



CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

MEETING DATE: July 13, 2021

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 883 3034 4537 | Passcode 436448). Members of the Public may provide comments electronically by sending them to Library Manager Mark Herbert (mherbert@elsegundo.org), with a limit of 150 words and accepted 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
 Janice Merva

Kristie Sherrill
 Sara Whelan

C. PRESENTATIONS

Sam Lee, Cultural Arts Coordinator, is introduced to the Board and will discuss his background and upcoming projects.

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 May 11, 2021

F. SPECIAL ORDERS OF BUSINESS — NONE

G. NEW BUSINESS — NONE

H. UNFINISHED BUSINESS

1. Update on El Segundo Public Library Reopening Plan

Library Manager Mark Herbert provides an update on changes to the El Segundo Public Library's reopening procedures.

I. REPORT — LIBRARY MANAGER (No Board Action Required)

1. Discussion of Programs, Services, Budget, Material Collections, Facility Maintenance, Personnel Changes, and Other Items Related to the Administration of the El Segundo Public Library, School Libraries, and Recreation Division.

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: July 7, 2021
TO: Library Board of Trustees
FROM: Mark Herbert, Library Manager
SUBJECT: El Segundo Public Library and Community Services Updates

Jessie LeMay's Retirement

Executive Assistant Jessie LeMay retired as of July 6. She was employed by El Segundo in March 2002, first serving under the City Manager, and moved to the Library in 2007. Due to budget considerations, the Executive Assistant position will be frozen. Monse Palacios, Senior Administrative Analyst, will move into Jessie's office and will work on the Community Services department budget, contracts, and purchase orders. Bryce Tucker will also work on purchase orders and invoices. Mark Herbert will take minutes for the Library Board meetings.

Hotspot/laptop Program

Kristina Kora-Beckman, in coordination with the Friends of the Library, has acquired four laptops and four mobile hotspots for the recent Chevron grant. A borrower acknowledgement form has been approved by the City Attorney's office and the devices should soon be available for borrowing.

Summer Teen Book Club

Education and Outreach is starting a teen book club this summer, called Reading Is for Everyone Teen Book Club. Meetings will be held in Library Park at 3 p.m. on the third Thursday of the month. The first two months will be "Reader's Choice" titles, followed by library staff selections beginning in September. Meetings are limited to 20 participants and each will receive one volunteer credit per meeting.

Art-O-Mat

The Art-O-Mat art display and dispenser was installed in the reading lounge area early June. It has proven to be very popular and 35 miniature works of art have been sold since installation.

Southern California Library Cooperative Executive Council

Melissa McCollum was elected to serve on the SCLC Executive Council for one term, which follows SCLC's fiscal year.

Summer Reading Program and Book Buzz

The Summer Reading Program—"Go Travel Through Books" for adults and "Reading Colors Your World" for youth—currently has 554 registered participants who have read for 56,497 minutes. Challenges are recorded through the Beanstack website or mobile app, with badges and rewards achieved for time spent reading and for other activities. The Book Buzz and Watch Party was held on July 7, with Penguin Random House representative Liz Camford discussing upcoming titles to an in-person and Zoom audience.