



MINUTES LIBRARY BOARD OF TRUSTEES MEETING

TUESDAY, September 13, 2022

A. CALL TO ORDER

Board Vice-President Janice Merva called the meeting to order at 6:04 p.m.

B. ROLL CALL

Board Members Present:

Carol Ericson, Eric Hoffman, Janice Merva, Joann Gen, Brenda Ross

City Staff:

Mark Herbert, Library Manager, and Brandee Thornton, Sr. Administrative Specialist

Others:

Ryan Baldino, resident currently running for City Council

C. PRESENTATIONS

1. Introduction of Eric Hoffman, new Library Board Member

Eric Hoffman introduced himself and shared about his prior work experience and history with libraries.

2. Introduction of Brandee Thornton, new Senior Administrative Specialist

Brandee briefly introduced herself and shared about her prior work experience.

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

Ryan Baldino shared that he is running for City Council and joined the Library Board of Trustees meeting to familiarize himself with the current activities of the library.

E. APPROVAL OF MINUTES

1. Approval of minutes for Board Meeting of May 10, 2022

MOTIONED by Carol Ericson and SECONDED by Eric Hoffman to approve the minutes.
MOTION CARRIED 3-0.

F. SPECIAL ORDERS OF BUSINESS

NONE

G. NEW BUSINESS - NONE

H. UNFINISHED BUSINESS

A brief description of the Officer Elections was given in response to a question from Eric Hoffman.

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.**

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 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.**

School District Librarian's Report—

- Summer reading included free choice for the Main Street School and High School where teachers had students submit their certificates of book completion.
- Construction is continuing to affect the libraries at Main Street School and Richmond Street School. The Main Street School library is being used by the school band because of the construction.
- Schools are continuing to promote the El Segundo Public Library to children and teens in school newsletters and flyers to support their partnership.

K. REPORTS — FRIENDS OF THE LIBRARY

- 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 – As Reported by Brenda Ross

b. History Committee Report

As reported by Mark Herbert, Kirk Brown is the new president of the History Committee and has already adjusted how the meeting is advertised. He is now allowing the public to attend and share about their history in El Segundo.

L. BOARD MEMBER COMMENTS —

Request to consider moving the November Library Board of Trustees meeting back one week due to election day.

M. ADJOURNMENT —

The meeting was adjourned at 6:37 PM.



**CITY OF EL SEGUNDO
LIBRARY SERVICES DEPARTMENT**

DATE: September 13, 2022
TO: Library Board of Trustees
FROM: Mark Herbert, Library Manager
SUBJECT: El Segundo Public Library and Community Services Updates

Update on Integrated Library System

The Library and the City's Information Systems department are proceeding with the purchase of the Polaris ILS through Innovative Interfaces. Both the City and Innovative are currently working through the contract process and preparation for the system's implementation will begin as soon as all paperwork has been approved.

Summer Reading Program Recap

Summer Reading finished up on a high note. There were 695 participants signed up for children, teen, and adult reading with prizes handed out to those who read for the most minutes. The Library is almost back to its pre-COVID participant numbers.

Increased Business

In the last several weeks the library has seen a significant increase in the number of library users since the start of the pandemic. Weekday afternoon seating is almost at capacity and there's been a large increase in new library card applications. From September 1 to September 12, 149 new library accounts were created; while many are for school children, a good number are for first-time adult users.

Improved Building Security

Last month a group of City staff and consultants met with library staff to review improvements to library access and security. The intent is to install ID card readers at key entry points to prevent the public from accessing private staff locations and offices. Library staff received diagrams of the facility with card reader locations and staff gave feedback for additional work on the project.

Infrastructure Grant

As mentioned in previous meetings, the Library applied for the State's Building Forward infrastructure grant to replace the HVAC system, the elevator, and repair the southeast wall. Yesterday we were notified by the State, by a letter of intent, that the grant is to be awarded to the Library. The grant is for \$179,950, to be matched by the City, for this repair work. Staff are looking into the next steps for this grant award.

Mark Herbert on SCLC Executive Committee

The El Segundo Library is a member the Southern California Library Consortium, or SCLC, which consists of 40+ libraries throughout the region. SCLC coordinates funding from the State Library, assists with interlibrary loans, helps arrange for discounted services, and provides support in many other ways. Each library is represented by its director on the SCLC Administrative Council, and five directors serve on the Executive Committee, which oversees SCLC operations. Mark Herbert was selected to serve on the Executive Committee, with a two-year term to begin in October.

Cultural Development and Programming Updates

New programming continues to be developed. The Maker Monday programs have been renamed to "Craft 'n Chat" to try to entice additional attendance; this program is held at 12:00pm on the second and fourth Mondays of the month. September Craft 'n Chat programs will feature "Kindness Rocks" and mini scrapbooks. Two other upcoming general programs include "The Frugal Environmentalist: How to Lighten Your Load on Planet Earth Without Breaking the Bank" at 7:00pm on September 19, and a Cyanotype Workshop with artist Hadley Holliday at 1:00pm on September 24. The Lego Club continues to grow, with 72 kids and adults in attendance for the August event. A dog-themed storytime was held in conjunction with the Stephen Holman "Best in Show" dog art exhibit on August 31. Mr. Holman will lead a drawing workshop for teens, featuring pet portraits, at 3:30pm on September 22.

Education and Outreach Updates

Schools are back in session and the libraries are fully staffed and completely open for the first time since the pandemic started. During this time, the school collections have been "suppressed"—not available to the public in the catalog—so that interlibrary loans could not be requested for materials that could not be obtained due to library closures. The school catalog records are now un-suppressed, and the public may now request to borrow materials from the school libraries. Staff are making progress on shifting the adult collections, making room for more fiction. School library staff will have the libraries open for Back to School Night on September 15. Education and Outreach staff will represent the library at the Fair on Main Street on September 25; staff will share publicity with the public and have library card applications available.

Arts and Culture Committee Initiatives

Presently, the "Summertime, Summertime" juried public art exhibit and the "Best in Show: Dog Portraits by Stephen Holman" exhibit are on display in the reading lounge area. An award presentation for the

Summertime exhibit and a reception for both exhibits was held on August 25 with approximately 40 people in attendance. Sam Lee and Julie Todd continue to work on the Arts and Culture Committee initiatives including City murals and individual art-related events. With ACC approval, Sam is developing a ukulele program involving assembly of the instrument and lessons playing.