



**MINUTES
LIBRARY BOARD OF TRUSTEES
MEETING**

TUESDAY, March 14, 2023

A. CALL TO ORDER

Board President Sarah Whelan called the meeting to order at 6:05 p.m.

B. ROLL CALL

Board Members Present:

Carol Ericson, Janice Merva, Kristie Sherrill, Sarah Whelan

City Staff:

Mark Herbert, Library Manager, and Brandee Thornton, Sr. Administrative Specialist

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).

None

E. APPROVAL OF MINUTES

1. Approval of minutes for January 10, 2023 and for the January 24, 2023 Special Meeting.

MOTIONED by Kristie Sherrill and SECONDED by Janice Merva to approve the minutes.
MOTION CARRIED 4-0.

F. SPECIAL ORDERS OF BUSINESS

NONE

G. NEW BUSINESS

NONE

H. UNFINISHED BUSINESS

1. Update on Library Board of Trustees Bylaws Revision

Mark Herbert, Library Manager, clarified a few key points of the updated bylaws; the Library Board of Trustees does not require youth participation or representation, the Board can recommend removal of members to City Council, and that he will seek Director guidance on creating a workplan to present Council. Mark did also mention that Kristina Kora-Beckman, Senior Librarian, is working on updating the Library Code of

Conduct.

2. Library Board Officer Elections

Formal votes were taken to appoint officers for the Library Board of Trustees. Results are as follows:

Kristie Sherrill was voted as President 4-0.

Janice Merva was voted as Vice President 4-0.

Eric Hoffman was voted as Secretary 4-0.

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 —

- a) Council approved the funds from a grant Mark applied to in 2022. This funding is designated to repair the HVAC system and the library elevator.
- b) Mark is requesting an increase in programming and part time staff in his budget request for FY 23-24.
- c) Kristina is working on a weeding project that entails removing damaged and outdated books.
- d) This month's programming includes; storytime, craft and chat, genealogy club, teen and adult drawing workshops, women in the west performance, poetry workshops, artist in residence project, and the small treasures community project.
- e) The board members inquired about the status of online book requests and Mark informed that process will be available again with the new updates to the catalogue.

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—

Joanne shared that she has noticed an increase in complaints about books being available in the library. The school district is currently pulling together policies to address these different concerns.

K. REPORTS — FRIENDS OF THE LIBRARY

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 – As Reported by Brenda Ross

A Friends of the Library meeting will take place this week. They have created social media pages on Facebook, Instagram, and maybe Twitter and hope to use them to connect with more people in the community.

b. History Committee Report

There is a History Committee meeting scheduled for April.

L. BOARD MEMBER COMMENTS —

Kristie Sherrill invited everyone to the Kiwanis Club of El Segundo Chili Cookoff event with a beer garden, in Library Park.

M. ADJOURNMENT —

The meeting was adjourned at 6:43 PM.