



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

TUESDAY, JANUARY 11, 2022

A. CALL TO ORDER

Board Vice President Janice Merva called the meeting to order at 7:03 p.m.

B. ROLL CALL

Board Members Present:

Janice Merva, Kristie Sherrill, and Carol Ericson

City Staff:

Mark Herbert, Library Manager and Valeria Rendon, Sr. Administrative Specialist

Others:

Joanne Gen, El Segundo Unified School District Librarian, and Sari Brann, Friends of the Library Vice President

C. PRESENTATIONS

1. Introduction of Valeria Rendon, Community Services' new Senior Administrative Specialist.

**D. PUBLIC COMMUNICATIONS (Related to City Business only and for which the Advisory Committee is responsible – 5 minutes per person; 30 minutes total).
NONE**

E. APPROVAL OF MINUTES

1. Approval of minutes for Board Meeting of November 9, 2021

MOTIONED by Kristie Sherill and SECONDED by Carol Ericson to approve the minutes.

MOTIONE CARRIED 3-0.

F. SPECIAL ORDERS OF BUSINESS

1. Review and approval of the teleconferencing resolution.

Per the City of El Segundo in-person meetings are not allowed until further notice.

Residents are able to reserve Library study and meeting rooms for private usage with a mask requirement, but city sponsored meetings must be distant (online).

MOTIONED by Kristie Sherill and SECONDED by Carol Ericson to approve teleconferencing for the next meeting.

MOTION CARRIED 3-0.

G. NEW BUSINESS

1. Discussion of modifications to the Library's meeting room policies with staff recommendation to approve the revised policies.

The policy was updated to streamline and make it less lengthy. Fees were removed from the document because the fees are going to incrementally increase each year. Fee information will still be accessible as the fee structure is listed online and on the application. This avoids having to revise the policy each time the fees are raised. Nonprofit and non-resident will now pay the same price.

MOTIONED by Kristie Sherill and SECONDED by Carol Ericson to approve the new Library's meeting room policies document.

MOTION carried 3-0.

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

As previously discussed in various board meetings, the board should decide whether to continue having the meeting at the same time, 7:00 p.m. or switch to another time. This discussion is to be tabled (unfinished business) until the next meeting when all members are in attendance.

H. UNFINISHED BUSINESS — NONE

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.**

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 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.

School District Librarian's Report—

- a. Due to COVID surge, a larger than normal amount of absences. If staff or students test positive, they stay home and follow COVID protocols. Some students choose to stay home with independent study. Safety measures allow ESUSD to remain open for students full-time.
- b. The High School library was remodeled, and the ribbon cutting was held on Nov. 30, 2021. The HS library is now open until 6:00 p.m. with the help of the public Library staff.
- c. Construction is beginning on the Middle School gym and is expected to run through September 2023.
- d. Construction at Center Street School is in progress. The front-drop off improvements are expected to run through Apr. 30, 2022.

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

Sari reported on membership activity. There was a total of \$3,350 for Friends of the Library from memberships. This included \$1,230 in membership fees in addition to \$2,120 in donations from members.

b. History Committee Report

Currently on hold due to COVID. January meeting was cancelled, and Sari is not available to do February's meeting so it will not be held unless someone can step up. Sari went in on Jan. 10, 2022 and will continue to maintain the room.

L. BOARD MEMBER COMMENTS — NONE

M. ADJOURNMENT —

The meeting was adjourned at 7:36 p.m.



**CITY OF EL SEGUNDO
LIBRARY SERVICES DEPARTMENT**

DATE: January 6, 2022

TO: Library Board of Trustees

FROM: Mark Herbert, Library Manager

SUBJECT: El Segundo Public Library and Community Services Updates

Temporary City Facilities Closure December 28-January 10

In order to help insure the health and safety of residents, the public, and employees, the City responded to the rapid increase of COVID cases by cutting back on in-person services during the period of December 28 through January 9. The library was closed to public walk-in use and access was restricted to Library to Go curbside service and phone reference between the hours of 12:00 p.m. and 5:00 p.m. Monday through Friday. School staff continued to work their regular schedules. The Library's closure was taken with little complaint from the public and curbside service resumed with no problems.

Festival of Holidays

The first Festival of Holidays program was held on Friday, December 3, from 4:00-8:00 p.m. and was quite successful. Julie Todd and Sam Lee, in conjunction with members of the Arts and Culture Committee and other various groups, put in a lot of time and effort to bring this event to the City Hall plaza area. Approximately 500 people enjoyed the evening's foods, crafts, and performances, which were culturally diverse and focused on the Diwali, Hanukkah, Kwanzaa, Omisoka, and Christmas holidays. Responses were positive, with many liking the event's location and layout.

Library Staffing

The Education and Outreach division hired two new Library Assistants for the schools: Maria Rivera will be working at the High School and Amy Relles will be working at Center Street. Library Clerk Amanda Costigan was selected to serve as Library Assistant at the Richmond Street school library. Support Services is looking to fill Amanda's now-vacant position, as well as the position vacated by the recent departure of Iris Harding.

Cultural Development & Communications Updates

In-person programs were developed to engage with the Park Vista residents, with Library staff directing such activities as Bingo, book discussions, yoga, ESMoA's Just Draw, and others. Staff continue to look for innovative ways to increase resident participation. The El Segundo Poet

Laureate has been selected by a committee that included members from Library staff, the Arts and Culture Committee, and the City’s Diversity, Equity, and Inclusion Committee. Seven poets applied for the position and the finalist will be announced at an upcoming City Council Meeting. Staff continue working with the Arts and Culture Committee on a TEDx El Segundo program and are also in the planning stages for this year’s Living Library program.

Library Catalog RFP

The Library has maintained a contract with Innovative Interfaces for the online catalog and its associated systems since 1993. Staff, with the assistance of the City’s Information Technology and Systems Department, will issue a Request for Proposals from Integrated Library Systems (ILS) vendors in early 2022 to determine what other systems and services are available and identify the one that best supports the Library in improving services to the public while still being cost effective.

First Annual Juried Small Works Exhibition

Coordinated by Sam Lee, the library will hold its first-ever art competition, providing one 3” x 3” art panel to each participant, to create whatever work of art they wish. The deadline for submissions is 4:30 p.m. on Friday, January 28. Judging will take place at the beginning of February and the judge will either be a member of the community or City staff. The pieces will be displayed in the Room of Requirement from mid-February to the end of March.