



**MINUTES  
LIBRARY BOARD OF TRUSTEES  
MEETING**

**TUESDAY, January 9, 2024**

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**A. CALL TO ORDER**

Board President Kristie Sherrill called the meeting to order at 6:02 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**

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 9, 2024.**

MOTIONED by Carol Ericson and SECONDED by Eric Hoffman to approve the minutes.  
MOTION CARRIED 5-0.

**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 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. Staff are waiting for two Library Clerk candidates to clear the background check process and start at the Circulation Desk as soon as possible. Aly Mancini is working to fill the vacant Cultural Arts Coordinator position.
- b. The Library’s revised Collection Development Policy has been posted on the Library’s website. Staff are hoping to have the revised Rules of Conduct approved at the March 2024 Library Board meeting. A “No Pets” sign will be placed at the Library’s entrance to prevent dogs that are pets, and not service animals, from entering the building.
- c. As part of the Infrastructure Grant, moisture damage repair work is to begin in April 2024. Mark Herbert met with Public Works staff and consultants to discuss design work on the elevator, with that work taking place at the end of 2024 or early part of 2025. Work on the HVAC system is still pending.
- d. People are being ticketed in front of the Library for violating parking time limits.
- e. Circulation staff are now printing receipts for borrowed material rather than stamping the due dates.
- f. The annual Jolly Good Time program was held on December 14, 2023, with approximately 40 attendees. Julie Todd is working on a print collection of poetry to commemorate Hope Anita Smith’s completed tenure at El Segundo’s Poet Laureate. Julie has been coordinating with Public Works staff to install Artist in Community Lindsay Carron’s mural in the children’s area above the elevator. Adult and Teen Services has resumed its “Technology Troubleshooting for Older Adults” program.
- g. The winter youth storytime sessions resumed on January 9, 2024, and will run through late February. The sessions will take a break late February and early March for voting in the Community Room. Youth Services held a “Guess How Many Snowballs Are in the Jar” contest for three signed Percy Jackson book cover posters. Santa’s mailbox received 185 letters. The Richmond Street school construction has finished. Youth Services has an ongoing project to submit student book reviews to the El Segundo Herald. The local National Charity League chapter will be donating DEI books to the school libraries and DEI bookmarks to the main Library.

**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**

Nothing to report.

**b. History Committee Report**

Nothing to report.

**L. BOARD MEMBER COMMENTS —**

NONE

**M. ADJOURNMENT —**

The meeting was adjourned at 6:40 PM.