



**MINUTES
LIBRARY BOARD OF TRUSTEES
MEETING**

TUESDAY, September 10, 2024

A. CALL TO ORDER

President Kristie Sherrill called the meeting to order at 6:01 p.m.

B. ROLL CALL

Board Members Present:

Carol Ericson, Eric Hoffman, Janice Merva, Kristie Sherrill, Barbara Yatabe

City Staff:

Mark Herbert, Library Manager

C. PRESENTATIONS

NONE

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

NONE

E. APPROVAL OF MINUTES

1. Approval of minutes for July 9, 2024.

MOTIONED by Carol Ericson and SECONDED by Janice Merva to approve the minutes.
MOTION CARRIED 5-0.

F. SPECIAL ORDERS OF BUSINESS

NONE

G. NEW BUSINESS

NONE

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.

Library Manager's Report —

- a. Thank you to Eric Hoffman for putting together and presenting the Library Board update at the August 20 City Council meeting.
- b. For three days in early August Julie Todd, Kristina Kora-Beckman, and Mark Herbert interviewed candidates for four vacant library assistant positions. Four candidates were chosen and two, as of Sept. 10, are ready to start work. The remaining two need to complete their pre-employment processing. The positions being filled are part time in the library's Support and Adult Services divisions, and at the Richmond Street school library. The fourth position is a new "hybrid," to be shared between the Adult and Youth Services divisions on weekends.
- c. Staff were dealing with a difficult phone caller from New Jersey, who was demanding of time and services, and became abusive when he didn't like the information found or when told staff had to help other customers. He also made off-color jokes about a staff member's name. He was told that, like everyone else, he was limited to three questions a day and that staff could not read lengthy online articles to him. He became abusive again but finally appears to have stopped calling after Mark spoke to him. Another in-person customer was given a year's suspension after disrupting staff and guests during the Art Walk event in the library.
- d. Staff discovered that the wall AC unit in the upstairs server room had been leaking for some time and partially flooded the floor. Public Works and Information Systems staff reviewed the damage and cleaned the water. Library staff are waiting to hear about floor repairs.
- e. The City Attorney has proposed changes to the City's ordinances, which would restrict sleeping and camping in public areas. The library's Rules of Conduct will be incorporated into the ordinances as well. At the next Library Board meeting, Mark will bring updated Rules, including a prohibition of sleeping in the library and possibly a size/amount limit of items brought into the building, to the Board for approval.
- f. Julie Todd has been working with the City's PATCHES committee to address homelessness in El Segundo. A representative from the Harbor Interfaith outreach program has been working with some of the homeless individuals who spend most of their time in the library.
- g. Staff are proposing an all-department strategic plan, similar to the one created by the City, to focus work and guide the Recreation, Parks and Library department for the next several years. Full time staff will be participating in development of the plan and will be offsite from 8:00am to 12:00pm two days the first week in November.
- h. In the new budget, Mark requested funds to install a large video display unit above the main floor self-check machine at the front entrance. The display will advertise library events and programming. Mark has been hoping to do this for some years now but was unsure where to locate the display. Aly Mancini approved removal of the 30-year-old dedication plaque and putting the display in its place. Mark will now work with Public Works and Information Systems staff to have the display installed.
- i. Due to budget cuts, most of the State Library-sponsored databases are no longer available and all will be taken off the library's website by mid-September.
- j. Adult and Teen Services will hold another "Book Tasting" at the Richmond Bar and Grill on September 18.
- k. The last Craftern program had a record 36 middle school participants, who made friendship bracelets.

- l. Staff are working on a November video gaming program in collaboration with the Teen Center. Recreation will provide the equipment and additional staff and the library will host the event in the Community Room.
- m. Julie Todd and Roz Templin are discussing future programming with master gardener Barbara Boland and Environmental Committee member Kevin Butler. Julie is developing a seed library and a native plant library.
- n. Roz Templin led a “Kindness Rocks” themed Craft N Chat, with participants painting words of kindness and compassion on the rocks. The rocks will be distributed throughout Library Park for the City’s United Against Hate program on Thursday, September 26.
- o. A number of staff have registered to attend the California Library Association conference held in Pasadena mid-October.
- p. The Children’s area received two new AWE computers to replace the older ones. Four AWE’s were requested in the budget but only two were approved. It’s hoped another two will be approved during the midyear budget review.
- q. The Youth and Recreation staffs are collaborating on a “Tiny Tots” program for children ages 0 to 5.
- r. Fall storytimes started this week. Youth staff will be offering a new book program for teens, “Books and Bites,” the third Monday of the month at 2:00pm.

J. REPORT — SCHOOL DISTRICT LIBRARIAN (No Board Action Required)

- 2. **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—
NONE

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**

Brenda Ross reported that the Friends’ membership drive is ongoing. Book sales continue but the Friends are looking for other outlets to take materials that can’t be used or do not sell.

- b. **History Committee Report**

Mark Herbert reported for Kirk Brown that Kirk continues to bring in new speakers at each monthly History Committee meeting. Council Member Giroux spoke to the group at last week’s meeting.

L. BOARD MEMBER COMMENTS —

- 1. Kristie Sherrill invited Board Members to attend the El Segundo City Council Candidate Forums, held from 6:00pm to 8:00pm on October 2 at the Women’s Club and October 7 at the High School. The event is sponsored by the Kiwanis. She also invited the Board to attend the Fair on Main Street on September 28.

M. ADJOURNMENT —

The meeting was adjourned at 6:26 PM.