

# SANTA MONICA PUBLIC LIBRARY BOARD

## Minutes of the REGULAR Meeting of February 5, 2004 To Be Approved

A REGULAR meeting of the Library Board was called to order by Chairperson, Kenneth Breisch, at 7:00 p.m., Thursday, February 5, 2004 at the Montana Ave. Branch Library, 1704 Montana Ave., Santa Monica.

**Call to Order**

**PRESENT:** Chairperson Breisch, Vice Chair Edwards, Boardmember Field, Boardmember Oppenheim and Boardmember Stern

**Roll Call**

**ALSO PRESENT:** Greg Mullen, Assistant City Librarian; Rachel Foyt, Administrative Analyst

No report.

**Communications from the Public**

Boardmember Oppenheim made a motion to approve the minutes of the Library Board meeting of January 8, 2004. Vice Chair Edwards seconded the motion. Chair Breisch abstained from voting. The minutes were approved in a unanimous voice vote.

**Approval of the Library Board Minutes**

Jon Arenberg, Chair of the Friends of the Library, gave a report from the January 12 Friends Board of Director's meeting. The Friends allocated \$9,000 for audio books for the Branch Libraries.

**Report from the Friends of the Library, a Library Support Group**

Through fundraising consultants, Jan McElwee and Gary Erickson, the Friends are conducting a fundraising feasibility survey in the Santa Monica community.

The Friends of the Library fundraising activities at the Montana Ave. Branch are complete and the brick pavers were installed in the back patio. A donor recognition celebration is planned for Saturday, March 13 from 1pm to 3pm. All the donors are invited to enjoy refreshments and find their paver. The Friends are planning a garage sale at the Montana Ave. Branch for Saturday, March 6.

The Friends of the Library brick paver fundraising campaign for the Fairview Branch Library is on going and fifty percent of the \$50,000 goal has been raised. The fundraising campaign is scheduled to end in June 2004.

The Friends have been meeting with Library staff to discuss several volunteer opportunities in conjunction with the opening of the new Main Library.

Cynni Murphy, Image Archive Librarian, updated the Board on the progress of the Museum of Flying Collection. Currently 2/3<sup>rds</sup> of the collection has

**Update on the Museum of Flying Collection – Cynni**

been digitized, cataloged, indexed and is available on-line through the Library's website. The remaining 1/3<sup>rd</sup> has been digitized and is in the process of being cataloged. Ms. Murphy distributed a budget breakdown and samples of the types of images that are available on-line.

**Murphy**

The small claims court case against the City of Santa Monica and the Library was dismissed by the court due to no appearance by or for the plaintiff, Carlos Franklin Bell-Outlaw.

**Small Claims Court Case**

Migell Acosta, Principal Librarian for Information Management, gave the Board an update on the progress of Unique Collection Management. Unique Collection Management is a collection agency that assists libraries in the recovery of materials and fines. The trial period has been successful and the Library would like Library Board approval on moving forward with a formal agreement.

**Collection of Overdue Items by Unique Collection Management - ACTION**

Mr. Acosta explained the life cycle of an overdue item.

- Library item is checked out and comes due. The user becomes delinquent.
- At 21 days overdue the Library generates an overdue notice.
- At 42 days overdue the Library generates a replacement and processing fee bill for the item. User is blocked if the bill totals greater than \$10.00.
- At 56 days overdue the account is referred to Unique Management Collection. The first letter is sent.
- At 120 days overdue Unique Management puts the account into a secondary placement which can lead to credit reporting.

During the trial period 355 accounts were sent to Unique Management. \$16,600 in cash and materials were recovered. This is a 58% recovery.

Boardmember Oppenheim made a motion to approve the Library moving forward into a formal agreement with Unique Collection Management. Boardmember Field seconded the motion. The motion passed in a unanimous voice vote. The Board requested a report at the end of the year to evaluate the program.

Construction work at the new Main Library building site is progressing. A construction site visit for the Library and Friends Boards has been scheduled for February 19<sup>th</sup> at 3:30pm.

**Main Library Building Project - Report**

Mr. Mullen gave the Board a report on the redesign of the youth services area.

The youth services area is located on the first floor on the corner of 7<sup>th</sup> Street and Santa Monica Blvd. Architect Moore Ruble Yudell has created

different spaces within the youth services area through choices in color and carpet tiles. A glass wall divides the youth area from the popular collection. A printable film can be applied to the glass panels to provide different scenes or images.

A movable pull out wall is suggested for use in the children's storytelling room. This wall can be divided into individual panels, locked to the floor and angled to allow sight lines into the storytelling room.

The architect is developing a display system for over the stacks in the youth services area. Also in development are sound absorption cones that would extend from the ceiling and absorb noise in the youth area.

Slight modifications have been made to the design of the children's garden. The emergency exit has been relocated so one no longer exits through the children's garden. Children are only able to access the garden from the Library.

The ceiling height in the children's area has been brought down to a comfortable height for children and creates a more intimate feeling. Lighting and child friendly furniture helps complete the space.

Board discussion followed.

No Report.

**Nationwide Current  
Library Trends -  
Review of Library  
Journal Articles**

**Secretary's Report**

**CybraryN Update**

Mr. Mullen and Mr. Acosta gave a report on the roll out of the CybraryN Internet access software. The software did not perform as expected. Use of the software has been discontinued and the Library has reverted to the previous Internet checkout system. Staff is investigating other software.

**Library Budget Update**

Staff is working on the two-year budget for 2004/05 and 2005/06. The City Manager is asking staff to look at the projected costs for 2005/06 and reduce that figure by 20%.

The new Main Library is opening in the fiscal year 2005/06. Money is budget for additional staffing and the higher cost of operation of the new Main Library. Security, maintenance and services are areas being targeted.

The Santa Monica Historical Society Museum requested a grant from City Council in support of a new collection from the family of Senator Jones. City Council suggested that Library staff explore working with the museum on processing the collection.

Califia is a new statewide library organization. Libraries in the Bay area started the organization to negotiate the best prices for services and equipment. MCLS has joined the new network and will pay for the 18-month

**Califia**

charter membership for all MCLS libraries.

The Library Board asked that the following items be included in next Library Board agenda: update on Arcadia book project and Citywide Reads.

**Agenda Building**

Boardmember Field moved to adjourn the meeting. Boardmember Oppenheim seconded the motion. The motion was approved in a unanimous voice vote. The meeting was adjourned at 8:35pm.

**Adjournment**

Attest:

Approved:

Greg Mullen

Kenneth Breisch

Assistant City Librarian

Library Board Chair