



**MINUTES
LIBRARY BOARD OF
TRUSTEES MEETING**

**Rose Garden/Gazebo Room
111 West Mariposa Avenue
El Segundo, CA 90245
Tuesday, September 11, 2018**

A. CALL TO ORDER

Board Vice-President Janice Merva called the meeting to order at 7:01 p.m.

B. ROLL CALL

Board Members Present:

David Jonta, Janice Merva, Kristie Sherrill, and Sara Whelan

Carol Ericson arrived at 7:06 p.m.

City Staff:

Melissa McCollum, Library Director

Jessie LeMay, Executive Assistant

Other:

Joanne Gen, El Segundo School District Librarian

C. PRESENTATIONS — None

D. PUBLIC COMMUNICATIONS — None

E. APPROVAL OF MINUTES

1. Approval of the minutes of the Library Board Meeting of July 10, 2018:
MOTIONED by Kristie Sherrill and SECONDED by David Jonta to approve the minutes.
MOTION CARRIED 4-0.

F. SPECIAL ORDERS OF BUSINESS

1. Election of Officers

Approval of the slate of nominees for the Library Board of Trustees election of officers.
MOTIONED by Janice Merva and SECONDED by Sara Whelan to accept the nominees.
MOTION CARRIED 4-0.

Melissa announced the newly-elected officers as follows:

- Sara Whelan – President
- Janice Merva – Vice President
- David Jonta – Secretary/Treasurer

Melissa thanked Janice for chairing the nomination committee. Sara presided over the rest of the meeting.

G. NEW BUSINESS

1. DVD Rental Policy

Melissa reported that circulation of DVDs has decreased thirty percent in the last three years. She said library staff members believe that a parallel rise in online streaming services has impacted use of the DVD collection as movies may be rented online for a comparable price. She also said most public libraries do not charge for DVD checkouts and many also provide access to free movies online for cardholders.

Melissa proposed elimination of the DVD rental fee in order to boost circulation and to enable customers to use self-checkout machines when they are installed later this year. Currently, the library charges \$1.50 for a 3-day rental. Although the library would lose approximately \$5,000 to \$6,000 of annual revenue under the new policy, the library would be able to absorb the budget reduction without significant impact, Melissa said.

Melissa informed the Board that if they approve the proposal, the next step is to request the City Council's approval.

Janice suggested extending the rental period of DVDs from three to seven days and the Board agreed. She inquired whether DVDs can be renewed and if there are late fees. Melissa replied that normally they can be renewed as long as there's no hold on them and there is a late fee. Kristie commented that it is a positive change and the Board agreed that this will likely draw more people into the library, especially if the change is advertised and promoted.

Approval of the elimination of rental fees and extension of rental period from three to seven days:

MOTIONED by Sara Whelan and SECONDED by Kristie Sherrill. MOTION CARRIED 5-0.

2. Teen Services

As part of the library's strategic plan, Melissa discussed ideas for improving teen services at the library, including initiatives to: (1) reupholster the furniture in the Teen Zone, (2) expand the teen collection in terms of young adult novels and graphic novels, (3) expand teen programs, (4) start a Teen Advisory board, and (5) increase the number of volunteer opportunities for teens.

Melissa also discussed the possibility of repurposing the Rose Garden/Gazebo Room from 2 to 6 p.m. to provide teens with more space to study or work on group projects after school. She described how the room may be used as one large room or be divided into two smaller rooms and suggested the addition of some "teen-friendly" décor. She said staff members plan to get the teens' input on what they want and the library will make plans based on their feedback. Melissa mentioned that the room is rarely reserved during the day currently and most meetings start at 6 p.m. or later.

The board discussed the proposal and David inquired about the usage of the room, the potential noise level, and supervision of the teens. He agreed to the idea, but suggested that library staff monitor the arrangement to ensure it is not disruptive. Kristie commented

that since there's Wi-Fi in the room, the teens will be able to do their school work on their iPads. She also inquired about the room rental fee and Jessie provided the current rates.

The Board suggested a 60-day trial period and a reevaluation after the 60 days. Melissa agreed with the suggested stipulation and said the trial period will start in November.

Approval to repurpose the Rose Garden/Gazebo Room into a teen space from 2 to 6 p.m. with a stipulation to try this out for 60 days and reevaluate after that time:

MOTIONED by Sara Whelan and seconded by Janice Merva. MOTION CARRIED 5-0.

3. Library Rules of Conduct

The Library Rules of Conduct Policy was last revised in 2008. Melissa distributed a copy of the Rules with proposed changes to the Board and asked for their input and edits to make it more customer friendly and up-to-date. She informed the Board that the rules are posted upstairs and downstairs now, but said that in the future the document will likely be available only online.

The board discussed the proposed changes to the Rules of Conduct Policy and the Youth Services Library Policy and offered comments. David commented about the noise associated with the transit of children to and from the downstairs area (from the lobby), running to and from the area, and running elsewhere in the library. Melissa will remind staff to address the situation verbally to parents as signs are not deemed effective. An addition to the policy, prohibiting running and horseplay in the library, was proposed.

Janice asked about coffee in the library and Melissa said it's allowed. She said staff needs the option to address food and drinks on a case-by-case basis if necessary.

Janice asked how often children are left unattended in the library. Melissa said it happens often and it works fine in many cases. However, if it's not working, staff members need the authority to address it. Melissa also said parents always need to be responsible for their children's behavior in the library.

Following are changes to the Rules of Conduct and Youth Services Library policies as adopted by the board. The "Rules of Conduct" title was changed to "Library Use Policy." Revisions to the policies are in red.

Library Use Policy

Welcome to the El Segundo Public Library. We provide comfortable, safe, and welcoming public and school libraries and connect people of all ages to information, experiences, and ideas to help them learn and be successful. Our Library Use Policy protects the rights of our customers, staff, and volunteers while ensuring the preservation of library materials and facilities. Individuals visiting or using the library's facilities must comply with this policy.

The following are prohibited activities:

- Trespassing in nonpublic areas, or being in the Library before or after Library hours without staff authorization
- Committing Library theft
- Defacing Library property, including furniture, carpet, materials, equipment, or restroom facilities
- Obstructing aisles, exits, or access to Library furnishings, materials, or equipment
- Riding bicycles, skates, skateboards, rollerblades, or scooters on Library premises. Skates and skateboards may be carried in and stored in a safe manner.
- **Running and horseplay without staff authorization**
- **Eating, drinking, or displaying open food or liquid containers expect with prior approval of the library.** Water bottles with lids or beverages in sealable containers are permitted.
- Using tobacco products, **electronic or vaping devices or substances**, alcohol, or drugs in the Library. Being discovered by staff under the influence of alcohol or drugs.
- Entering the library without shoes or shirts
- Disorderly conduct or loud conversation. Use of electronic devices, including cell phones, which become too loud or disruptive to other patrons
- Threatening or harassing other patrons or staff, verbally or by stalking, staring, or touching. Any sexual acts or indecent exposure.
- Bringing animals into the facility except service animals such as guide dogs
- Using restrooms for bathing, shaving, washing hair, and or clothes
- Placing feet on tables or chairs; using more than one seat or table space per person; or, rearranging library furniture
- Containers, packages, briefcases, parcels, or bundles that collectively exceed the boundary of two feet around a chair or table
- Sitting or lying upon library furniture while wearing clothing that is soiled in such a manner that it is likely to stain the furniture
- Using photographic equipment or filming without permission from Library Administration
- Lack of personal hygiene or use of strong fragrances which interferes with use of the facility by others
- Selling any commercial product, service, or item on Library premises (Friends of the Library sales or special Library approved events are the exception.)
- Posting or distributing printed material without staff approval
- Use of Library phones for personal use except for emergency situations
- Camping on Library premises or using any portion of the Library for living accommodation purposes
- **Leaving belongings unattended. Unattended items will be removed by Library staff or the El Segundo Police Department.**
- Sleeping inside the Library or on Library Park grounds.

*To be present on Library property, you must comply with **the Library Use Policy**. Patrons who engage in these behaviors will be asked to leave the facility by the authority of a supervising staff person. Anyone asked to leave the Library more than three times within a 30-day period may have their library privileges suspended by the Library Director. Staff may call the Police to deal with theft, vandalism, assault, battery, harassment, child abandonment, persons failing to leave the Library premises when requested, and, whenever necessary, to enforce these Rules and Regulations. These Rules are adopted pursuant to Education Code 18919 and 18960; and Resolution No. 3665 (December 4, 1990).*

Youth Services Library Policy

The EL Segundo Public Library encourages children of all ages to visit the Library with their parents or guardians to take advantage of the resources available for them to meet their informational, recreational and educational needs. It is the responsibility of the parents or guardians to ensure the appropriate behavior of their children in the Library.

Library staff is not responsible for the supervision of children left unattended by their parents. Disruptive children may be required to leave after receiving one warning.

Library staff may notify the authorities if they have reason to suspect that there is evidence of abuse or neglect. If unattended children are not picked up by the time the Library closes, law enforcement will be called to assume responsibility for the children after fifteen minutes.

Children under 16 may use the elevator only when accompanied by an adult.

Adults may use the Youth Services area of the Library if they are using the collection or they are accompanied by a child using the collection or studying at a table. *Penal Code 653g makes it unlawful to delay, to linger, or to idle about a public place where children congregate without lawful business for being present.*

Approval to accept the proposed changes to the new Library Use Policy and the Youth Services Policy with revisions as stated:

MOTIONED by Sara Whelan and seconded by David Jonta. MOTION CARRIED 5-0.

H. UNFINISHED BUSINESS — NONE

I. REPORTS – LIBRARY DIRECTOR (No Board Action Required)

1. Discussion of Library Programs, Services, Budget, Material Collections, Facility Maintenance, Personnel Changes, and Other Items Related to the Administration of the Library.

Melissa reported that after several budget sessions, the final budget will be presented to City Council for approval at their September 18 meeting. The library budget is similar to last year's although there is one significant clarification regarding part-time headcount. Due to a misunderstanding between the Finance Department and Library Services Department that happened a few years ago, the part-time staffing level was miscalculated. Instead of 5.85 Part-Time Full-time Equivalents (FTEs) as stated last year, the FY 2018–2019 Library Services budget will include 7.41 Part-Time FTEs. After meetings with the City Manager, Finance Director, and City Council, the mistake has been corrected. The Library Services Department will continue to move forward with this level of staffing.

At the last board meeting, a new WiFi Authentication Policy was approved. The change was implemented at the end of August. It was a huge success and Melissa thanked the Board for their support.

Melissa reported that the library's remodel is moving forward. The City Council approved the construction bid and the Public Works staff is working with contractors. The timeline remains the same – starts in October and ends in December 2018.

Melissa reported that more than 700 children and teens participated in the Summer Reading Program this year. In addition, over 1,100 people attended summer library programs for youth, including storytime, art activities and professional performances. Melissa said that the first yoga class in Library Park, held in partnership with the Recreation and Parks Department, was well attended. A meditation class will be held on Wednesday, September 19, at noon at the Library Gazebo.

Upcoming library programs:

Youth – Storytime Sessions, Kids Club, and Teen Club return in October. New Family Storytime is set for September 20, at 6:30 p.m.

Adults – Concert Series kickoff is September 15, the Author Fair will be held on October 20, and Living Library is on October 27. The first Community Conversation is scheduled for Wednesday, September 26, at the Joslyn Center from 9:30 to 11 a.m. See Julie Todd or Kristina Kora-Beckman for more information.

J. REPORTS – SCHOOL DISTRICT (No Board Action Required)

1. Report on the School Libraries, Including those at El Segundo High School, Center Street Elementary School, Richmond Street Elementary School, and the Middle School.

a. Library Director's Report

School library assistants reported a great start to the new school year and enjoyed welcoming students back to the various campuses. One additional school library assistant is in the process of being hired.

b. School District Librarian's Report

The library staff and the school staff worked together at the High School library during registration. The library staff checked out textbooks and the school staff issued iPads. It was a busy time and the school staff couldn't have done it without the extra help.

The students at the Middle School and the High School were issued new iPads this year. They were distributed in the library. Students who have iPad issues can come to their school library for tech support.

The State of California is providing library databases for all schools. These are Encyclopedia Britannica, ProQuest and TeachingBooks. They are used to find newspaper and magazine articles for research projects. Links to the databases have been placed on the High School Library website.

A schools bond proposal is on the November ballot. El Segundo voters will decide whether or not to fund a \$9 million-dollar bond to repair and improve school facilities district-wide.

Also set is a school board election for three seats. There are four candidates.

K. REPORTS – PRESIDENT, FRIENDS OF THE LIBRARY (No Board Action Required)

1. Report on Book Sales, Donations, Historical Committee Activities, Special Events, and Other Matters Related to Friends of the Library Business.

a. President's Report

Melissa announced that a Friends meeting will be held later this month.

b. History Committee Report — None

L. BOARD MEMBER COMMENTS

Melissa presented David a plaque before the meeting in appreciation for the "valuable contributions" he made while serving on the Board from June 2015 to June 2018. David thanked Melissa and said he felt privileged to be on the board.

Janice thanked Melissa for "all the great things that are happening."

Sara said she's looking forward to a great year.

Carol gave a brief introduction of herself. She's been a resident of El Segundo for 19 years and works as a technical writer and trainer for an aerospace company. She's also a writer and has written many romance novels for Harlequin. Everyone welcomed Carol.

M. ADJOURNMENT

1. Motion to adjourn

Sara adjourned the meeting at 8:04 p.m. The next meeting will be held on Tuesday, November 13, at 7 p.m. in the Rose Garden/Gazebo Room.