

SANTA MONICA PUBLIC LIBRARY BOARD



Minutes of the REGULAR Meeting of June 4, 2009 To Be Approved

A REGULAR meeting of the Library Board was called to order by Chairperson, Edward Edwards, at 7:00 p.m., Thursday, June 4, 2009 at the Administrative Conference Room, Main Library, 601 Santa Monica Blvd., Santa Monica.

Call to Order

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

Roll Call

ABSENT: Boardmember Blackwell

ALSO PRESENT: Pro Se, member of the community; Judith Graham, Librarian I, Public Services; Greg Mullen, City Librarian; Rachel Foyt, Administrative Analyst

Pro Se, a member of the community, read a letter he sent to City Librarian Greg Mullen on May 6.

Public Input

The Board discussed an email letter from Sollace Mitchell regarding bike theft at the Main Library. Mr. Mullen distributed a log that the Library Service Officers keep related to bike thefts.

Email Communication from Sollace Mitchell

The Main Library staff is taking steps to encourage people to lock their bikes and be aware of bike theft in Santa Monica. Staff is working closely with the Police Department and distributing information about bike locks and the importance of keeping your bike locked at all times. The Library Service Officers are patrolling the North Entry Courtyard more frequently.

Boardmember Stern will send a response to Mr. Mitchell.

Motion by Boardmember Oppenheim, seconded by Vice Chair Stern to approve the minutes of the Library Board meeting of May 7, 2009. The

Approval of the Library Board Minutes

motion was approved by the following vote:

AYES: Boardmember Breisch, Chairperson Edwards, Boardmember Oppenheim and Vice Chair Stern

NOES: None.

ABSENT: Boardmember Blackwell

Chair Edwards gave a report on the Friends of the Library May Board meeting. The Friends approved funds to continue the digitization of the Santa Monica *Evening Outlook* newspaper.

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

The Friends are starting the process to enable them to sell a greater volume of books online. They are establishing a separate checking account and recruiting volunteers to handle the online sales. The Friends also announced that they have a volunteer who will be responsible for making updates to the Friends' webpage.

Judith Graham, Librarian I, Public Services reported on the May 2 launch of the Living Room brand. Programs that are part of the Living Room are funded by a LSTA grant and target adults in the community who do not use the Library.

Report on the May 2 Living Room Launch Event

The daylong event offered computer classes, hula hooping with Hoopnotica, a Mother's Day card making workshop, a dance class with the Dance Doctor, yoga classes, a variety of board and Wii games, an introduction to cross-stitching class, and live music. Volunteers gave out reusable bags and t-shirts. Kaiser Permanente donated yoga mats for the yoga classes offered by the Library. Thirty-seven volunteers worked the event held in different locations throughout the Main Library and at the branches.

The plan is to expand the audience for the Living Room by recording some Public Service programs and making them available either on DVD or online.

In May 2009 the Library Board approved an increase to four areas of Library fines and fees. When the approved increases go into affect adult late fees will increase to 25 cents and children's late fees will increase to 15 cents. The interlibrary loan fees will increase from \$2.00 to \$5.00. The cost of printing will increase from 10 to 15 cents a page and the cost for a higher resolution image from the Image Archives will increase from \$12.00 to \$15.00.

Update on the Library Budget – FY 2009/10

Library staff is asking for feedback from patrons on the increases. The fines and fees will be included in a resolution to be approved by City Council next month.

Mr. Mullen reported that the replacement of the integrated library system was one of the capital improvement projects that was cut from the budget. Library staff is looking at alternate ways to move ahead with the replacement project.

Motion by Boardmember Oppenheim, seconded by Boardmember Breisch to approve the changes to the Library Board Standing Rules as proposed. The motion was approved by the following vote:

**Approval of Changes
to the Library Board
Standing Rules**

AYES: Boardmember Breisch, Chairperson Edwards, Boardmember Oppenheim and Vice Chair Stern

NOES: None.

ABSENT: Boardmember Blackwell

Modifications to standing rule 13 included changing the phrase "Communications from the Public" to "Public Input". The board approved a change in the amount of time persons are given to make a presentation. All persons shall be given three minutes to make a presentation and may speak under "Public Input" or prior to board discussion of each agenda item.

With the addition of the approved changes standing rule 13 reads "Any person wishing to speak to the Library Board may do so under "Public Input," or to address an agenda item first presenting his or her name, address and/or affiliation with an organization if any. All remarks shall be addressed to the Library Board as a body, and not to any one member thereof. All persons shall be given three minutes to make a presentation."

The board also approved the change from taped to recorded in standing rule 14.

Standing rule 14 reads "The Secretary to the Board shall prepare the written minutes. Each meeting shall be recorded. The record shall be kept by the Secretary for a period not to exceed six months. The Chair may direct the Secretary to keep a permanent record of any meeting which in the opinion of the Board is warranted."

Boardmember Stern's term is expiring at the end of June 2009. He will serve until a new Boardmember is appointed. June 16 is the deadline for applications to fill the Library Board vacancy.

**Library Board
Vacancy**

The Library is making the shift from SAM the current PC reservation system to Envisionware. Patrons will use Envisionware to reserve a specific hour of time on the PC for internet and word processing software.

Envisionware for PC Management

Motion by Boardmember Oppenheim, seconded by Boardmember Breisch to strike the line "Donations shall be on a voluntary basis" from item three under the Rules for Use in the Meeting Room Policy. The motion was approved by the following vote:

Approval of the Change to the Library Meeting Room Policy

AYES: Boardmember Breisch, Chairperson Edwards, Boardmember Oppenheim and Vice Chair Stern

NOES: None.

ABSENT: Boardmember Blackwell

No report given.

Nationwide Current Library Trends - Review of Library Journal Articles

Non-fiction DVDs have been relocated to the beginning of the 000's.

Secretary's Report

Relocation of the Nonfiction DVDs

Iao Katagiri of the Santa Monica Historical Society Museum Board said in an email to Mr. Mullen that the museum board is considering splitting the construction of the museum into phase one and phase two in order to begin construction.

Update on the Santa Monica Historical Society Museum

The Library User Survey is ongoing. Staff distributed a copy of the survey for review.

2009 Library User Survey

Staff distributed the April 2009 Library statistics. Board discussion followed.

Library Statistics for April 2009

The Library Board asked that the following items be included in next Library Board agenda: update on the Santa Monica Historical Society Museum; changing the Board meeting date; Board elections; and a facility update.

Agenda Building

The Board will meet at the Ocean Park Branch on July 2, 2009.

Discussion of July Meeting Location

Boardmember Oppenheim made a motion to adjourn the meeting. Boardmember Breisch seconded the motion. The motion passed in a unanimous voice vote. Chair Edwards adjourned the meeting at 8:40pm.

Adjournment

Attest:

Approved:

Greg Mullen

Edward Edwards

City Librarian

Library Board Chair

This document is available in alternate format upon request. The Santa Monica Public Library is wheelchair accessible. For special disability accommodations contact Library Administration at (310) 458-8606 at least 3 days prior to the scheduled meeting.