

**MINUTES
LIBRARY BOARD OF TRUSTEES MEETING**



**El Segundo Public Library
Rose Garden Room
111 West Mariposa Avenue
El Segundo, CA 90245**

Tuesday, March 10, 2020

A. CALL TO ORDER

Board President Sara Whelan called the meeting to order at 7:01 p.m.

B. ROLL CALL

Board Members Present:

Carol Ericson, David Jonta, Janice Merva, Kristie Sherrill, and Sara Whelan

City Staff:

Melissa McCollum, Library Director; and Jessie LeMay, Executive Assistant

Others:

Sari Brann, History Committee President; and Joanne Gen, El Segundo Unified School District Librarian

C. PRESENTATIONS — None

D. PUBLIC COMMUNICATIONS — None

E. APPROVAL OF MINUTES

1. Approval of the Minutes of the Library Board Meeting of January 14, 2020:

MOTIONED by Kristie and SECONDED by David to approve the minutes as amended. MOTION CARRIED 5-0.

F. SPECIAL ORDERS OF BUSINESS — None

G. NEW BUSINESS

1. Library Services Department Reorganization Proposal

Prior to Melissa's introduction and discussion of the proposed changes to the Library's staffing needs, she asked everyone to refer to a copy of the proposed reorganization chart included on the agenda packet. She introduced the following changes as shown on the chart: (1) Teen/Adult services will become Adult Services/Public Art; (2) Public Art Coordinator, a new full-time position, will be created to take the place of the Library I position in Adult Services; and (3) Part-

time hours for the Library Assistant position in Adult Services will increase from 1.25 FTE to 1.60 FTE.

Melissa explained the ideas and reasons behind the changes. She said that teen programming, which is now a part of Adult Services, will return to Youth Services where it used to be. Kristina Kora-Beckman, who led the teen programs in Adult Services and who was recently promoted to Senior Librarian, Youth Services, will continue to lead and expand the program, continue to lead the Social Media Committee and will oversee the youth services and school library staffs. These changes will free up the Librarian I position, which will be converted to Public Art Coordinator. Julie Todd, Senior Librarian, will oversee the public art responsibility in Adult Services, Melissa said.

Melissa further explained why a department reorganization and the creation of a Public Art Coordinator is necessary and essential to successfully implement the Ordinance. Since the passing of the Cultural Development Ordinance last year, three qualifying projects valued at approximately \$500,000 have been identified. These and other upcoming multi-year, large-scale projects as well as ongoing city public art projects will need coordination and administration from a single person or staff, she said. An expert in public art who will serve as a Project Manager will coordinate and work closely with the Public Works department, the City Attorney's office and other city departments to ensure a smooth and seamless flow of the projects from start to finish. The Public Art Coordinator position will have a programming component to the job, which fits into the library's vision as well as national library trend to increase learning and connection opportunities for patrons, Melissa said. The new person will help plan and facilitate large-scale library programming projects, such as author talks, speaker series, and concerts.

Melissa informed the Board that the City Council is not interested in adding new full-time headcount. She said that creating a new position of Public Art Coordinator is made possible due to the shifting of responsibilities (as stated previously) and will not have an impact on the library's budget. She also mentioned that the same staffing model exists in other libraries. Meantime, recruitment is underway to fill two part-time vacancies, a 10-hour position for each of the two service desks, for a total of 20 hours. We are seeking candidates with experience working in both desks, Melissa said. Interviews will start this week.

Melissa stated that she plans to take the reorganization proposal to City Council for consideration and approval at their April 21 meeting.

Melissa also announced her plan for the next budget session — she will ask the City Council to consider and approve renaming the Library Services Department to Library, Arts and Culture Department. She added that there may be other opportunities in the future for additional staffing adjustments.

She asked the Board for comments, feedback and possible action.

After questions and concerns raised were discussed and answered satisfactorily, the Board made a motion:

MOTION by Kristie to support the proposed reorganization of the Library Services Department and rename the department to Library, Arts and Culture Department. SECONDED by Janice. MOTION CARRIED 5-0. Melissa noted that the proposal to rename the Library to include the Arts and Culture (although not yet due) has been pre-approved by the Board.

2. Staff Training Day Proposal

Melissa proposed to hold a Staff Training Day on Wednesday, May 27, from 10 a.m. to 4 p.m. as part of the staff professional development effort for fiscal year 2019-2020 and announced a plan to close the library. Melissa said that it is important for staff to continue taking classes online or in person in order to improve their skills. She is seeking the Board's comments, feedback and action following their discussion.

She reminded the Board that many staff members participated in the California Library Association (CLA) Conference in Pasadena in 2019. In February 2020, she and Julie attended the Public Library Association (PLA) Conference in Nashville, TN, she reported. She gave a summary of her takeaways from the conference.

Melissa reported on two additional training/educational opportunities this year:

- (1) Mark Herbert, Support Services Senior Librarian, plans to attend the Internet Librarian conference in a few months, and
- (2) All Adult, Teen/Youth, and Support Services staff members will participate in quarterly professional development opportunities between July 2019 and June 2020. Details are to be determined by Division Managers, Melissa said.

The following agenda items for Staff Training Day were recommended by the Staff Engagement Committee led by Jessie, Executive Assistant.

- (1) Invite the City Manager as a guest speaker with Q&A session to follow.
- (2) Schedule a session with the Library Director about library updates as well as updates to Arts and Culture Development Program.
- (3) Invite a guest speaker to talk about team building, customer service, outreach, marketing, or serving a vulnerable population.
- (4) Schedule a session with managers on communication, emergency preparedness, etc.
- (5) Plan an "Ignite Session" for staff to discuss ideas they have heard about that might be interesting and/or fun to stimulate their thinking.

Melissa also proposed closing the library each staff training day starting with the one scheduled for Wednesday, May 27. To ensure that the community is well informed of the library's closure, she said that a notification will be sent well in advance. During discussions, the Board recommended that notices be sent in the following manner: (1) through the principal's weekly communique; (2) through the school calendar; and (3) through social media posting.

After discussions, the Board entertained a motion:

MOTIONED by Sara to support the annual Staff Training Day and the closure of the library starting the first training day scheduled for Wednesday, May 27.

SECONDED by Kristie. MOTION CARRIED 5-0.

H. UNFINISHED BUSINESS

1. National Library Week Celebration

The National Library Week Breakfast is planned for Wednesday, April 22, at 9:30 a.m. in the main library. Board President Sara Whelan, Planning Committee Chair, reported that the planning and preparation for the event is moving along very well. However, she said she wants everyone to know that if the Coronavirus continues and we receive specific orders from authorities to shut down, we will probably cancel. On a positive note, she said that she received great responses from the local business communities who are willing to donate an assortment of breakfast items and hot beverages. Planning Committee member Kristie Sherrill will take care of contacting other businesses for additional food items, and Committee member Maureen Kingsley continues to work on the musical entertainment.

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.

Melissa reported on the following updates:

Coronavirus (COVID-19) Situation — The City and the Library are focused on the Coronavirus (COVID-19) situation. A recent public service announcement was made regarding meetings held with the City Manager, the El Segundo Unified School District Superintendent, the Fire Chief and the Police Chief to assess the situation. Melissa reminded everyone of precautionary measures to avoid getting and spreading the virus. She said that she and the local librarians are having conversations about their plans of action and will continue to provide updates. She added that even though patrons continue to come in to use the library, a decision was made to stop all programs, cancel meeting room reservations,

decline new meeting room requests, and remove children's toys (in the children's area), all as preventative measures.

Melissa reported that she has not yet received information about school closings and classes moving online. If this decision is reached, Melissa said that another conversation will happen at that point as to whether to close the main library. She pointed out that the library is a refuge for a lot of people but at the same time, the safety and health of the community and staff is a priority.

Children's Library Entrance Pilot — Since a self-checkout machine was installed in the children's library (downstairs) in February, we have unlocked a lower level door and made it accessible as an entrance to the library. Statistics show that checkouts are up and self-checkouts are higher downstairs than upstairs. Melissa said that there is a desire to replace the old manual door with a new electric (motorized) door when the budget allows. A request for a quote went out to a contractor via the Public Works Department.

Programming Update — Melissa shared the new programming calendar for March and April. Adult, teen and youth programs are all combined in the new calendar format. The Board was pleased with the new, updated format.

- “Library After Dark” — The first adult program held after normal operating hours was a huge success! Two hundred and fifty people attended the event that featured a conversation between local artist John Hamersveld and rock and roll photographer Henry Diltz.
- As part of our Book to Action series, we are planning the next adult program, scheduled for the end of April. However, the COVID-19 situation may impact the author's travel plans. More information to come if there's a change.

Open Library Assistant Positions — Starting this Friday, March 13, interviews for part-time library assistants (two for the main library and two for the school libraries) will take place. We hope to be able to get four good qualified candidates, Melissa said. She thanked Joanne for extending her coverage in the school libraries.

New Additions to the Children's Aquarium — Kristina shared about two new additions to the children's aquarium — a red sea star, more than likely named “Peach” after the “Finding Nemo” character in the dentist's fish tank. Fun fact, the sea star eats the algae on the walls of the aquarium and doesn't require any other food. We also added rainbow and tomato anemones and a yellow Antias fish (long and yellow with a black dot on its head.) Their names to be determined soon.

State of the City — The event will be held tomorrow, Wednesday, March 11, at noon. If you would like to attend virtually, please look for a link to the video on the city website, Melissa said.

J. REPORTS — SCHOOL DISTRICT (No Board Action Required)

1. Report on the School Libraries, Including those at El Segundo High School, Center Street Elementary School, Richmond Street Elementary School, and the Middle School.

a. Library Director's Report — None

b. School District Librarian's Report

Joanne Gen reported as follows:

Alerts and updates regarding the Coronavirus (COVID-19) can be found on the School District's website. Schools remain open but big events are cancelled. The district is looking into online classes in case the schools shut down. Online classes may be counted as school days.

The High School library remodel has been postponed until May 2021 because of design problems. Other current projects such as the safety fence around the schools and the remodel of the High School building's main entrance will start this summer as planned.

The California Assessment of Student Performance and Progress (CAASPP) test is ongoing at the High School library. Later in March the same test will be taken by Grades 3 through 8. The Middle School library will be used for the Middle School testing, and the El Segundo High School library will be closed most of the next six weeks for the testing.

K. REPORTS — PRESIDENT, FRIENDS OF THE LIBRARY (No Board Action Required)

1. Report on Book Sales, Donations, Historical Committee Activities, Special Events, and Other Matters Related to Friends of the Library Business.

a. President's Report

Sari, on behalf of Friends of Library President Brenda Ross, reported that Brenda tried to reach the El Segundo Arts Association (ESAA) because of information she received that the association is interested in joining the Friends. Unfortunately, she has not succeeded, Sari said.

b. History Committee Report

Sari reported that the History Committee acquired a beautiful, hand-made scrapbook from the El Segundo Grammar School dated 1931. She said that she made some efforts to preserve the book and that some pages will be on display in the glass case for a month. Some of the people in the photos were identified by History Committee members, she said. Sari invited everyone to take a look at the scrapbook in the History Room.

L. BOARD MEMBER COMMENTS — None

M. ADJOURNMENT

1. Motion to adjourn

The meeting was adjourned at 7:56 p.m. The next meeting will be held at 7 p.m. on Tuesday, May 12, 2020, in the Rose Garden Room.