A. CALL TO ORDER

President, Sheila Henry, called the meeting to order at 7:00 p.m.

B. ROLL CALL

Present: Sheila Henry, Board President; Kevin Smith, Board member; David Jonta, Board Member; Liz Cook, Friends of the Library President; Sue Carter, Friends of the Library Past-President; Joanne Gen, School District Librarian; Debra Brighton, Director of Library Services; and, Jessie LeMay, Administrative Services.

Absent: Board members, Penny Armstrong and Laura Verouden.

C. PRESENTATIONS –

The new Board Member, David Jonta, was introduced and he gave a brief summary of his background.

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for July 12, 2012

Minutes were approved (Smith/Jonta), 3-0.

F. SPECIAL ORDERS OF BUSINESS – None

G. UNFINISHED BUSINESS –

1. Library Department Budget Update

Debra gave an update regarding the second Strategic Budget Planning Session held last August 16, 2012 and the first public hearing at a City Council meeting on September 4, 2012. The shortage for the end of this fiscal year, September 30, 2012, is $800,000. The forecast for next year’s budget is a deficit of $4.9M. Several recommendations have been presented to the City Council to bridge the gap and those will be finalized at their meeting on September 18, 2012. Among those options to balance the budget will be the use of reserves, further cost savings by the City Departments, use of capital improvement funding, frozen vacant positions and a reduction in the equipment replacement schedule.
For the Library Department's budget next year, Debra reported that there will be $25,000 less in new book purchases. She has identified two supplemental sources which are from the Friends' donation and the City Developer Fee accounts. On the positive side, however, there are no lay offs, furloughs or other concessions by employees. Library hours at the main library and school libraries will remain the same.

2. **Friends of the Library $20,000 donation for the El Segundo Herald Microfilm Project**

Mark Herbert gave an overview of the *El Segundo Herald* conversion project through a PowerPoint presentation. There are 4 microfilm rolls already converted and another ten being processed. The initial cost of converting the microfilm to data files was originally estimated at $20,000; however, it has been discovered that there is a large amount of duplication of the weekly issues on the rolls and a higher page count to the issues, which will add to the conversion cost. An additional $3,000 has been quoted to convert the four years of print copies of the Herald. The Friends agreed to pay the first $20,000 for conversion, and the balance to convert all the film and access the files on the Internet will come from a fundraising campaign. Mark demonstrated a live Internet search of Whittier Public and Wyoming's State Libraries completed conversion projects accessible on the web. Sue Carter discussed the different ways to promote the campaign.

H. **NEW BUSINESS –**

1. **New signs at the Internet stations for No Cell Phone Use**

In response to many complaints received, Debra has adopted a stricter policy about cell phone use and has created a "no cell phone zone" around the Internet stations. Printed signs and a message on the start-up screen at the Internet computers will be on display. It is up to all staff to uphold the policy.

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.**

Debra Brighton reported the following:

- **Summer Reading Program**: This year's Summer Reading Program was a huge success. Eight hundred and sixty children signed up and read a total of 21,000 books.
- **Personnel**: We recently hired two new staff members: Valerie Equite (Page) and Melina Alderman (Library Assistant at the schools).
- **School Libraries**: The El Segundo Unified School District Agreement with the City of El Segundo is up for renewal. It is proposed that the agreement will carry a 10-year term and there are no major changes.
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 Gen reported the following:

- **School Update:** There are 21 new teachers hired, spread throughout all four schools. There is a new Principal at the Middle School, Dr. Jack Plotkin, and a new Assistant Principal, Dr. Alice Lee.

- **School Libraries:** Our City library employees assisted in the textbook distribution at the High School during the two registration days and on the first day of class.

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.

Liz Cook reported the following:

- **Friends of the Library:**
  - The Friends of the Library Scholarships were awarded to Nicole Tamura and Timothy Liu. Each will receive $500 upon proof of registration at U.C. San Diego.
  - There was a profit of $250 from the Author Fair which came from a portion of the Barnes & Noble book sales.
  - A donation of $20,000 from the Friends will go for scanning the El Segundo Herald and a campaign is under way to reach out to the community to help with the cost of purchasing the software for Internet access.
  - The 2013 Friends meeting is scheduled in January, April, July and October at 7:00 p.m. in the Friends Room.
  - Their next meeting is Wednesday, September 19 at 6:30 p.m. in the Friends Room.

Sue Carter reported the following:

- **History Committee:**
  - The History Room is now open from 4:00-6:00 p.m. every Monday.
  - She and Sara Brann are working together on labeling files.
  - There is a complete set of El Segundo Annals including a new one which has just been purchased for $190.00.
  - They have started to put ownership labels on the back of photographs as previously recommended.
K. BOARD MEMBER COMMENTS –

Several comments and concerns were raised by the Board Members regarding the City budget. Sheila asked about what is being done to enhance revenues. Debra pointed out that there has been a plan to bring forward to Council an increase in certain fines & fees after the budget was passed, including the meeting room rental fees, DVD’s and overdue fines. A survey of other local library fines & fees has already been done. Recreation & Park also plans to review their fees soon and it may develop into a joint project if it is the wish of the Council.

L. ADJOURNMENT – Meeting was adjourned at 7:45 p.m. The next Board meeting will be held on Tuesday, November 13, 2012 in the Rose Garden/Gazebo Room.