



**MINUTES  
LIBRARY BOARD OF TRUSTEES  
MEETING**

**TUESDAY, May 9, 2023**

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**A. CALL TO ORDER**

Board President Kristie Sherrill called the meeting to order at 6:03 p.m.

**B. ROLL CALL**

Board Members Present:

Carol Ericson, Eric Hoffman, Janice Merva, Kristie Sherrill

City Staff:

Mark Herbert, Library Manager

**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 March 14, 2023.**

MOTIONED by Carol Ericson and SECONDED by Eric Hoffman to approve the minutes.  
MOTION CARRIED 4-0.

**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) The library continues to have two full time staff members out on leave. Temp Charelize Vazquez is helping through the end of June. Aly Mancini and the department's Administrative staff have moved to the Checkout Building and Aly's office will be repurposed to a dedicated staff meeting room. The small study room near the Circulation Desk will rotate between a study room and an art exhibit.
- b) A collection challenge was brought before City Council at the April 4, 2023, meeting. The complainant questioned some material's content and its accessibility in the children's area. Aly Mancini spoke to Council, stating that the library's mission is to provide a diverse selection of material. Library staff are addressing the complaint by placing signage about parental responsibility in the children's area, "Young Adult" stickers on some of the material, and adding an acknowledgement statement on library card applications. A separate request for information regarding new children's titles since January 2023 was received via email.
- c) Work began on "profiling" data for migration to the library's new catalog system. This included setting borrowing and customer use parameters.
- d) Various programs have taken place since the last Board meeting, or are planned for the near future: poetry reading at the Old Town Music Hall, a trip for older adults to the Getty museum, a fall prevention workshop, mother and daughter tea and poetry, this year's Book Buzz Tea, the Summer Reading Program for adults and children, and moving storytimes back indoors.
- e) Richmond Street Library staff are again giving storytimes in the library after a lengthy period when they had to share their space with the TLC program due to building repairs. Center Street Library staff used mobile carts to take storytimes to classes while the library was used for testing. The High School Library hosted the Poet Laureate for a pizza and poetry program. The Lego Club is back to full capacity, with 65 in attendance at the April 27, 2023 program.

**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—**

- a) Joanne Gen reported that the high school library has been used for quiet individual and group study, as a staff meeting place, for Coffee with the Principal as well as career day, a place to go when there isn't a class substitute, standardized testing, and more.
- b) The El Segundo Education Foundation is offering a fee-based Summer Academy for middle school and elementary school students. Students from both schools can participate in camps and classes. The high school is offering Credit Recovery Summer School for students who receive a D or F in any of their core classes.
- c) Middle School and college prep high school students can select a title of their own choice for the summer reading requirement. There are additional requirements for the assignment.
- d) The last day of the school year is June 9.

## **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**

The Friends participated in the Main Street Fair, selling DVDs, children's books, and cookbooks. The sale totaled \$396. The Friends' Business Meeting will be May 18 and the group will be discussing next fiscal year's budget.

#### **b. History Committee Report**

Nothing to report.

## **L. BOARD MEMBER COMMENTS —**

Kristie Sherrill asked what the year's term is and what the process is should a board member miss three meetings. Kristie will check with Mishia Jennings.

Eric Hoffman asked if there can be some flexibility in the meeting dates if members can't attend the regularly scheduled dates. Although it is believed that the meeting dates are set, Kristie will check on this with Mishia Jennings as well.

Janice Merva stated that the Craft N Chat programs are fun.

## **M. ADJOURNMENT —**

The meeting was adjourned at 6:34 PM.