A. CALL TO ORDER

President, Penny Armstrong, called the meeting to order at 7:00 p.m.

B. ROLL CALL

Present: Penny Armstrong, Board President; Laura Verouden, Board Vice President; Kevin Smith, Board Member; David Jonta, Board Member; Liz Cook, Friends of the Library Vice-President; Sue Carter, Friends of the Library Past-President; Debra Brighton, Director of Library Services; Kim Carter, Senior Library Assistant; Roz Templin, Library Assistant; and, Jessie LeMay, Administrative Services.

C. PRESENTATIONS –

Jennifer Martin was introduced as the newly-appointed Board Member. She spoke briefly about her personal and professional background.

D. PUBLIC COMMUNICATIONS – None

E. APPROVAL OF MINUTES for JULY 9, 2013

Minutes were approved (Smith/Jonta), 5-0.

F. SPECIAL ORDERS OF BUSINESS

G. UNFINISHED BUSINESS –

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

Debra reported that for the upcoming budget year, October 2013-September 2014, the Library will re-open on Fridays, from 10:00 a.m. - 5:00 p.m., starting January, 2014. She gave the basic framework of staffing the public service desks with two part time Library Assistants and one Library Clerk for 10 hours a week. There will be adequate supervision as full time staff including Administration will work on a 4X/year rotation. Mark Herbert is working on the monthly schedules and there will be a meeting with the City Employees Association. The cost is an additional $40K in salaries only; but no benefits to part timers.
Other projects for FY 2013-14 include City-wide Department reorganization and facility upgrades. Some positions will be re-classed and others will be filled with part time hours. Debra explained that the source of funding for these projects came primarily from Chevron’s settlements this year. We were able to get back our $25K from reductions last year for new title acquisitions, which increase on an annual basis by 8%, more than average inflation.

2. **FY 2014/15 Budget Strategic Planning Session – August 22, 2013**

The 2014-2015 forecast presented at the Strategic Planning Session on August 22 looked bleak. Debra reported that according to the Finance Director, there is a shortfall for three years out starting October 2014 through 2017. Revenues will remain flat while pension and health benefit costs will continue to escalate. A structural deficiency this large would mean reductions in every Department. Directors were given a pro rata percentage cut exercise of 8% of their total department budget. The Library’s percentage would amount to $181,000. Debra referred to a handout outlining the possible adverse effects of staff reductions at the School Libraries, Teen services/programs at the Main Library and a reduction in cataloging hours.

There are other options being considered to address the structural deficiency. A feasibility study may be conducted to determine if Fire, Police and the Library could outsource its’ services to LA County. In the Library’s case, Debra explained that, unlike the Fire Department scenario, any significant savings to convert the Library to a County branch would severely limit hours and services. Staffing costs would be similar in pay to City workers, but to compensate a budget reduction, weekly hours and programs would be cut by almost half. Library books and collections would not be selected at the local level for the specific needs of the community. Rather, a “cookie cutter” approach is the normal selection method for county libraries. Children’s programs may be limited to once per week and adult programs are rare because of fewer staff to plan and conduct programs.

The third option is to place tax measures on the April 2014 ballot to increase the businesses’ Utility Users Tax (UUT), Transient Occupation Tax (TOT) and Business License Tax (BLT). If they passed, the increase in revenue would cover the next few years’ deficit; provide for schools and fund infrastructure and maintenance projects. A complete PowerPoint presentation is available on the City website.

Questions and clarifications were asked by the Board Members after Debra’s Budget Report.
3. **El Segundo Herald Preservation Project**

All 79 rolls of microfilm have been sent to PTFS for digital conversion; the last nine rolls are presently at PTFS. Once the microfilm rolls are returned to us, we will begin to ship the physical papers covering 2009 issues up to the present. ArchivalWare will be hosting the data on the City server. The Friends will pay for the purchase and maintenance cost for the first year ($19K). The Library will pay for maintenance after that. Total cost of the project is $45K.

**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.**

Debra reported that the Library’s Fines & Fees haven’t been updated since 2007 and it is now the time to revisit the schedule. Recently, we completed a survey from local libraries and facilities regarding their Fines & Fees Structure and Meeting Room rentals. A rough draft copy of the proposed fees and a copy of the survey were distributed to Board Members for their input. Everyone was encouraged to take a look at it and provide their feedback.

Rec & Park will go to Council with their proposed increased rates soon and the Library is slated to put ours on the agenda at the same time for consistency.

**I. REPORTS - LIBRARY DIRECTOR (No Board Action Required)**

1. **Discussion of Main Library Programs, Services, Budget, Material Collections, Facility Maintenance, Personnel Changes, and other items related to the Administration of the El Segundo Public Library.**

   a. **Library Director’s Report:**

      *We hired two Pages who will start soon while one new Clerk (who replaced a vacant position) has already started.

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.**

   **School District Librarian’s Report:**

   a. Joanne Gen reported the following:

      *All textbooks at the High School have been checked out.
      *There are new administrators at the different schools:
- Center Street: Martha Monahan, Principal and Kimberly Jones, Assistant Principal
- Richmond Street School: Elizabeth Ramirez and Dr. Rebecca Dobey, Assistant Principal
- High School: Ali Rabiei is Interim Principal and Steve Shevlin, teacher on special assignment and also the Athletic Director
- There's no change at the Middle School.

*This year, the new Pilot one-to-one iPad project has started. The students are given each an iPad to take home and bring it to school everyday. It is free but parents have the option to buy the insurance. Dr. Yantz, Principal, Marisa Janicek, Director of Educational Services, and a Technology staff oversee the project. Since it's still fairly new, the eight teachers piloting the program are asked to give their feedback to the team.

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.

   a. Liz Cook reported the following:

   *Liz West has accepted the position as Friends of the Library President for 2014.
   *Reach Out Against Drugs Committee (R.O.A.D.) has the distinction of being the first service organization in the City to become a Life Member of the Friends of the Library.

   b. Sue Carter reported the following:

   *The History Committee voted to change their meeting time held on the first Thursday of the month, from 3:00 p.m. to 7:00 p.m. Everybody is welcome and encourage to attend.
   *She and Sara Brann continue to work on straightening the files in the History Room.
   *The History Room has re-opened after a break in August. The hours are from 4:00 p.m. to 6:00 p.m. on Mondays or by appointment with Sue Carter.
   *Read the Newsletter – there's always something new and interesting to learn.
   *She received a call from the Herald News inquiring if the digital conversion has been completed.

K. BOARD MEMBER COMMENTS –

L. ADJOURNMENT –

*Motion to adjourn: Armstrong/Smith. Meeting adjourned at 7:56 p.m. The next Board meeting will be held on Tuesday, November 12, 2013 in the Rose Garden/Gazebo Room.