



# CITY OF EL SEGUNDO LIBRARY BOARD OF TRUSTEES REGULAR MEETING AGENDA

---

MEETING DATE: January 9, 2024  
MEETING TIME: 6:00 p.m.  
MEETING PLACE: El Segundo Public Library  
Sue Carter Community Room  
111 W. Mariposa Avenue  
El Segundo, CA 90245

---

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.

---

**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can also be found on the City's website at <https://www.elsegundo.org/government/departments/city-clerk>. Please contact the City Clerk's Office at (310) 524-2308 to make an accommodation request or to obtain a copy of the policy.

## A. CALL TO ORDER

## B. ROLL CALL

Carol Ericson  
 Eric Hoffman

Janice Merva  
 Kristie Sherrill

Barbara Yatabe

## 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 November 14, 2023**

**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 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: \_\_\_\_\_



# MINUTES LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, November 14, 2023

---

## A. CALL TO ORDER

Board President Kristie Sherrill called the meeting to order at 6:01 p.m.

## B. ROLL CALL

Board Members Present:

Carol Ericson, Eric Hoffman, Janice Merva, Kristie Sherrill, Bonnie Yatabe

City Staff:

Mark Herbert, Library Manager, Brandee Thornton, Senior Administrative Specialist

## C. PRESENTATIONS

1. Introduction of Bonnie Yatabe, new Library Board member.

2. Demonstration of the Library's new Vega Discover online catalog.

Library Manager, Mark Herbert, provided a demonstration for the new Vega Discover online catalog. Members inquired about the budget for new books, how new books are purchased for the library and if school library books will be shared on the Vega Discover online catalog.

## 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 September 12, 2023.

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

MOTION CARRIED 5-0.

## F. SPECIAL ORDERS OF BUSINESS

NONE

## G. NEW BUSINESS

NONE

## H. UNFINISHED BUSINESS

1. Approval of the revised Library Collection Development Policy draft.

Library Manager, Mark Herbert, informed the Board of the changes the City Attorney made to the Library Collection Development Policy draft. Members inquired about how residents can issue complaints about the appropriateness of the books in the library.

MOTIONED by Eric Hoffman to approve the revised Library Collection Development Policy draft.

SECONDED by Carol Ericson. MOTION Carried 5-0.

**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) The library recently filled two open library assistant positions: Hoku Long was hired help cover the main floor information desk, and Charlize Vasquez, previously a temp filling in while staff were out on leave, was hired to help cover the children's information desk. Since that time, two library clerks at the circulation desk resigned, and Bryce Tucker and Mark Herbert are currently interviewing applicants to fill the vacancies. One hundred applications were received within a week of posting the positions. Aly Mancini hired an events specialist to assist with large-scale programs, like the Festival of Holidays.
- b) One homeless man who displayed erratic and concerning behavior received a letter on November 4, suspending his library privileges until December 2. He had received occasional warnings about his behavior and increasingly was asked to leave for the day. He received a warning letter the previous week but his behavior only deteriorated afterward and was asked to stay away from the library for a month.
- c) The library closed at 1:00pm on Thursday, October 19, for an afternoon of staff development activities. This was the first staff development day since 2019, when the library was closed for repainting, and only the second time in 20+ years that all staff attended one meeting. The event, led by facilitator Suzy Curry, focused on team building, communication, and goal-setting. Staff are already working on some goals established during the training, and it is hoped that meetings like this will take place at least once a year.
- d) Aly Mancini has asked the library to close at 3:00pm on Thursday, December 7, in support of the City's Joy Around the World event held at City Hall that day. Full and part time staff will assist with the program. The event runs from 3:00pm-7:00pm.
- e) In past years the library's Community Room has served as a polling location for El Segundo residents. This practice changed during the COVID pandemic, and the polling site was moved to the Joslyn Center. Joslyn will potentially be undergoing refurbishment next year, so the County approached the City to return polling to the Community Room. The room will be unavailable late February through early March next year, and again late October to early November. Library programs will be relocated to elsewhere in the building or suspended altogether. As early voting will be available in the room, staff will have to be present to manage things during closed weekend hours.
- f) The Library will hold its annual "Jolly Good Time" program on December 14, from 6:30pm to 8:30pm. Julie is currently working with Parks and Public Works staff to install Visual

Artist in Community Lindsay Carron's completed mural in the Children's area above the elevator. Everyone involved is working on the logistics of hanging the mural as a scissor-lift is required to reach the required height.

- g) Dinosaurs have arrived at the library. This month is Dinovember in the Children's area with selected books on display, along with infographics and tracks.  
Santa's Mailbox returns to the library on November 27 and will be here until December 9. This is sponsored by the Women's Club. As long as kids include a return address in their letter, Santa will respond.  
Children's staff will be handing out "Boredom Busters" during Thanksgiving week – mystery craft bags to be handed out since there isn't a program for the week.  
Staff have added new signage to the juvenile non-fiction section to help patrons find subject areas a little more easily. They have also created more "face out" displays to attract attention to the YA books.  
There will be a raffle for a John Rocco signed poster. There will be a guess the counter game in December, with posters signed by the children's author given to three different winners.

#### **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—**  
Nothing to report

#### **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**  
Comments were shared about book donations.
  - b. History Committee Report**  
Nothing to report.

#### **L. BOARD MEMBER COMMENTS —**

Member Eric Hoffman asked about the status on the infrastructure grant that the library received in 2022. Mark Herbert informed that construction to the exterior wall of the library will begin in April 2024, with funding provided by the infrastructure grant.

#### **M. ADJOURNMENT —**

The meeting was adjourned at 6:43 PM.