



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

Tuesday, March 9, 2021

A. CALL TO ORDER

Board President Sara Whelan called the meeting to order at 7:08 p.m.

B. ROLL CALL

Board Members Present:

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

City Staff:

Melissa McCollum, Community Services Director, Mark Herbert, Senior Librarian, Julie Todd, Senior Librarian, Kristina Kora-Beckman, Senior Librarian, and Jessie LeMay, Executive Assistant

Others:

Sari Brann, History Committee Chair, Brenda Ross, Friends of the Library President, Joanne Gen, El Segundo Unified School District Librarian, and Jack Crawford, Eagle Scout candidate

C. PRESENTATIONS —

1. Eagle Scout Project

Julie Todd introduced Jack Crawford who presented his Eagle Scout project — a viewing station to be built across from the John Van Hammersveld DWP Water Tank mural on Grand Avenue. The viewing station will include a custom designed surfboard bench, landscaping featuring native plants, and a sign with a QR code that links to a JVH Water Tank Mural website co-developed with Julie. Jack announced that he received DWP permission to move forward with installation of the viewing station. He will provide a copy of his presentation for the History Room per Sari's request.

2. Center Street School and El Segundo High School Modernization Projects

Kristina Kora-Beckman shared plans to remodel the interior areas of the Center Street School and El Segundo High School libraries starting in May or June to increase functionality of spaces for multiple purposes. The estimated completion

date is August. Building design is still in review with the architects, but Kristina said she will share the approved plans at a future meeting.

D. PUBLIC COMMUNICATIONS — None

E. APPROVAL OF MINUTES

1. Approval of Minutes of the Board Meeting of January 12, 2021.

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

F. SPECIAL ORDERS OF BUSINESS — None

G. NEW BUSINESS — None

H. UNFINISHED BUSINESS

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

Melissa McCollum shared the following COVID-19 update:

- LA County has begun to meet the metric thresholds for the Red Tier and if it continues to remain at or below the thresholds, it will move to the Red Tier on March 17.
- Vaccinations are available on February 27 for select library and recreation staff.
- Target date for the library's reopening is April 12.

Mark Herbert reported the library's phased reopening plan as follows:

- Up to thirty-three patrons will be able to enter the building by reservation only during five, one-hour periods, between 10 a.m. to 5 p.m., Monday through Saturday. A total of 165 patrons are allowed throughout the day.
- Reservations are made one week in advance and up to one hour before each period.
- A half-hour cleaning period is scheduled between each reservation session.
- A mask is required to enter, and temperature check will be made by staff.
- The public can enter only for the following essential services: use internet computers, browse shelves, make copies, request information, and borrow

material. To ensure social distancing, only three people for each one-hour period will be allowed to reserve the internet computers.

- All chairs have been removed to prevent gathering and lingering, but for those who need seating accommodations chairs will be available.
- Study and meeting rooms are unavailable.
- Library to Go curbside service will continue.

As restrictions ease, more people will be allowed inside, and seating and meeting rooms will become available, Mark said.

Melissa added that inside Library programs will start again when gatherings are allowed. Children accompanied by parents or adult caregivers will be able to use the children's library on an appointment or reservation basis.

Melissa asked the Board to consider a motion related to the reopening date.

MOTIONED by Sara to support the Library's reopening date of April 12.
SECONDED by Janice. MOTION CARRIED 5-0.

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.

Library Director's Report — Melissa reminded everyone that the Director's report was attached to the agenda, but she wanted to highlight this year's Book to Action Program and encouraged everyone to participate.

Julie provided details of the 2021 Book to Action program to be held in March and April as follows:

- The featured book is The Nature Fix: Why Nature Makes Us Happier, Healthier, and More Creative by Florence Williams. The community is encouraged to read the book in March. The book is free and available to pick up through Library to Go while supplies last.
 - April 17, 10 a.m. to 12 noon — A socially distanced litter cleanup in partnership with ESMoA and Grades of Green will take place.
 - April 17, 1:30 to 3 p.m. — Grades of Green leads a trash-to-treasure art workshop via Zoom. Families, including children, are encouraged to use household recyclables to turn trash into treasure.

- April 17, 4 to 5:30 p.m. — ESMoA will lead a Happy Hour Art workshop via Zoom. Adults 18 years old and up are encouraged to bring their household recyclables and provide their own refreshments as we turn trash to treasure.
- April 28, 6:30 p.m. — Author Florence Williams will lead a discussion of her book.

Melissa reported that recruitment for the Library Manager and the Cultural Arts Coordinator positions are in progress. Library Manager interviews started this week, and Cultural Arts Coordinator interviews are set for next week.

Sara and Mark will participate in upcoming virtual Day in the District meetings with state legislators to talk about issues that are important to libraries both at the state and local levels. Both will be in a meeting at Senator Ben Allen’s office on Tuesday, March 16, and Mark will also attend a meeting for local libraries with Assembly Member Al Muratsuchi on Friday, March 12. Melissa thanked Sara and Mark for participating in these meetings.

J. REPORT — 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.**

School District Librarian’s Report — Joanne reported on the following updates:

Some of the district’s sports programs have started their season while some are not yet allowed to start. The logistics are still being worked on for other sports groups. All athletes undergo a weekly COVID-19 test, she said.

The district’s goal is to safely get students back to in-person learning. Seniors, members of Associated Student Body, and other student groups, such as special-ed students, are meeting in pods with teachers in designated locations and times. Two pods of students are attending Zoom classes held from the El Segundo Middle School Library.

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

Brenda Ross reported that an election was held at the last Friends of the Library meeting and the incumbent officers, including herself as the president and Betsy Wilson as secretary were reinstated. She said she submitted a grant request to Chevron for Chrome books as proposed by library staff. The Friends look forward to viewing the Art-o-Mat when the library reopens, she said. The next Friends meeting is scheduled to be held at the end of March.

Sari Brann, the Friends membership chairperson, said that there is nothing new to report regarding donations or membership, but she acknowledged the community's generosity during the past year.

b. History Committee Report

Sari reported that the History Room has been busy receiving requests for information or documents, such as those from the Fire Department regarding their certification report, the Women's Club regarding the history of their building, and from Mrs. Munger, a high school teacher, regarding her school project on inflation in the community. Sari added that, through Julie, she was contacted by an individual who is donating some Hughes documents that can potentially be added to the History Room collection.

Sari mentioned how easy it has been to access information from the El Segundo Herald database since it was upgraded. She thanked Mark, Julie and Kristina for their help and support.

Melissa mentioned that there are items from The Lakes she saved for the History Room collection and invited Sari to look at them in the mezzanine.

L. BOARD MEMBER COMMENTS

David said he is very impressed and amazed with the vitality of the library and how it has remained vibrant during the Covid era with many programs offered that the community has taken advantage of. Staff has been doing a great job in maintaining that vitality, he said.

Sara inquired about board reappointments. Jessie will follow up with Mishia of the City Council's office, and as soon as we have any news we will share, Melissa said.

Janice asked about book donations or book sales. Melissa said they are still on hold but has asked Mark to have internal conversations with the Friends and to come up with a plan.

Kristie thanked Julie for coordinating the card distribution for the Park Vista residents.

Melissa mentioned a proposal for an upcoming Poetree project on Main Street to celebrate National Poetry Month in April, and she said the library is still waiting for approval.

M. ADJOURNMENT

1. Motion to adjourn

The meeting was adjourned at 7:47 p.m. The next meeting, via Zoom, will be held at 7 p.m. on Tuesday, May 11, 2021.