



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

**Tuesday, September 14, 2021**

---

**A. CALL TO ORDER**

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

**B. ROLL CALL**

Board Members Present:

Carol Ericson, Janice Merva, and Sara Whelan

City Staff:

Mark Herbert, Library Manager

Others:

Brenda Ross, Friends of the Library President; and Joanne Gen, El Segundo Unified School District Librarian

**C. PRESENTATIONS — None**

**D. PUBLIC COMMUNICATIONS — None**

**E. APPROVAL OF MINUTES**

1. Approval of Minutes of the Board Meeting of July 13, 2021.

MOTIONED by Janice and SECONDED by Carol to approve the minutes.

MOTION CARRIED 3-0.

**F. SPECIAL ORDERS OF BUSINESS — None**

**G. NEW BUSINESS — None**

**H. UNFINISHED BUSINESS — None**

**I. REPORT — LIBRARY MANAGER (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 Manager's Report —**

See the attached El Segundo Public Library and Community Services Updates as presented by Mark at the meeting.

**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 that the high school library renovation is continuing but reopening will be delayed until November as furniture delivery has been delayed. In the meantime the high school library and the public library are working jointly to provide a free "little teen Library" consisting of a cart of books, which the students can take from and add others to. The cart can be moved to locations where the students gather. Fifty-plus students are reported to be using the public library after school and the high school is looking forward to expanding the library's open hours to 7:00am to 6:00pm.

**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**

The amount of donations given to the library is picking up and the Friends have a number of options for dealing with them beyond putting them out for sale: sending unwanted books to Better World Books if they can't be put out for sale or don't sell, giving them to Park Vista, giving them to the local little free libraries, or having them sent to a recycle service by Kristina Kora-Beckman.

An invitation was sent out to members of the Friends to participate in a jewelry store fundraiser the previous weekend, with 20% of sales being donated to the Friends. No word yet on the fundraiser.

The next Friends meeting will be September 23 and the membership drive will be held in October.

**b. History Committee Report**

Brenda did not have anything to report for Sari. Mark mentioned that an intern has been working with Sari for several hours each week to help identify and/or organize the photo collection.

**L. BOARD MEMBER COMMENTS**

Janice mentioned that she had a great night at the Art Walk but that the library lacked the warmth or interest. Mark responded that the library was not an active participant in the event this year beyond having some artwork on display; due to pandemic restrictions staff were unable to arrange for participation but hope to have the library represented at the next Art Walk. Sarah again asked about filling the board member position vacated by David Jonta. Mark said that there had been no word yet as City staff were most likely working down the list of board and commission vacancies before returning to the library board.

**M. ADJOURNMENT**

**1. Motion to adjourn**

The meeting was adjourned at 7:27 p.m. with a MOTION by Carol and SECOND by Janice. The next meeting will be held most likely over Zoom at 7 p.m. on Tuesday, November 9, 2021.



**CITY OF EL SEGUNDO  
LIBRARY SERVICES DEPARTMENT**

**DATE:** September 14, 2021

**TO:** Library Board of Trustees

**FROM:** Mark Herbert, Library Manager

**SUBJECT:** El Segundo Public Library and Community Services Updates

---

**Installation of a New Water Bottle Refilling Station**

Public Works received a grant to install a second water bottle refill station, this one located adjacent to the Community Room entrance.

**Staff Outreach at City Events**

Education and Outreach staff attended several of the Concerts in the Park events, the National Night Out program, and the Middle School open house nights. Combined, they met with approximately 350 people to discuss library services and handed out around 70 new library cards to incoming middle school students.

**Summer Program Summary**

The adult, teen, and children's summer reading programs had 635 participants who read for a total of 263,949 minutes. Similar to last year, participants signed up and recorded their reading activities through Beanstalk, receiving online certificates and other prizes from local businesses. Other summer highlights included the Art in the Time of COVID art reception, the Summer Reading Book Buzz Tea, an author talk featuring J. Ryan Stradal, distribution of 689 Craft N' Go kits, and more.

**Chromebook and Mobile Hotspot Loans**

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. The laptops are in the library catalog and are ready for loaning to the public.

**Art + Dine**

The Art + Dine series took place from 7:00-10:00 p.m. each Friday during the month of August and showcased different artists and styles while they performed their work in front of diners at the 200 block of Richmond Street. Over 115 people engaged with the artists.

**Staffing Changes**

The Support Services division is in the process of hiring a new library clerk, a position previously filled by Linda Collins, who left to move to Texas. The Outreach and Education division is resuming its search to fill two part time library assistant positions at the schools and one at the main library.

**New Recreation Needs Assessment Survey**

A second Recreation Park needs assessment survey was opened on September 1 and it will remain available for completion through September 15. Paper copies are available at Recreation facilities and at the Library. Participants could also meet with City staff to discuss the survey at the September 9 Farmer's Market.

### **Utility Box Wraps**

The Centennial utility box wrap project was completed at the end of August. Three utility boxes on Main Street were covered with El Segundo historical images and a fourth box was covered with a reproduction of the Library's "Portals to Memory" mural. Each wrap includes descriptive text to highlight the importance of the images depicted on it.

### **New Programming and Offerings**

Looking for new ways to engage the community, the Cultural Development and Programming division is working on new programs including a knitting circle, a radio broadcast reproduction, and making board games available at the three north tables Monday through Thursday, from 9:00am to 1:00pm. The Room of Requirement has been reopened with a theme of "Gratitude," and includes prompts for visitors to write why they are grateful after this long year. Storytimes will resume and remain outside as long as the weather permits.