



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

**Tuesday, November 10, 2020**

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**A. CALL TO ORDER**

Board President Sara Whelan called the meeting to order at 7:03 p.m.

**B. ROLL CALL**

Board Members Present:

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

City Staff:

Melissa McCollum, Library Director, Julie Todd, Senior Librarian and Jessie LeMay, Executive Assistant

Others:

Sari Brann, History Committee President, Brenda Ross, Friends of the Library President and Joanne Gen, El Segundo Unified School District Librarian

**C. PRESENTATIONS —**

**1. Living Library Program**

Once again and for the third year, the El Segundo Public Library partnered with the El Segundo Museum of Art (ESMoA) to present the Living Library program in November. Julie gave a brief presentation, which included the origins of Living Library, its concept, the program schedule, names of the “living books” to check out, their personal backgrounds, and registration information. Melissa encouraged everyone to participate in the program with a one-on-one conversation with the living book of their choice. She thanked Julie for all the work she has done in planning this year’s Living Library.

**D. PUBLIC COMMUNICATIONS — None**

## **E. APPROVAL OF MINUTES**

1. Approval of the Minutes of the Library Board Meeting of September 8, 2020.

MOTIONED by David and SECONDED by Kristie to approve the minutes.  
MOTION CARRIED 4-0.

## **F. SPECIAL ORDERS OF BUSINESS — None**

## **G. NEW BUSINESS**

### **1. COVID-19 Update and Library Reopening Plan**

Melissa shared an update using statistics from a recent report from El Segundo Fire Chief Donovan that outlined the current COVID-19 situation locally, regionally, and nationally. The highlight of the report is that El Segundo was up to 155 cases on November 9 and went up another three cases today, November 10. The City of El Segundo, which is part of Los Angeles (LA) County, is governed by the State of California's four-tier framework, she said. In the "Blueprint for a Safer Economy" framework, LA County is in the most restrictive (purple) tier. When there is progress in several areas, LA County will move to the next tier (red), which permits additional activities.

LA County issues orders and guidance regularly for different industries, and in October issued guidance for Libraries, which included detailed safety protocols, to be met in order to move to the next phase of reopening: (1) workplace policies and practices to protect employee health, (2) measures to ensure physical distancing, (3) measures to ensure infection control, (4) communication with employees and the public, and (5) measures to ensure equitable access to critical services. The guidance includes a statement that "libraries may open with limited patron occupancy, offer sidewalk service only, or close at the discretion of the operator and their local government authority." As previously mentioned, Melissa said that the El Segundo Public Library remains in close contact with the State Library, Public Library Directors throughout California, and select academic and school libraries within LA County to see where everybody is in terms of their services as well as their plans to offer additional in-person service. Based on the information she received, only the Altadena Library in our region has offered additional in-person service of limited browsing and computer use. All other public libraries are offering only virtual and curbside services at this time.

Melissa mentioned that the library's curbside and virtual services continue to be well-used. She said the online programs remain popular and library staff continuously looks for opportunities to expand as well as offer new services, such

as: (1) window displays of children’s material in the youth library area so people who walk by can see and order books, (2) a new booklist created for adults (currently in digital format), with some hard copies to share with Park Vista residents, as well as part of the Library to Go service, (3) book bundles being offered by the reference desk staff, and (4) a school librarian service offered by school library staff on weekdays from Monday through Thursday after school.

Melissa talked about the steps to take for the next phase of reopening. Meanwhile, she said that due to the surge of COVID cases going into the winter and holiday seasons, the risk of going to the next phase of reopening outweighs the benefits. She recommended that the library stay with the curbside and virtual services for now and asked the Board for their feedback, comments or a recommendation.

MOTIONED by Sara to recommend that the Library does not move to the next phase of reopening until Los Angeles County moves to Tier 2 of the State of California’s Blueprint for a Safer Economy. SECONDED by Janice.  
MOTION CARRIED 4-0.

**H. UNFINISHED BUSINESS — None**

**I. REPORT — 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 El Segundo Public Library and School Libraries.**

**Library Director’s Report** — Melissa mentioned a change to the agenda format by including a written Library Director Report. The Board found it acceptable and it was well received. She briefly discussed the report and went on to recognize Adriana Muro for the first “Dia De Los Muertos” display she planned and created in front of the Library. Noting the positive feedback received from the community, she stated that it may become an annual tradition. She also congratulated Kristie for the Kiwanis’ effort of providing the great pumpkin display in October. Collaborative plans are underway for celebrating December holidays as well, she said.

**J. REPORT — 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.**

**School District Librarian's Report** — Joanne reported on the following updates:

Special education students at each school have been back a few hours a day for face-to-face instruction. High school athletes are returning to school for sports conditioning. LA County approved/granted the El Segundo School District a waiver for a transitional Kindergarten to Second Grade program for onsite hybrid learning, and the projected start date is Wednesday, December 2. A survey will go out to the parents and a town hall meeting about the reopening is scheduled for November 17 at 5 p.m.

She also reported on the progress of the district's redesign efforts to the Center School and High School libraries.

**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**

Brenda reported that the Friends will hold another meeting on November 19 via Zoom. Discussions on the agenda will include next year's plans, the budget, election for two positions, a recap of Melissa's report tonight, and discussion about the Library's continuing closure. Sari, the Friends membership chairperson, gave an update of the membership drive held in September that she said went well. There were fifty-five membership responses received, amounting to \$1,750 in dues, and an additional \$1,595 in donations, for a total of \$3,345.

**b. History Committee Report**

Sari reported that fewer requests for assistance have been received by the History Committee this year although the library staff has been proactive in conveying information requests to her. Sari commended the staff for doing a good job.

**L. BOARD MEMBER COMMENTS**

Sara said she likes that she's able to check out books via Library to Go curbside services, as well as Crafts N' Go Kits for her kids to enjoy.

**M. ADJOURNMENT**

**1. Motion to adjourn**

The meeting was adjourned at 7:41 p.m. The next meeting, via Zoom, will be held at 7 p.m. on Tuesday, January 12, 2021.