Outreach staff will be creating a display in conjunction with United Against Hate week, taking place November 14-20. Throughout November there will be displays focusing on Native American Heritage.

### **Dia de Los Muertos**

To avoid weather damage, this year's Dia De Los Muertos community display was moved into the Library's Room of Requirement and received a lot of positive interaction from the public. Each of the orange butterflies has a hand-written message from participants to their departed loved ones.

