



CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

MEETING DATE: November 10, 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 via Zoom (Meeting ID 984 5728 6407 | Passcode 959764 | Phone No. 669-900-9128). Members of the Public may provide comments electronically by sending them to Executive Assistant Jessie LeMay (jlemay@elsegundo.org/310-524-2770), 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

1. Living Library

Senior Librarian Julie Todd announces the return of the Living Library, a program created in partnership with ESMoA to encourage empathy through conversation. Register for online one-on-one conversations with Living Books who stand out for caring for others at <https://www.signupgenius.com/go/9040844aaaaa2fa13-experience1>. Living Library conversations will take place November 11, 12, 13, 18, 19, and 20 between 4-6 PM.

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 September 8, 2020

F. SPECIAL ORDERS OF BUSINESS — NONE

G. NEW BUSINESS

1. COVID-19 Update and El Segundo Public Library Reopening Plan

Update regarding COVID-19 transmission in LA County, related Public Health safety orders and guidance, and the El Segundo Public Library's phased reopening plan.

H. UNFINISHED BUSINESS — NONE

I. REPORT — 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 and School Libraries**

J. REPORT — SCHOOL DISTRICT LIBRARIAN (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.**

K. REPORTS — 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**
 - a. President's Report**
 - b. History Committee Report**

L. BOARD MEMBER COMMENTS —

M. ADJOURNMENT —

POSTED BY: _____

DATE: _____

TIME: _____



CITY OF EL SEGUNDO LIBRARY SERVICES DEPARTMENT

DATE: November 5, 2020

TO: Library Board of Trustees

FROM: Melissa McCollum, Library Director

SUBJECT: El Segundo Public Library Updates

Reorganization

In response to the significant financial challenges experienced due to the impact of the COVID-19 pandemic as well as the opportunity to improve customer service delivery, customer experience, and operational efficiencies, the Adopted FY 2020-2021 Budget approved by the City Council on September 15, 2020 included an initial reorganization of City departments, including establishment of a new Community Services Department that merged the Library Services Department and Recreation and Parks Department.

The City Council adopted a resolution and introduced an ordinance amending the El Segundo Municipal Code to reflect related changes to the City's internal organization on November 3, 2020. New reclassified positions include Director of Community Services, Library Services Manager, and Cultural Arts Coordinator. A second reading of the ordinance will take place on November 17, 2020. If approved on November 17, 2020, changes to the Municipal Code will be effective December 17, 2020.

Book a School Librarian/El Segundo Middle School Virtual Book Club

A new Book a School Librarian service debuted last month with school librarians available to assist elementary and middle school students by phone 3-5 PM Monday through Thursday, or via email at ypldesk@elsegundo.org. They are available to help with student questions, research, recommending physical and digital materials and requesting materials through the Library to Go curbside service.

El Segundo Middle School Librarian Kim Harris is starting a new Virtual Book Club for middle school students on the second Monday of each month. The first meeting will be November 9, 2020 at noon.

Halloween Trunk or Treat

Over 500 families participated in this collaborative community event on Halloween, and safely received candy and toys from City staff and members of the Kiwanis and Rotary Clubs. Special thank you to our school library staff for representing the library at the event and creating a fun Goosebumps experience.



Día de los Muertos/Day of the Dead Community Altar

Senior Library Assistant Adriana Muro created the El Segundo Public Library's first Día de los Muertos Community Altar on October 31, 2020. Community members contributed photos, notes, flowers, and candles in honor of their loved ones. Library staff members received many positive comments about the experience as well as requests to construct a Día de los Muertos Community Altar again next year.



Active Aging Week

Active Aging Week, an annual celebration of the amazing things older adults can do, was October 5-11 this year. Classes, events and wellness information helped El Segundo's older adults focus on staying active physically, emotionally and socially. Information packets were distributed to Park Vista residents, and others received information via Library to Go. Some of the week's programs included Chair Yoga and Meditation, Healthy Eating, ESMoA's Just Draw, and Fall Prevention. Senior Librarian Julie Todd accepted an Active Aging Week Proclamation as part of the City Council Meeting on October 6, 2020.

Cultural Development Fund

The City Council allocated \$100,000 from the Cultural Development Fund to the Library Park Activation Project for a total budget of \$220,000 after Tavi Design Group Principal Tavi Perttula's presentation of his concept design. Related engineering design should be completed by early spring 2021. Construction of the Learning Garden is anticipated to be substantially completed by the end of 2021.

The El Segundo City Council also allocated \$300,000 from the new Cultural Development Fund for the Gateway Project for a total budget of \$450,000 on September 15, 2020. City Council will consider a preliminary design concept by Maryam Eskandari and Julia Watson (MIIM Designs) at an upcoming meeting in December.

Statistics

Library to Go launched June 1. Between June 1-October 31, 2020, community members checked out over 18,400 items using the curbside delivery service as well as an additional 11,760 eBooks.