



**MINUTES
LIBRARY BOARD OF TRUSTEES
MEETING
VIA ZOOM**

Tuesday, July 14, 2020

A. CALL TO ORDER

Board President Sara Whelan called the meeting to order at 7:03 p.m.

B. ROLL CALL

Board Members Present:

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 Brenda Ross, Friends of the Library President

C. PRESENTATIONS — None

D. PUBLIC COMMUNICATIONS

History Committee President Sari commented that staff has done a phenomenal job and she thanked them for it.

E. APPROVAL OF MINUTES

1. Approval of the Minutes of the Library Board Meeting of March 10, 2020:

MOTIONED by Sara and SECONDED by David to approve the minutes.
MOTION CARRIED 4-0.

F. SPECIAL ORDERS OF BUSINESS — None

G. NEW BUSINESS

1. COVID-19 Library Updates and Plans

Melissa summarized the Library actions taken to serve the community since the closure of the main library on March 14, 2020, due to the COVID-19 pandemic:

- Purchased additional eBooks and audioBooks, which led to a 51.7 percent increase in eBook checkouts from March to June 2020 compared to the same time period the previous year.
- Partnered with Recreation and Parks Department (and other outreach volunteers who delivered food items) to deliver books to Park Vista residents.
- Started a Book Drop Program offered via Instagram and FaceBook. Mention a book you would like to read from a list of book titles and you are entered into a random drawing. Winner will get the book via contactless book delivery.
- Started virtual programming for all ages — Story time, Yoga, Crafts N' Go, Songs from the Stairwell, and Book Buzz (recommended reads from Penguin Publishers).
- Online resources became available — COVID-19 information for kids as well as resources for artists.
- Opened Library to Go on June 1 after LA County Department of Health approved curbside services for libraries. It was a huge success! Thousands of books ordered and picked up in June.
- Started the first online Summer Reading Program on June 18. Although the numbers in attendance are down compared to in-person version of the program, already 250 kids and 97 adults have signed up. Sign-ups are still available; please look for the link on the library's website.

Melissa discussed the reopening plan for the main library. Guided by the Los Angeles County Health Department orders, the next phase of reopening would likely include timed entry, potentially with special hours for the vulnerable population; limited access to browse the collection; and some limited use of public computers. In-person programming, meeting room use, and staying in the library to read or to study together will come at a later stage because of the public health concerns and Los Angeles County's recommended social distancing, cleaning, and gathering protocols. In every aspect, best practices are being followed, including quarantine of returned materials in the study rooms for 72 hours before they're checked out. The reopening date will likely be coordinated with neighboring library systems, including Los Angeles County and City of Los Angeles libraries, Melissa said.

Melissa reported that on the very first day of the pandemic shutdown, library staff participated in the All Hazard Incident Management Team (AHIMT) assignments of the City of El Segundo. Staff became part of the Command Staff, worked in the Documentation Unit, and served in the Joint Information Center answering questions asked by the community about COVID.

Melissa acknowledged the commitment, creativity and hard work of the library staff during the pandemic, civil unrest, and economic challenges. She expressed her deep gratitude for a job well done at this most difficult and challenging time.

Janice said that the resources and daily postings were excellent and useful for classes she teaches. She said she had taken advantage of checking out books again and expressed her thanks, saying the new pickup procedure really worked well.

David and Sari asked questions specific to reopening plans, and Sara asked about the library staff work schedule. Melissa informed the Board that the libraries are still discussing the plans and guidelines for reopening. Most likely, she said, each customer's visit whether to study, read or browse will be limited, timed, and monitored and could only be made by reservations. She added that it's going to be a while before it's a normal situation even when the library is able to get to that next phase. Staff are back to their normal work schedule however, the opportunity for remote work one day a week is still being offered. Library services, including curbside Library to Go, are available from Monday through Saturday, 10 a.m. to 5 p.m.

Melissa and Board Members discussed concerns about managing unaccompanied minors entering the main library and providing child care space in the children's library. Melissa explained that the children's library area has very limited space to safely follow health protocols and limited staff to monitor the situation. After discussions, Melissa recommended a temporary policy and asked the Board for a motion and a vote.

MOTIONED by Sara to enact a temporary addition to the Library Code of Conduct whereby youths under the age of 13 must be accompanied by a parent, guardian or a caregiver of 18 years old and over when they enter the main library until the library returns to normal operations. SECONDED by Kristie. MOTION CARRIED 4-0.

2. Diversity, Equity, and Inclusion

Melissa gave a quick update of the recent actions by the City of El Segundo to address institutional and systemic racism. The City Council established a Diversity, Equity, and Inclusion Commission on July 16 in part because of the community conversations led by El Segundo for Black Lives Matter, El Segundo Students for Change, and others after the death of George Floyd. It is on the City Council agenda and will be discussed at their meeting on July 21.

Melissa announced to the Board that if they know anyone who is interested in serving on the commission, please direct them to the city website or have them contact the City Manager's office. Applications were going to be reviewed this Friday, July 17, but the deadline has been extended to Friday, July 31. There is a lot of interest already but the city is trying to get the word out to make sure that people are aware of the opportunity, Melissa said.

Melissa reported that the library received numerous requests for anti-racist materials and other library resources in the last few weeks and staff developed a list of recommended titles for all ages that is available on the library website. She said that there are things that we could do better in the library in terms of collection development, programming, and workforce development and said she looks

forward to being part of a collaborative effort to help make El Segundo a community where everyone thrives.

Melissa said no action is required regarding this update but any feedback is welcome. Board President Sara said that it's great to know that we're involved. Melissa thanked everyone for their support and she added that there will be more conversations to come.

H. UNFINISHED BUSINESS

1. Library Services Department Reorganization

Melissa reminded the Board that at the March meeting they approved the recommendation of a name change from the Library Services Department to the Library, Arts and Culture Department. Since then there has been a recent update which she shared with the Board before it is presented to the City Council in their upcoming Strategic Planning Meeting on July 22 and at the Budget Study Session on August 5. The change reflects the work that the Library Department is taking on for the Arts and Culture Advisory Committee and the Cultural Development Program. Since the inception of the program in early 2020, \$481,000 has been collected for the Cultural Development Fund, Melissa said. She said City Council budget discussions will include how to use those funds to support public art and programs in El Segundo. She said the Gateway Project has a budget of \$150,000 and it will likely increase.

Previously, the Library Department was divided mainly into three divisions identified by age group — Adult/Teen Services, Youth Services, and Technical and Support Services. It makes more sense to divide by function rather than by age level as coordination should be much easier and efficiencies gained, Melissa said.

Teen/Adult Services has evolved into Cultural Development and Communication. Senior Librarian Julie Todd is the lead of the group that will be charged with public art and programming and also the promotion of library services and programming for all ages. The new Art and Culture Specialist as proposed would fall into this division to support both public art and programming.

The Youth Services Division under Senior Librarian Kristina Kora-Beckman will become Education and Outreach and will deal primarily with collection development and management, information desks both upstairs and downstairs, school libraries, and outreach for library services in the community.

The Technical and Support Services division headed by Senior Librarian Mark Herbert is not changing. This group is in charge of circulation, cataloging, technology and website maintenance.

Melissa informed the Board that the upcoming Fiscal Year 2020–2021 is comprised of nine months only, from October 2020 to June 2021. And for the fiscal year after that it will extend from July 2021 to June 2022. Melissa asked for feedback, questions or comments and a motion and vote to support the latest recommendation regarding the reorganization.

Sara said she thinks the reorganization is great. David asked if there is a facility name change as a result of the reorganization and if there is, is it something up for discussion? Melissa replied that at this time she doesn't envision changing the facility name of El Segundo Public Library and is not a part of her plan although it can be discussed upon the Board's request.

MOTIONED by Sara to accept and support the revised organization chart.
SECONDED by Janice. MOTION CARRIED 4-0.

2. Library Park Activation Project

Melissa reminded the Board that there is a plan to activate Library Park outside of the children's library. She reminded them that a \$120,000 budget has been allocated for the project, as well as a \$10,000 grant from the California State Library, which was used for the conceptual design services, and maybe additional support from the Cultural Development Fund for public art.

The project is a joint partnership with the Recreation and Parks and Public Works departments, she said. The plan is to reopen the lower rear entrance/exit door of the library leading to the children's library, the Sue Carter Friends of the Library Community Room and the public restrooms; and to activate the exterior area of the library by adding a sensory Learning Garden and a Storybook Loop. The next step is to bring the involved entities together to determine the costs and labor if done by city staff rather than contractors, to make sure that good processes are in place, and prioritize the elements that could be implemented first, Melissa said.

Architect Tavi Perttula of TAVI Design Group was hired to design the exterior space, and in June he made a presentation to the Arts and Culture Advisory Committee. Melissa shared the conceptual design for a Storybook Loop throughout the Library Park in addition to the Learning Garden, and asked for the Board's feedback afterwards.

Melissa talked about the sensory Learning Garden concept in an area adjacent to the library to activate space and extend library services. There will be a honeycomb stage with sawed log amphitheater-style seating to help promote small-scale community entertainment, such as music, storytelling, magic, and other activities; a sensory garden with a variety of plants in different colors and scents, a bird bath and bird house, public art and other nature-themed elements and additional outdoor tables and benches throughout. Melissa reminded the Board that the furniture they have voted on in the past (gray with orange accent) has been recently ordered. It will be paid for by a Chevron grant, she said.

The Storybook Loop concept is for children and their families to move along a walkway through the park that mirrors the development of a story — exposition, complication, escalation, climax and resolution. There are several stations where they can stop to read a few pages of a storybook until they're able to complete reading the whole story. It is designed to be whimsical and engaging using natural materials as much as possible.

Melissa informed the Board about another opportunity for an art work donation. An artist who makes basketball hoops out of recycled material had reached out to the city. The artist's idea is to put them up in one of the trees at different heights to encourage adults and children to play and have fun. However, this is still in the development stage, she said. The Arts and Culture Advisory Committee is interested in donating money for an art piece, Melissa said. The idea is to have a kid-friendly, colorful piece of art installed near the garden.

Melissa reported that in the past the Library Park Activation project has been discussed with positive response, including the Friends of the Library, Arts and Culture Advisory Committee, and members of the Recreation and Parks Commission. At this time, Melissa asked the Board for their feedback.

Janice, Sara, Kristie and David discussed the concept and agreed it is a great idea subject to various considerations. Janice expressed concern about the basketball hoops as she did not feel they fit in with the rest of the design. David said the new elements might overshadow the beautiful green space of the park where anyone can enjoy it in a traditional way. He said any effort to retain visible green space in the park should be encouraged. He also expressed reservations about the use of basketball hoops in the park. The Board asked if the new elements would impact the use of space for the Concerts in the Park and the Old Town Fair. Melissa said that Recreation and Parks Director Meredith Petit intends to continue holding the Concerts in the Park and space will not be impacted. Melissa also said she hears everyone's concerns about the basketball hoops and will share it with the Meredith and Public Works Engineer Arianne Bola.

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:

Software upgrade — the library catalog software has been upgraded, a big project in partnership with Information Services Department (ISD). The improvements are in terms of courtesy notices regarding due dates as well as automatic renewals. It's not quite ready yet, but at this stage some of the

functionalities are allowed. Mark Herbert, Technical and Support Services Manager, is the lead on the project and he's working on it.

Programming update — the Book to Action program continues in spite of the pandemic. The featured book, *What We Keep*, talks about people's favorite objects. Roz Templin, Senior Library Assistant, is the lead and, in partnership with Marie Kingsley and Natalie Strong, has planned a fun storytelling event on Friday, July 31, at 5:30 p.m. via Zoom. The author and presenters will talk about their favorite objects and will have them displayed as well. If anyone is interested in being a presenter or wants to register, please reach out to Roz via email at refdesk@elsegundo.org or call 310-524-2728. Copies of the book are still available via Library to Go and Melissa encouraged everyone to get a copy and participate.

- 2. Craft N' Go Kits** — a program promoted by the Youth and Services Divisions for all ages. Craft N' Go kits are available for pick up via Library to Go (while supplies last) on the following days: 1) For early readers (with their parents), Tuesdays at 10 a.m., 2) For ages 5 to 12, Wednesdays at 3 p.m., and 3) For teens, ages 13 to 18, Thursdays at 3 p.m. Julie Todd, Adult Services Senior Librarian, is also offering Craft N' Go kits for adults. They can call to reserve via the Reference desk and can pick up at any time while Library to Go is open. There are two pick up locations: one on Richmond Street across from the Richmond Street School, and the other is in front of the Library on Mariposa Avenue. Please park on the marked spots, call in, and a staff member will drop off the kits on the table for pick up. Social distancing protocol applies.

In addition, there are special online challenges for teens with rewards like Blue Butterfly and Game Stop gift certificates. Julie also has gift certificates for adults who signed up for the Adult Summer Reading Program and have finished reading for the amount of time required. Melissa encouraged everyone to take advantage of these opportunities.

Melissa reminded Sara and Kristie that their terms expired at the end of June but said the good news is that they can keep on serving until new appointments are made. During the pandemic everything stopped for non-essential meetings and unfortunately the application and interview process was delayed. Applications are currently available online. Vacancies will be officially posted for at least 21 days and at the end of that period applications will be reviewed and interviews will be scheduled. Melissa will inform Sara and Kristie when the recruitment process is active.

Dave inquired if Sara and Kristie are able to reapply and are willing to serve beyond their terms. He said thinking about the future when we go to recruit maybe we want to be conscious about Diversity, Equity, and Inclusion and also gender diversity if possible so we can support the new Diversity initiative. Melissa said it's a very good point and she won't be surprised if the Diversity, Equity, and Inclusion Commission makes a similar recommendation to City Council.

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

Melissa delivered the school district's report on behalf of Joanne Gen:

There will be a town hall meeting on July 27 — additional information is available on the school district's website.

The first day of school is August 26. The district will not offer in-person schooling five days a week. Instead there will be two options for students: 1) Hybrid learning where students attend school two days per week and have remote instruction three days per week; and 2) Full-distance learning where students participate in remote learning five days per week.

The school district has adopted several measures to restrict and control student mobility and reduce intermingling as much as possible: 1) Staff and students must wear a face covering, 2) Student seating must allow 6 feet clearance for social distancing, 3) All staff will share in the responsibility for cleaning, 4) No outside vendors or volunteers are allowed, and 5) Students will probably not be able to visit the library to browse the books.

Melissa added that because of those protocols and guidance, library services in the schools will be reduced for fiscal year 2020–2021. She said that conversations are ongoing and more information will be available soon.

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

Friends President Brenda Ross reported that the Friends held their last meeting in January. Due to library closure in March, no meeting was held, however, a meeting is planned at the end of July via Zoom. She said that the main discussion is how to raise money while things are on hold. In addition, the library staff will give a presentation about the upgrades and projects in the library. Sari will discuss the Friends' membership drive. Brenda said that she will give an update after the meeting.

b. History Committee Report

Sari reported that the History Committee has been on hold also although for the last few months she was able to assist the library staff with providing information they needed regarding a utility box project. She added that recently the Arts and Culture Committee reached out to her regarding the “Our Town” grant project and asked for her support on their ideas (factually). She commended the library staff for their phenomenal attitude during these unusual times.

L. BOARD MEMBER COMMENTS

Janice asked to clarify the process of returning overdue books. Melissa said that they could be returned through the book drop only and overdue fees could be paid online. She added that overdue fees were waived during the time when the book drop was closed because of the main library closure.

Sara commented that she’s super happy to see everybody via Zoom. She said that she is also super excited about the upcoming Book to Action program as well as the Crafts N’ Go kits for the kids.

Kristie reported an issue with the link from the High School website to the Summer Reading Program on the library website. Melissa said she will reach out to Senior Librarian Kristina Kora-Beckman to get the issue resolved. Kristie commented that the library is doing a good job.

M. ADJOURNMENT

1. Motion to adjourn

The meeting was adjourned at 8:12 p.m. The next Zoom meeting will be held at 7 p.m. on Tuesday, September 8, 2020.