



**MINUTES  
LIBRARY BOARD OF TRUSTEES  
MEETING**

**TUESDAY, January 14, 2025**

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**A. CALL TO ORDER**

President Kristie Sherrill called the meeting to order at 6:05 p.m.

**B. ROLL CALL**

Board Members Present:

Eric Hoffman, Kristie Sherrill, Barbara 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 November 12, 2024.**

MOTIONED by Barbara Yatabe and SECONDED by Eric Hoffman to approve the minutes.  
MOTION CARRIED 3-0.

**F. SPECIAL ORDERS OF BUSINESS**

NONE

**G. NEW BUSINESS**

**2. Approval of Additional Changes to Library Rules of Conduct.**

**Recommendation:**

- a. Review and approve a revision of the Library Rules of Conduct.**
- b. Alternatively, discuss and take other action related to this item.**

Additional changes were made to the Rules to reflect limiting the amount of personal items that are too large and will not fit in the dimensions of 26" x 16" x 15". The City Attorney also confirmed that "entrances" refers to all access points and that "Library grounds" excludes Library

Park. More changes may be coming to the next meeting as other areas of potential concern have been identified.

MOTION by Eric Hoffman to approve the additional changes to the Library Rules of Conduct. SECONDED by Barbara Yatabe. MOTION CARRIED 3-0.

## **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. This fiscal year's budget included funds for the purchase of a large screen TV monitor to be installed near the library's front entrance. The intent of the monitor is to publicize library information and events for everyone to see as they use the library's lobby area. Aly Mancini approved removal of the 30-year-old remodel dedication plaque above the main floor self-check machine, where the monitor will be installed. Public Works removed the plaque and staff are waiting for Information Systems staff to install the monitor.
- b. Julie Todd, Kristina Kora-Beckman, and Mark Herbert met to further develop goals that were established at the Recreation, Parks and Library Strategic Planning meetings in early November. The goals are to increase collection use by 10% in the next three years, modernize aspects of the interior to make the library a more inviting space, and maximize public use of library programs. The more detailed plans will go back to the strategic plan facilitator, who will create an overall plan for the department, which in turn will be reviewed by Aly Mancini and the City Manager.
- c. In an effort to prevent continued collection challenges in these difficult political times, the State Library is requiring all California libraries receiving any funding from the state to submit a copy of their collection development policy, which will then be held on file at the State Library. The collection development policy is required to include specific wording that was created by State Library staff. Staff will most likely bring a revision of the Library's collection development policy to the next Library Board of Trustees meeting for member approval.
- d. Staff are hopeful to begin the recruiting process soon to fill the library clerk vacancy. In October Staff were told by Human Resources that due to a backlog of positions to be filled and to HR staff shortages, recruiting would not start until at least mid-January. So far Circulation staffing has not been affected greatly as a result of being down one member.
- e. The City's 2025/26 Fiscal Year budget preparation will begin soon, with the majority of next year's budget work in place by March.
- f. Crafter sessions resumed on January 7 and will run through March 18. Local artist Natalie Strong will lead the January 21 session, showing participants how to create a "junk journal."
- g. Adult staff Adriana Muro will be joining Youth staff to host a presentation by animator and children's author Benson Shum, who will discuss careers in animation, writing, and illustration. Benson has worked as a Disney animator.

- h. The library's third Book Tasting will take place from 6:00-8:00pm on Wednesday, January 15 at Richmond Bar & Grill. Samples of various book genres and hors d'oeuvres will be provided. RSVPs are required.
- i. Yuki Shibamoto, performing the traditional Japanese recorder, will return on January 18 at 2:00pm.
- j. Library Assistant Andrew Main continues the older adult Tech Troubleshooting service on Thursdays from 2:00-4:00pm. Andrew has significant experience working with devices and helps with smart phones, laptops, tablets, etc.
- k. While still waiting for approval from Aly Mancini, Julie Todd has secured New York Times' Bestselling author J. Ryan Stradal for a presentation during National Library Week. A discussion of Stradal's new book Saturday Night at the Lakeside Supper Club will take place around the time of his program.
- l. Julie is working on confirming authors for an upcoming mystery panel, with date and time TBD.
- m. Santa's Mailbox, in partnership with the El Segundo Woman's Club, received 202 letters, which was a 10% increase over the previous year.
- n. Cathie Hinkle hosted two successful holiday storytime sessions: Gobble Gobble, and Light Up the Holidays. Storytime programs have been on hiatus but resume mid-January.
- o. Cathie likewise held a "Sensory-Friendly Browsing Hour" from 9:00-10:00am in the library on Saturday, January 4. The program was held before official library opening hours, intended to allow families with children who have sensory processing issues to use the library in a less stimulating environment. Unfortunately there were no participants, but staff will try again at a later date.
- p. Program collaboration with Recreation staff has continued to be a success. A joint Library/Recreation Bubblemania event was held during Thanksgiving break, and a bonfire storytime took place the night of January 10.
- q. Due to their intended reading level, books for intermediate readers have been incorporated into the children's paperback area. The new area will be called "Intermediates" which is meant for books with a reading level higher than Easy Readers but not quite up to full juvenile fiction.

**J. REPORT — SCHOOL DISTRICT LIBRARIAN (No Board Action Required)**

- 2. 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—**  
NONE

**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**

Brenda Ross reported that there will be changes for the organization this coming year as two active members—the Treasurer and one of the key volunteers who helps with displaying the sales books—will be leaving.

**b. History Committee Report**  
NONE

**L. BOARD MEMBER COMMENTS —**  
NONE

**M. ADJOURNMENT —**  
The meeting was adjourned at 6:38 PM.