

# SANTA MONICA PUBLIC LIBRARY BOARD

## Minutes of the REGULAR Meeting of September 2, 2004 To Be Approved

A REGULAR meeting of the Library Board was called to order by Vice Chairperson, Edward Edwards, at 7:07 p.m., Thursday, September 2, 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

Boardmember Field took the oath of allegiance and was sworn in. Boardmember Field was reappointed to the Library Board after serving a four year term.

**Oath of Allegiance and Swearing In of Sheila Field**

The Board discussed a letter of reply from Ilse Rosenstein. Ms. Rosenstein wrote in response to Chairperson Breisch's letter of July 7, 2004. Ms. Rosenstein's original complaint dealt with the Library requiring patrons to give their mother's maiden name as part of the process for obtaining or renewing Library cards.

**Communications from the Public**

As discussed at the July Board meeting the mother's maiden name is not required. Patrons can give another password. However, a password is needed to authenticate identification of a patron who does not have his Library card or if he is conducting a phone transaction.

The Board reviewed the Santa Monica Library card application and applications from Los Angeles Public Library (LAPL), Beverly Hills Public Library, County of Los Angeles Public Library and other libraries across the state. LAPL requests mother's maiden name, Beverly Hills and the County of LA Library ask for a social security number.

**Review of Circulation Policy Regarding Identification**

Mr. Mullen will ask staff for suggestions for updating the library card application and report to the Board at the October Board meeting.

The Library Board decided to send a response letter to Ms. Rosenstein after the library card application is updated.

Mr. Mullen shared with the Board a complaint he received from Roland Starke. Mr. Starke complained that the collection has deteriorated due to book defacing.

There are two things that could give the perception the collection has deteriorated. Since a majority of the collection was put into storage the

books transferred to the Temporary Main Library were the most heavily used. Now that the collection at the Temporary Main Library is limited the books are even more in use.

Staff is implementing an extra check of books, cleaning and recommending heavily used books for replacement or repair. Boardmember Oppenheim suggested doing an awareness campaign by placing notes in books at checkout reminding patrons not to deface books.

Boardmember Oppenheim made a motion to approve the minutes of the Library Board meeting of July 1, 2004. Vice Chair Edwards seconded the motion. The minutes were approved in a unanimous voice vote.

**Approval of the Library Board Minutes**

Jon Arenberg, Chair of the Friends of the Library board gave a report on the Friends activities. The Friends approved Youth Services' request for \$4000 to supplement the parenting collection. Volunteers are needed for various positions in the Friends organization and planning continues for the volunteer meeting on September 22. The Friends met with fundraising consultants, McElwee and Erickson Groups, to discuss the preliminary fundraising report. The consultants feel that there is support for a multimillion dollar capital campaign.

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

A milestone in the construction of the new Main Library was celebrated on August 10. The City of Santa Monica and the Library held a topping off ceremony. Guests signed a steel beam to commemorate the event.

**Main Library Building Update**

Mr. Mullen distributed a current construction schedule for the new Library building. At the building site structural steel is going up. The order for shelving in the new Library will be placed soon. Shop drawings of a mock up of service desks have been prepared. The contractor will have mock ups of the public service desks and some of the furniture constructed to be sure it meets the Library's needs.

The Board reviewed and discussed the comments from the customer satisfaction survey. Many of the comments were made about odors and noisy children in the Library.

**Discussion of Santa Monica Public Library Customer Satisfaction Survey**

In response to complaints from patrons Library staff worked with the City Attorney's office to come up with a policy and wording for a rule regarding odors. The rule states *Please do not use the Library if your bodily hygiene is offensive so as to constitute a nuisance to others.* Staff also distributes information about locations within the City where showers and laundry facilities are available.

The Friends of the Library met with the McElwee and Erickson Groups to discuss the preliminary fundraising report. As indicated previously the consultants feel that there is support for a multimillion dollar capital campaign.

**Fundraising – Preliminary Report from the McElwee and Erickson Groups**

However, the start up funds for the campaign will be made by the Friends. The consultants recommend the Friends hire them on an ongoing basis and

that the Friends hire clerical and accounting staff for the duration of the campaign.

The Friends have concerns about specific deliverables and the timeline for the campaign. Additionally many of the cost estimates for the campaign are very conservative.

The Board reviewed a variety of journal articles. Boardmember Oppenheim suggested that a program be done for the grand opening to highlight the new libraries that have opened in the country.

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

The Board discussed safety in library restrooms. The restrooms in the new Library will not have doors. They are modeled on restrooms in airports.

Several articles dealt with cell phone use in the library. Santa Monica staff deal with the disruption on a case by case basis rather than banning all cell phones in the Library.

**Cell Phone Use**

Vice Chair Edwards will attend the upcoming workshop *Get Real! Helping Libraries Survive and Thrive in Turbulent Times* put on by the clionstitute at the Cerritos Public Library.

Ilene Fort and a restoration expert examined the Stanton Macdonald-Wright mural panels in Washington, D.C. They discovered that some of the mural panel measurements were off but that the panels are in good condition. However, restoration is needed where the panels come together or where they were mounted on the walls. The Smithsonian has been encouraging as far as a long term loan of the panels to the Library is concerned. Vice Chair Edwards wants to clarify that the money for restoration and maintenance of the mural panels will not come from the Library budget.

**Secretary's Report**

**Stanton Macdonald-Wright Mural Panels**

Several patrons have attempted to bring small dogs into the Library under the guise that they are therapy or service dogs. Library staff worked with the City Attorney's office and Janet Hand, ADA Coordinator, to establish some guidelines about service dogs for staff.

**Service Animals in the Library**

The Library Board asked that the following items be included in next Library Board agenda: discussion of grand opening themes, a report from Vice Chair Edwards on the clionstitute.

**Agenda Building**

Boardmember Field moved to adjourn the meeting. Boardmember Stern 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

Acting City Librarian

Library Board Chair

