



**MINUTES
LIBRARY BOARD OF TRUSTEES
MEETING**

TUESDAY, May 13, 2025

A. CALL TO ORDER

President Kristie Sherrill called the meeting to order at 6:01 p.m.

B. ROLL CALL

Board Members Present:

Carol Ericson, Eric Hoffman, Janice Merva, 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 March 11, 2025.

MOTIONED by EH and SECONDED by JM to approve the minutes. MOTION CARRIED 5-0.

F. SPECIAL ORDERS OF BUSINESS

NONE

G. NEW BUSINESS

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

Recommendation:

- a. Review and approve the latest revision of the Library Rules of Conduct, which prohibits food and eating in the Library.
- b. Alternatively, discuss and take other action related to this item.

As a deterrent to future rodent infestations, staff were directed to prohibit food from being brought into the Library after the January 14 Library Board meeting. In error, MH reported at the March 11 Library board meeting that Board approval was not required in this case. The

City Attorney informed MH that Board approval was indeed required, which is why this item was brought before the Board again. Bullet Point three of the Library Rules of Conduct now states that "Eating in the Library, except Library sponsored or permitted events" is prohibited. EH: There was concern that staff would be turned into Library Police. How has it gone so far? MH: No one has questioned the policy and there have only been a few violators, including evidence that someone was eating in the girls' restroom downstairs. No signs of rodents since all possible exterior entrances were blocked and food not permitted. The City Attorney also added a statement in the Appeal section that the appeal form can be found online using a link in the Rules, or by contacting the City Clerk's Office.

MOTIONED to approve the revised Library Rules of Conduct by EH and SECONDED by CE.
MOTION CARRIED 5-0.

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. Staff continue to wait for recruitment to begin on filling the two vacant Library Clerk positions. The HR Manager has left for employment elsewhere and we're not sure how this will affect the timeline for the recruitment. MH received word that Norma Nicolson passed away two weeks ago. Norma had been employed as a Library Clerk for 22 years prior to retiring in September 2024. She was well liked by many library customers and knew many of them by name. She will be missed.
- b. Staff continue to close out the budget by purchasing items to enhance collections and services, or replace out-of-date staff equipment. To date two "Book Nooks" and staff furniture have been acquired for the children's area, as well as two new staff chairs in Support Services, and three table-and-chair sets to replace the old tables and chairs by the director's office. Other items purchased include face-out display stands for the shelves, a table for the main floor self-check machine, and two new book carts. Staff are working with IT to replace the two end-of-life self-check machines and move the internet reservation and self-check management software to the cloud.
- c. RPL admin staff are still working on getting the proper paperwork completed to allow repair of the new Community Room tables. As reported last meeting, the tables arrived with defective bases and the table vendor is sending out an installer to replace the bases. This can only be done once all of the official work documents are provided by the installer.
- d. The Library will be closed on Monday, June 16, so that an all-staff meeting and training day can take place. Officers from the El Segundo Police Department will start off the day with active shooter training, followed by a customer service training video and an all-staff meeting. After lunch, staff will break up into their smaller divisions for meetings focused on topics that pertain to those divisions. The day will end with staff working on the physical collections and the facility.
- e. Registration for the Summer Reading Program starts on June 17 and the program runs through August 9. There will be prizes and incentives for registration and targeted levels

- of achievement.
- f. The Teen SRP will kick off with a K-Pop Dance Party on June 17 with music, dance, crafts, and a Ramen bar. This program was developed jointly between the Adult and Youth staff.
 - g. Louis Cruz Beltran, an Afro-Cuban and Latin percussionist will perform in the reading lounge area of the Library's main floor at 2:00pm on Saturday, June 7.
 - h. Adult and Teen staff are re-envisioning use of the newly vacated AV shelves, replacing shelving with pieces of slatwall. This will provide for face-out displays of teen books, graphic novels, and manga.
 - i. Staff continue to enhance collections: increasing the number and variety of manga titles, and refreshing the travel guides, test books, and classics. More face-out displays have been ordered to promote adult fiction and nonfiction collections.
 - j. Children's programs end this week and will resume with the start of the Summer Reading Program. The children's SRP kickoff program will take place on June 18 and will feature a Mad Science presentation. Paper activity logs will return and be used alongside Beanstack for reporting reading progress.
 - k. Youth staff have coordinated joint programming with other City departments, including a second Community Development storytime, a Recreation Park "Day of Play" program, and a Public Safety storytime.
 - l. The high school library has been closed two weeks for AP testing and will reopen to students on May 19. The last day of the school year is June 13.

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—

- a. AP testing is taking place at the HS library this week and last week, so it's been closed.
- b. Tonight's ESUSD school board meeting will be at City Hall because of construction at the school district office.
- c. The school board will be approving a modification to the 10th grade English program. Ethnic Studies will be incorporated into the curriculum as a result of Governor Newsom's law mandating that students have a semester-long course on ethnic studies to graduate.
- d. Film Appreciation and 3D Art will be new classes next school year.
- e. The school library assistants have been holding joint meetings at each of the school libraries. This month they met at the Center Street library.

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. Brenda Ross reported that Laurel Perkey, the volunteer placing materials out on the sales shelves has moved. Julie Rochefort, assisted by Victoria, will now be placing the items out for sale.
- ii. The Friends held a pop-up sale at a local coffee shop and sold a small number of books.

b. History Committee Report
NONE

L. BOARD MEMBER COMMENTS —

EH: At the November meeting it was mentioned that a TV was being installed in the lobby area but it's still not there. What's the status of the installation? MH: IT has said several times that they are working with the installer on completing contracts. The latest word was that the TV should be installed within the next few weeks.

CE: Believes her term as Board Member is up and will not be reapplying. Nothing was received from the City asking about reapplying. [Confirmed by EH after a web search that CE's term is up] CE stated that, if allowed, she would continue to serve on the Board until replacement members were appointed.

JM: Term is also up and will not be reapplying. If allowed, willing to help on the Board until a replacement member is appointed.

KS & EH: May be out of town for the July meeting, which may mean that the July meeting is cancelled for a lack of quorum.

M. ADJOURNMENT —

The meeting was adjourned at 6:46 PM.