



CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

MEETING DATE: September 8, 2020

MEETING TIME: 7:00 p.m.

MEETING PLACE: ZOOM MEETING

DUE TO THE COVID-19 EMERGENCY,
THIS MEETING WILL BE CONDUCTED
PURSUANT TO THE GOVERNOR'S
EXECUTIVE ORDER N-29-20.

How Can Members of the Public Observe and Provide Public Comments?

Residents are strongly encouraged to participate remotely in the virtual Library Board of Trustees Meeting. Please contact Executive Assistant Jessie LeMay for connection details (jlemay@elsegundo.org/310-524-2770). Members of the Public may provide comments electronically by sending them to Jessie LeMay via email, with a limit of 150 words and accepted up until 30 minutes prior to the meeting. The emails will be read to the Library Board of Trustees during public communications and are subject to disclosure under the Public Records Act.

Additional Information

The Library 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 subject matter jurisdiction of the Library Board of Trustees, and items listed on the Agenda during the **Public Communications** portion of the meeting. The time limit for comments is five minutes per person, maximum 30 minutes.

Before speaking to the Library Board of Trustees, please state: your name, residence, and the organization you represent, if desired. Please respect the time limits.

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

- Carol Ericson
- David Jonta
- Janice Merva

- Kristie Sherrill
- Sara Whelan

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 14, 2020

F. SPECIAL ORDERS OF BUSINESS — NONE

G. NEW BUSINESS

1. Amendment to Memorandum of Understanding between City of El Segundo and El Segundo Unified School District for Library Services

Update regarding a recent agreement between the City of El Segundo and El Segundo Unified School District to provide re-imagined library services during the upcoming 2020-2021 school year due to the impacts of the pandemic on school and library operations.

The revised service plan outlined in the amendment reflects a reduction of school library service hours (2066 hours instead of 4800 hours) and service cost (City reimbursed by the ESUSD up to \$60,000 instead of up to \$135,000) for FY 2020-2021. The City of El Segundo and ESUSD will review school library staffing levels for FY 2021-2022 in May 2021.

Recommendation:

1. Receive and file presentation.

H. UNFINISHED BUSINESS

1. Library Services Department Reorganization

Update regarding proposed changes to the Library Services Department for FY 2020-2021

Attached Supporting Document: DRAFT Community Services Department Organizational Chart for FY 2020-2021 reflecting a proposed merger of the Recreation Division from the Recreation and Parks Department and the Library Services Department

Recommendation:

1. Receive and file presentation.

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**

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

- 1. Report on the School Libraries, including those at El Segundo High School, Center Street School, Richmond Street School, and El Segundo Middle School.**
 - a. Library Director's Report**
 - b. School District Librarian's Report**

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

- 1. Report on Book Sales, Donations, History Committee Activities, Special Events and Other Items Related to Friends of the Library Business**
 - b. President's Report**
 - c. History Committee Report**

L. BOARD MEMBER COMMENTS —

M. ADJOURNMENT —

POSTED BY: Jessie LeMay

DATE: 9/4/2020

TIME: 3:30pm

CITY OF EL SEGUNDO
 COMMUNITY SERVICES DEPARTMENT ORGANIZATIONAL CHART (DRAFT)
 FISCAL YEAR 2020 - 2021

