



**MINUTES
LIBRARY BOARD OF TRUSTEES
MEETING**

TUESDAY, March 12, 2024

A. CALL TO ORDER

Board President Kristie Sherrill called the meeting to order at 6:04 p.m.

B. ROLL CALL

Board Members Present:

Carol Ericson, Janice Merva, Kristie Sherrill, Bonnie Yatabe

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 January 9, 2024.

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

F. SPECIAL ORDERS OF BUSINESS

NONE

G. NEW BUSINESS

1. Approval of the revised Library Rules of Conduct

The Library Rules of Conduct were updated to incorporate new methods for Library staff to deal with unacceptable customer behaviors. The new Rules were developed with tiered responses to patron behavior and were drawn from the example of those from the Long Beach Public Library.

MOTIONED by Carol Ericson and SECONDED by Janice Merva to approve the revised Library Rules of Conduct. MOTION CARRIED 4-0.

2. Reduction of Library's Monday through Thursday evening business hours

Noticing that business was increasingly slow between 8:00 p.m. and 9:00 p.m., Monday through Thursday, Library staff conducted a five-week survey of business beginning in June 2023 to find out how many people were in the building between those hours, how many interactions took place between Library staff and the public, and so on. The survey determined that there are only a handful of people using the Library and little to no interactions with the staff. Most people using the library were already present for several hours or more. All other local libraries close at 8:00 p.m. or earlier. The trend of slow business has continued since the survey was completed. Looking to strengthen services during busier times, to build up additional programming, and to relieve staffing issues when staff request vacation time or are out sick, Mark Herbert proposed a new closing time of 8:00 p.m., Monday through Thursday, to Department Head Aly Mancini; she approved, as did the City Manager and members of the City Council. Council requested that this proposal be approved by the Library Board of Trustees before moving forward with the change.

MOTIONED by Janice Merva and SECONDED by Carol Ericson to approve the change in Library closing hours from 9:00 p.m. to 8:00 p.m., Monday through Thursday. MOTION CARRIED 4-0.

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's newest Circulation Clerk started work on Monday, March 11, and that brings the Library back to being fully staffed. Brandee Thornton left her position as Senior Administrative Specialist and Aly Mancini is working to fill the position.
- b. The City is preparing its Fiscal Year 2024-25 budget. Library staff did not make many requests for increases beyond new furniture for the Community Room, a video display for electronic advertising, and a part time position to help at the information desks on Fridays and Saturdays.
- c. The Community Room was closed for two weeks to serve as a voting center. Library managers adjusted their work schedules to help accommodate voting hours while the library was closed. The Community Room will be a voting center again for the November election.
- d. Parking limits continue to be enforced by the police and violators are being issued tickets.
- e. Public Works staff may have finally identified the source of the rain water leak above the children's information desk.

- f. For the first time in over 20 years, the library closed on Monday, February 5 for the threat of hazardous rains. The Library also closed at 3:00 p.m. on Monday, February 12 for a department-wide afternoon and evening staff meeting. There were approximately 80 staff from Recreation, Parks and Library in attendance.
- g. A new book drop was purchased on March 4 thanks to a donation from Chevron to the Friends of the Library. The drop will be manufactured and then shipped to the City Yard, where it will wait for installation by the Parks staff.
- h. Lindsay Carron's mural, The Garden of El Segundo, was installed above the elevator in the children's area. DaVinci Communications high school photography students had their photos on display in the reading lounge area. The Tech Troubleshooting for Older Adults program is going well and is frequently booked up. An author event—Jan and Jill: from the Heartland to Hollywood—was held on February 24 with a large turnout. The library will be participating in the first-ever One Book One County summer reading program featuring the book L.A. Weather, written by Maria Amparo Escandon.
- i. Spring storytime sessions resume April 9. The Library received 200 bookmarks and 100 book donations from the National Charity League for their DEI project. March Madness, which promotes diverse reading, is going well at the school libraries. Staff are preparing for the summer reading program, themed "Read. Renew. Repeat." Attendance schedules will be changing for the elementary schools and the middle school class schedule will change from a block schedule to six classes each day. Staff are piloting a lunchtime Craftern program at the high school library since many students are unable to attend the main library's sessions due to after-school schedules.

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. Dr. Bill Watkins, a former El Segundo School District teacher and administrator, will be honored for his 56-year career by having the high school library named for him. This is similar to the middle school library being named in tribute to Former Mayor Mike Gordon.
- b. High school construction is progressing, with the addition of community-based instruction areas, music spaces, and concession stand. High school administrators are using three library study rooms during construction. The new Richmond Street classroom building is open.

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 —

1. Kristie Sherrill invited members to attend the Kiwanis' Chili Cookoff, which will take place in Library Park on April 14.

M. ADJOURNMENT —

The meeting was adjourned at 6:51 PM.