CITY OF EL SEGUNDO
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
AGENDA

MEETING DATE: Tuesday, September 10, 2013
MEETING TIME: 7:00 P.M.
MEETING PLACE: El Segundo Public Library
Rose Garden/Gazebo Room
111 W. Mariposa Avenue
El Segundo, CA 90245

The Board of Trustees, with certain statutory exceptions, can only take action upon properly posted and listed agenda items.

Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the Board of Trustees' subject-matter jurisdiction and items listed on the Agenda during the Public Communications portion of the meeting. The time limit for comments is generally limited to five minutes per person.

Before speaking to the Board of Trustees, please come to the podium and state: Your name and residence and the organization you represent, if desired. Please respect the time limits. While all comments are welcome, the Board of Trustees may not take action on any matter not on this Agenda. Board of Trustees members may respond to comments after Public Communications is closed.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk (310) 524-2305. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

A. CALL TO ORDER

B. ROLL CALL

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).

E. APPROVAL OF MINUTES for July 9, 2013

F. SPECIAL ORDERS OF BUSINESS – None

G. UNFINISHED BUSINESS –

1. FY 2013/14 Library Budget and Friday Open Hours starting January 2014

    Report and discussion of the FY 2013/14 Library Budget beginning October 1, 2013; and, the new open hours on Fridays starting January 10, 2014.
2. **FY 2014/15 Budget Strategic Planning Session—August 22, 2013**

   Report and discussion of the City's Budget forecast for Fiscal Year 2014-15; and, the Strategic Planning Session which was held on August 22, 2013.

3. **El Segundo Herald Digital Preservation Project**

   Update of the final phase of the El Segundo Herald Digitalization Project and the Friends' contribution.

H. **NEW BUSINESS** –

1. **Survey of Fines & Fees for possible increases to the Library’s revenues for overdue/lost materials, DVD loans, copiers/printing, interlibrary loans and meeting room charges.**

   Presentation and discussion of a survey of local libraries and facilities to determine increases (or decreases) in the El Segundo Public Library’s Fines & Fee schedule, which has not been updated since 2007. Review a possible restructuring of Meeting Room fees.

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.**

   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.**
      
      a. **Library Director's Report**
      
      b. **School District Librarian's Report**

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.**

K. **BOARD MEMBER COMMENTS**

L. **ADJOURNMENT**

POSTED BY: [Signature]

DATE: 9/5/13

TIME: 2:38 p.m.