



**MINUTES
LIBRARY BOARD OF TRUSTEES
MEETING**

TUESDAY, September 12, 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, 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 May 9, 2023.

MOTIONED by Carol Ericson and SECONDED by Janice Merva to approve the minutes.
MOTION CARRIED 3-0.

F. SPECIAL ORDERS OF BUSINESS

NONE

G. NEW BUSINESS

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

Mark Herbert presented a copy of the Library's Collection Development Policy Draft for Board Member review. Prior to this draft, the most recent approved version dates back to 1996. The new version will address current trends in library acquisitions and also address collections challenges when they occur. The Board recommended moving the paragraph

order under the Digital Collections heading. The next step, with Board approval, would be to forward the draft to the City Attorney for review.

MOTIONED by Janice Merva and SECONDED by Carol Ericson to approve the draft for further review by the City Attorney. MOTION CARRIED 3-0.

H. UNFINISHED BUSINESS

1. Mishia Jennings' response to Board Member Eric Hoffman's question about moving meeting dates.

Kristie Sherrill reported that, per Eric Hoffman's inquiry, she asked Mishia Jennings if Library Board meeting dates could be moved if members could not attend the regularly scheduled meeting. Mishia responded that yes, meetings can be moved, but must be posted as special meetings. Board members discussed the possibility of moving meeting dates at members' request but feel that meeting dates should remain fixed, as other City committees do not change their meeting dates.

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. Recreation, Parks and Library Administrative staff have moved to the checkout Building and Arcia Hester, Recreation Superintendent, is currently occupying Aly Mancini's former office in the Library. Cultural Arts Coordinator Sam Lee left for a position in Culver City. Two part time library assistant positions were approved for the new budget and staff are working to fill the positions. Ben Taniuchi is returning to Support Services to help perform cataloging.
- b. Work continues on the new online catalog system. The library has been ahead of schedule for most of the project. Data migration will take place from September 20 to September 28, with "offline" checkouts available.
- c. Julie Todd was on leave for a month. The library celebrated its Diamond Jubilee throughout the month of August with events that included making birthday cards and scrapbook pages, a presentation on the library's history, and an "Open House" on August 26 with music, refreshments, unveiling of the 75th anniversary library card, and more.
- d. The Summer Reading Program had 491 participants..
- e. The Poetry Writing workshop continues through October. Artist Jovi Schnell completed her Artist in Residence mural work and it is hanging above the study rooms across from the adult information desk.
- f. Storytimes have continued to be very popular. They are currently on hold until October and will resume with a ticketing system.
- g. The youth non-fiction collection continues to be updated, making room for new titles. Recently the Children's Library held a mystery craft bag event—kids showing their library cards would receive one mystery bag, left over from the summer programs.

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. There are new administrators at each of the schools.
- b. Construction is on-going across the district. The Middle School gym, science lab, music room, and renovated Bulldog Hall have been completed and are being used. The High School band building, CBI classroom, and concessions buildings are to be completed in a year's time. At Richmond Street, the six-classroom building work continues next to the school library. Classes have to change their route to the library and deal with the noise. The building was scheduled to be ready for this school year.

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 —

Kristie Sherrill reported that the main Street Fair, sponsored by the Kiwanis, will be September 30 and everyone is welcome to attend.

M. ADJOURNMENT —

The meeting was adjourned at 6:35 PM.