A. CALL TO ORDER

President Kevin Smith called the meeting to order at 7:00 p.m.

B. ROLL CALL

Present: Board Members Kevin Smith, Laura Verouden, Beth Marbois, Sheila Henry and Penny Armstrong.

Others present: Sue Carter, Friends of the Library Member and History Committee; Joanne Gen, School District Librarian; Ellen Cunningham, Senior Librarian; and, Jessie LeMay, Administrative Services.

C. PRESENTATIONS – None

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for January 10, 2012

Minutes were approved 5-0. (Armstrong moved/Henry, second)

F. SPECIAL ORDERS OF BUSINESS –

Ellen Cunningham presented the Library staff report on behalf of Debra Brighton, Library Director, in her absence.

G. UNFINISHED BUSINESS –

1. Update of the Children’s Expansion Project

Kevin Smith and Sheila Henry spoke about their support of the children’s expansion project at the public comment portion of the February 7 Council Meeting. This project will require CEQA review which might take between 6-8 months.
2. **Report of the proposed Community Services Department**

   The proposal to merge the Library with Recreation & Parks was not approved, so the Library is still a separate City Department.

**H. NEW BUSINESS –**

1. **Change of date for the next Library Board of Trust – Tuesday, May 22, 2012**

   Motion by Kevin Smith to approve new meeting date was carried. (Henry moved/Verouden, second)

**I. REPORTS - LIBRARY DIRECTOR (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.**

   Ellen Cunningham reported the following:

   There was a question about the status of the damage to the front porch. The Interim City Manager, Greg Carpenter, has been working diligently to get repair work started. Repairs are estimated to be completed by May 2012. Work on the railing and the post started today.

   - Due to complaints received about smoking near the entrance of the library, “No smoking” signs will be placed outside, 20 feet from the entrances (front and exit walls).
   - Signs have been installed in the Skype Room and Technology Room.
   - Rollover funds from last year’s budget were added to our current book budget to use in purchasing additional books and other materials.
   - We received our four microfilm rolls back from the vendor with an external hard drive with the same data for the digitization project of the *El Segundo Herald*. Information Services (IS) will download the data on the city’s Questys database as a test to see if we could consider using it for viewing software.
   - Mark Herbert sent a request to IS Helpdesk to create a drop-down menu for the Board’s Agendas and Minutes on the Library Board of Trustees web page.
   - The library thanked artist, Karen Yee, who donated her painting of a girl reading a book. The framed painting was hung directly across from the Reference Desk.
   - Through the contribution of Kerry King, the city’s history on the website has been updated.
   - At the Teen Tech Week held last week, Julie Todd had a Skype session with Lynyrd Skynyrd’s drummer, Michael Cartellone (who is also an artist). Other activities included downloading of eBooks and eReaders.
• National Library Week is April 9-13. There will be tea tasting at 3:00 p.m. on Monday, April 9, by a tea tasting expert from Coffee Bean and Tea Leaf. During the week, there will also be movies for the teens and children.
• At the last evening book club, author Jeri Westerson, showed her slides of Canterbury Cathedral and her medieval weapons. There'll be three more books to go.
• Planning efforts for the Author Fair is underway. It will be held on Sunday, June 3, 2012. There are 35 authors invited; some will be in the fiction and non-fiction panels.

Others:
Kevin Smith inquired if the City has done a Questys-type of format before. It is used by other Departments in the city.

Beth Marbois asked the status of the Preservation Grant mentioned in the previous Board meeting. Ellen Cunningham will follow up with Mark Herbert.

2. **Report on the School Libraries, Including the El Segundo High School, the Center St. Elementary School, the Richmond St. Elementary School, and the Middle School.**

Joanne reported the following:
• As a follow up to Beth Marbois' inquiry at the last Board meeting, Joanne Gen reported that she observed classes at Richmond Street School who were using iPads. In the High School, the science teachers use their own personal iPads to do research on the internet. She also found out that the iPad is not used much for reading.

Others:
• There were additional discussions which included topics such as the use of iPads in the school libraries as well as in the main children's library; the long range plan of Smartboard's usage in the schools and links are posted on teachers' website.

J. REPORTS – PRESIDENT, FRIENDS OF THE LIBRARY (No Board Action Required)

1. **Report on Book Sales, Donations, Historical Committee Activities, Special Events and other items related to Friends of the Library Business.**

Sue Carter thanked everyone for her gift of crystal vase filled with beautiful flowers she received at the previous Friends Committee Meeting. She went on to read the dedication on the vase.
• She reported several items discussed at the last History Committee Meeting.
  - Picture taking of history pictures using IPHones is permissible and there will be no fee collected.
  - Archiving labels will be used to label the history pictures and books.
- She and Sara Brann are working to label files in the History Room.
- A group of schoolchildren and some parents led by Neal Von Flue visited the
  History Room and toured the Library afterwards.
- Sue talked to a lady who came in to personally look at a picture of her father
  she has seen online. She requested two copies of the picture.
- Beth Marbois inquired about identifying 12 interesting history photos to make a
  calendar for sale. Sue replied that they have made a calendar before but it
  didn't sell very well. Currently, they have 5x7 postcards which are given to the
  3rd graders during their visits.

K. BOARD MEMBER COMMENTS – None

L. ADJOURNMENT – Meeting was adjourned at 7:45 p.m. The next Board meeting will
    be held on Tuesday, May 22, 2012 in the Rose Garden/Gazebo Room.