



**MINUTES
LIBRARY BOARD OF TRUSTEES
MEETING**

TUESDAY, November 12, 2024

A. CALL TO ORDER

Board Member Carol Ericson called the meeting to order at 6:00 p.m.

B. ROLL CALL

Board Members Present:

Carol Ericson, Eric Hoffman, 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 July 9, 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 Library Rules of Conduct Revision.

Recommendation:

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

At a recent City Council meeting, the City Attorney received Council approval to include the Library Rules of Conduct in a local ordinance, giving the El Segundo Police Department a greater ability to enforce library policy when dealing with patron behaviors. Along with the ordinance, the City Attorney further revised the Library Rules of Conduct to prohibit blocking of

the library aisles; sitting or lying on the floor (excluding parents and children in the Youth Services area); sleeping in the Library or on Library grounds (excluding children 4 years old and under), bringing sleeping bags, mats, etc. into the Library; and 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 created an appeals form to be used by patrons whose Library privileges have been suspended for a period of time and wish to dispute the suspension with the City Manager.

MOTION by Barbara Yatabe to approve the Library Rules of Conduct Revision, with the provision that the City Attorney clarify that "exits" in bullet point one means all entrances and exits, and that "Library grounds" in bullet point 11 refers to the immediate Library area and not Library Park. SECONDED by Carol Ericson. 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. With one notable exception, the library is again fully staffed. Aaron Acuna filled the new "hybrid" position shared by the Adult and Youth Services divisions. Andrew Main, previously a temporary employee while library staff looked to fill the original four vacancies, later applied for the library assistant position in Adult Services when the prior applicant pulled out of the hiring process. Norma Nicolson, Library Clerk for 22 years at the Circulation Desk, retired as of September 30. Norma covered the desk in the mornings and was highly regarded by the customers. She will be moving to the Seattle area to be closer to her family.
- b. The first of two Recreation, Parks and Library strategic planning meetings took place from 8:00am to 12:00pm on Wednesday, November 6. Most of the department's full time staff met at the Wiseburn Aquatics Center to devise ways to make the department more operationally cohesive, to create new vision and mission statements, and to plan out the next five years. Given that the department is made up of three separate divisions, a number of the staff had not met previously and this was a good way to learn about common themes and goals among the divisions.
- c. Christine Powers, Executive Director of the Southern California Library Cooperative, met with Mark on October 29 to learn about El Segundo, the library, its constituents, and to discuss SCLC activities. Christine has been Executive Director for approximately two years now and is still making her way to the 40-plus member libraries. Part of Christine's discussion focused on how the recent California budget cuts have affected SCLC and how that, in turn, could affect SCLC services to its members. She was very impressed with the library and especially the History Room.
- d. Early voting took place in the library beginning Saturday, November 2 and continued through the close of polls on election night. Many people tried to leave their mail-in ballots with staff prior to the early voting and were told to take the ballots to the mailbox across the street or to the drop-off ballot box near City Hall. Due to poorly written instructions a number of people thought they could vote at the library beginning on October 26. There were more people participating in voting here at the library than

staff could recall over the many years. Although library staff were not informed until several hours later, CNN was present to record the voting process in the Community Room.

- e. As in previous years, the library will be closing at 6:00pm the day before Thanksgiving and will be closed Thanksgiving Day and the Friday after. The library will be closing around 2:00pm to allow library staff to provide support to the Joy Around the World festival on Thursday, December 5. Because evening business is slow during the holidays, and to assist with staffing, Aly Mancini has approved that the library close at 6:00pm, Monday through Thursday, on the weeks of December 23 and 30.
- f. In coordination with the El Segundo Environmental Committee and the El Segundo Blue Coalition, Adult Services has created a seed and native plant library for people to exchange seeds of local plants for use at their homes. The hope is to inspire and educate library users on native plants, gardening, and wildlife, including the Blue Butterfly. The seed and plant library also has a selection of books to borrow that pertain to those topics.
- g. The Craftern program continued to see an increase in attendance, which has resulted in ticketing for the event. The most recent program prior to ticketing saw 60 youth trying to participate. Tickets are now limited to 24 attendees. The program does not have enough supplies for large numbers to attend, and the kids tend to get out of hand during the program.
- h. The program Make Your Own Kind of Music took place at the high school auditorium on October 26 with approximately 100 attendees. Owen Elliot-Kugel, daughter of Mamas and Papas singer Mama Cass Elliot, spoke about her recently published memoir and her memories of the famous singer. Renown music photographer Henry Diltz was on hand to share photos and memories of Cass Elliot as well.
- i. Staff continue to weed and update the adult collections.
- j. Teen programs, cosponsored by the Library and Recreation, feature a Pokemon movie and Lego activity (today), and a video gaming program on November 19.
- k. Regular children's programming is on hiatus during voting and the holidays and will return in January.
- l. Youth staff have collaborated with Recreation on several programs including a Spooky Storytime at the firepit on October 25 and a Dinovember movie, snacks, and crafts at the clubhouse on November 14.
- m. Youth staff hosted a class visit by the Eagle's Nest preschool and supported their read-a-thon program in Library Park.
- n. Staff are merging the Young Teen books with the regular youth collection in order to streamline the collections and make additional space for the increasingly popular youth graphic novel collection.

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. Teachers are using A.I. The School District is paying for an A.I. toolkit called Magic School and an advisor is training school staff about A.I. use. The toolkit is used by the teachers to create lessons, use A.I. powered games, language translation, tutoring, leveling text to different reading levels, and worksheet creation. Teachers are then teaching students to use A.I. as those skills will be needed in college and the workplace.

- b. Amy and Samantha, library assistants at Center Street, judged the high school PTSA Reflections contest. There were 30 submissions in the categories of Dance, Literature, Film, Music, Photography, and Art.

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 a patron recently questioned the presence of the History Room in the Library, but was pleased that it is here. The Friends, through the Library, received a donation that specified the funds be used for music programming. The Friends are working with the Cultural Arts Coordinator and Library staff to carry out the wishes of the donation.

b. History Committee Report

NONE

L. BOARD MEMBER COMMENTS —

NONE

M. ADJOURNMENT —

The meeting was adjourned at 6:35 PM.