



**MINUTES  
LIBRARY BOARD OF TRUSTEES  
MEETING**

**TUESDAY, May 14, 2024**

---

**A. CALL TO ORDER**

Board President Kristie Sherrill called the meeting to order at 6:02 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 12, 2024.**

MOTIONED by Carol Ericson and SECONDED by Janice Merva 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. Library Assistants Ben Taniguchi and Penny Armstrong have submitted their resignations, which are effective the end of this month and mid-June. Ben, who works at the Main Library, has accepted a full time position with the County Library system, and Penny, who works at the Richmond Street School library, is retiring and returning to Canada. Both will be greatly missed. Staff are working with Human Resources to fill the positions ASAP.
- b. Since implementing the revised Library Rules of Conduct, staff have had to suspend Library use privileges of two individuals for a year each. The first man had previously been suspended for a month and returned a while later exhibiting increasingly erratic behavior and finally coming into the library with three large knives. The second man, for three days in a row, was uncooperative, hostile, abusive, and threatening to staff when he would not accept staff explanations of internet computer use policies.
- c. Staff have continued to work on the Fiscal Year 2024-2025 budget. City Council met on April 30 for their Strategic Planning session to review and revise the City's goals and objectives, and met again on May 7 for their budget study session. Council asked City staff to revise the budget requests.
- d. Publicity for the Library's new Monday through Thursday 9:00a.m. to 8:00p.m. hours began on May 1. Signs and flyers were posted throughout the building and announcements were made on the website and social media. To date there have been few questions about the change but staff anticipate a larger public response once the hours take effect on June 3.
- e. California has passed SB 321 which requires all California libraries to provide children with some form of library card by the time the children reach third grade. Fortunately the Library already has a good relationship with the school district and most children receive library a library card when they start school. Kristina Kora-Beckman and Mark Herbert will participate in a Zoom call that will provide more details.
- f. Mark Herbert recently met with Parks staff to discuss removing the old book drops and installing the new one. The AV drop will remain beside the new drop. Installation has to wait for Parks staff to be available to work on it.
- g. Adult staff held a "Book Tasting" at the same time that the Library Board meeting was taking place. The event was held at Richmond Bar and Grill, where participants could enjoy refreshments while staff discussed genres and titles that participants might not be familiar with. The event was sponsored by the Friends of the Library.
- h. Penguin Random House representative Liz Camfiord will be returning for this year's Book Buzz to discuss new titles being published soon. Participants can enjoy light refreshments and enter to win bags of book lover prizes.
- i. The Summer Reading Program, for all ages, runs from June 10 to August 10.
- j. El Segundo is participating in the County's One Book, One County program, which features Maria Emparo Escandon's book L.A. Weather. The program runs from June 1 to July 27 and the El Segundo Library will host a book discussion.
- k. As a pre-Art Walk event, the Library will feature a return of the Songwriters in the Round on Thursday, August 22. Details are being worked on. The Art Walk takes place on Saturday, August 24.
- l. The spring children's storytime session ended on May 6 and the summer session starts on June 17. New programming will include a monthly bilingual storytime for ages 0-5, a second baby/toddler storytime session, and a monthly "Game Break"

- program using oversized game pieces for children ages 5-10.
- m. Sonny Seki will perform a shadow puppet program for Asian American Pacific islander Heritage Month on May 22.
  - n. A Juneteenth storytime will be held on June 20, and the Summer Reading Program kickoff, featuring a program by the Cabrillo Aquarium, will take place on June 26.
  - o. The High School library has been closed for AP testing and will reopen on May 17.
  - p. After 30 years of use, the Library has replaced the children's aquarium. Staff noticed leaks and a replacement was ordered. The fish were removed with the explanation that they are on vacation and the new aquarium was installed on May 9. The fish will be reintroduced once the water temperature and chemicals have balanced out.

**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. Moore, ESUSD Superintendent, is retiring, along with five to six teachers at each school. The district offered a golden handshake this year.
- b. Summer reading for Middle School students requires that they read one fiction and one non-fiction title at, or above, their reading level. They will receive assignments based on their selections at the start of the school year.
- c. High School students, not counting Honors or AP, will participate in the Summer Reading Program by reading one book of 200+ pages, one article, and watching one documentary. Honors and AP students will work on online packets.
- d. The High School library is closed for AP testing for two weeks and will remain active for make-up tests and other activities. Students will be returning their iPads and use Chromebooks next year.
- e. Maria Rivera has organized a variety of popular activities including crafts, guessing jars, coloring pages, puzzles, and monthly opportunities for students to express their thoughts and creativity.

**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**

- i. The Friends have prepared their budget so Library staff can present that information to the City in preparation of the Library's budget.
- ii. The Friends held a book sale at the Hometown Fair but the sale was disappointing. Sales may only take place now on carts in the Library's main entry as more interest and money is generated that way.

**b. History Committee Report**

Nothing to report.

**L. BOARD MEMBER COMMENTS —**

1. Carol Ericson asked Kristie Sherrill how the Kiwanis' chili cookoff went. Kristie said that it was well attended despite the poor weather and the group raised over \$7,000 in funds to support the community.
2. Eric Hoffman asked Mark about the Parks Passes, which allow borrowers to gain access to California state parks for free for a day. Mark said that the passes have been present for a little over a year and, while the numbers borrowed haven't been great, they have been checked out regularly. They have been advertised on the website and on social media. The program is subject to funding from the State Library, but it has been cancelled due to budget cuts. Passes will be available and active through the end of December.

**M. ADJOURNMENT —**

The meeting was adjourned at 6:37 PM.