



CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

MEETING DATE: March 8, 2022

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 885 7472 8478 | Passcode 030272). 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 — 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 January 11, 2022

F. SPECIAL ORDERS OF BUSINESS

1. Review and approval of the teleconferencing resolution.

G. NEW BUSINESS

1. Election of officers and update on vacant board position.

H. UNFINISHED BUSINESS

1. Discussion and consideration of adjusting Library Board meeting time.

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: March 3, 2022
TO: Library Board of Trustees
FROM: Mark Herbert, Library Manager
SUBJECT: El Segundo Public Library and Community Services Updates

Resignation of Melissa McCollum and Arrival of Interim Community Services Director

Melissa McCollum resigned her position as Community Services Director, with her last day at the City being Tuesday, March 1. Melissa has moved on to another position at the City of Manhattan Beach, which is where she lives. John Jones, formerly of the City of Torrance, was appointed Interim Community Services Director and began work on March 2. Mr. Jones, having worked in Torrance as that city's Director of Community Services, brings a wealth of knowledge and experience to El Segundo in the areas of library and recreation management. It is believed the City will commence a recruitment for a permanent Community Services director soon.

Library Staffing

Itzel Gonzalez and Carolyn O'Brien were recently hired to fill the two vacant library clerk positions. Library Clerk Mary Martes accepted an offer to fill the one remaining vacant library assistant position in Education and Outreach. This now leaves one additional vacancy in the Support Services division and, once that is filled, the library will be fully staffed.

Education and Outreach Updates

The PTA Council has awarded the library a \$8,000 grant to purchase books for the four school library collections. Library staff will acquire the books and submit the invoices to be paid directly by the Council. Staff are nearly finished weeding the adult fiction collection, with a final shift of the shelving to provide space for newer titles. Center Street school is working with the PTA to develop more outreach for the library's services. Richmond Street library staff will be participating in the school's Family Literacy Night from 5:00-8:00pm on Friday, March 25. The Middle School library will be closed from the first week of March through the end of the school year. The library has been selected to house music students while their building is under construction. School library staff will provide a mobile library to the classrooms and mobile checkouts and games in the quad area at snack and lunch times.

Cultural Development and Programming Updates

In-person programs have resumed. Weather permitting, storytimes are being held out on the Library Park patio, which helps accommodate a larger number of attendees. Due to its smaller size, the Genealogy Club is meeting in the Community Room. The City's new Poet Laureate, Hope Anita Smith, was introduced to City Council at the March 1 Council meeting and will hold a "Just Draw" poetry workshop as part of the Living Library program, from 10:00 a.m. to 11:00 a.m. at ESMoA on March 11. At the El Segundo Library, Peter Samuelson will discuss creation of his "EDAR" (Everyone Deserves a Roof) cart as part of the Living Library programs at 6:30 p.m. on Wednesday, March 9. The Living Library event takes place with two programs on Saturday, March 12: Holocaust survivor Dr. Valery Lanyi will discuss her story and answer questions from 11:00 a.m. to 12:00 p.m. at City Hall Plaza and "living books" will be available to meet with participants from 2:00 p.m. to 5:00 p.m. at ESMoA. Lastly, musical performances return to the Library, albeit in the Library Park Gazebo, on Saturday, March 19, from 1:00 p.m. to 3:00 p.m.; the first concert will feature Smoky Hollow Bluegrass. Staff continue to plan for April programs.

Library Catalog RFP

On Tuesday, February 22, a Request For Proposal was posted and made available to vendors of Integrated Library Systems. Staff expect to receive a number of proposals for either supplementing our current Sierra catalog, or for replacing it with another system. The current contract with Innovative Interfaces for Sierra ends October 31.

Small Works Exhibition and Reception

The Library received 56 entries for the Small Works exhibition, with all accepted for display. Serving as jurors for the exhibit were Jane Burrell, of the Arts and Culture Committee, and Barbara Boehm, from ESMoA. Entries were divided into three categories: ages 10 and under, 11 to 18 year-olds, and 19 years and up. A reception was held for the exhibit from 5:00 p.m. to 6:00 p.m. in Wednesday, February 23, with approximately 120 visitors in attendance. A raffle will be held when the exhibit is complete, with entrants receiving others' artworks instead of their own.

Fine-Free Presentation

After last meeting's Board approval to approach City Council with a recommendation, a presentation is scheduled for the March 15 Council meeting. Mark and Sara worked on a PowerPoint presentation to be given during the CCB reports portion of the meeting.