

# SANTA MONICA PUBLIC LIBRARY BOARD



## Minutes of the SPECIAL Meeting of July 7, 2011 To Be Approved

- Call to Order** A SPECIAL meeting of the Library Board was called to order by Boardmember, Gene Oppenheim, at 7:31 p.m., Thursday, July 7, 2011 at the Montana Ave. Branch Library, Community Room, 1704 Montana Ave., Santa Monica.
- Roll Call**
- PRESENT:** Boardmember Blackwell, Boardmember Breisch and Boardmember Oppenheim
- ABSENT:** Vice Chair Stern, Chairperson Edwards
- ALSO PRESENT:** Roger Kelly, Youth Services Coordinator; Claudia Fishler, Assistant City Librarian; Norma Angel, Administrative Analyst
- Public Input** No report.
- Approval of the Library Board Minutes** Motion by Boardmember Breisch, seconded by Boardmember Blackwell to approve the minutes of the Library Board meeting of June 2, 2011. The motion was approved by the following vote:
- AYES: Boardmember Blackwell, Boardmember Breisch and Boardmember Oppenheim
- NOES: None.
- ABSENT: Vice Chair Stern, Chairperson Edwards
- Report from the Friends of the Library, a Library Support Group** Claudia Fishler, Assistant City Librarian, gave a report on the Friends of the Library. She distributed the Friends' budget and discussed the increases in several of the line items. The Friends will continue to fund digitization of the Santa Monica *Evening Outlook* newspaper and have increased their level of funding to the Summer Reading Program.
- Report on 2011 Summer Reading Program** Roger Kelly, Youth Services Coordinator, gave a report on the 2011 Summer Reading Program that began on June 18 with a successful kick off at the Juneteenth Celebration in Virginia Ave. Park. More than 182 children registered for Summer Reading at the Library booth in the park.

More than 2000 babies, children and teens registered for the Summer Reading Program in the first two weeks. The Youth Services Librarians visited 88 school classes prior to the start of Summer Reading to promote reading and visiting the Library during the summer.

Mr. Kelly reported that there are approximately 300 programs planned over the summer for babies, children and teens at the Main Library and the Branches. One of the most popular programs is a twelve session writing workshop for teens.

Mr. Kelly showed the Board the prizes and incentives given out for Summer Reading. Each child who signs up for the program receives a bag, a reading log and a gift certificate for a free bundtlet cake from Nothin' Bundt Cake. Prizes are given out for children and teens for reading a set amount of hours.

Teens that complete reading 30 hours receive a ticket to the teen summer reading party which has food, games and prizes. Teens collect raffle tickets for participating in programs throughout the summer. The raffle tickets allow them to win prizes such as gift cards and a color Nook.

**Discussion of  
Recruitment and  
Hiring Procedures**

Ms. Fishler reported on the Library recruitment and hiring procedures. As a city department the Library's hiring procedures are governed by the city's civil service process and rules.

When there is a vacancy Library staff submits a request to the City Manager's Office to recruit and fill the position. If the request is approved it goes to the Human Resources department and a schedule for recruitment and hiring is determined. Then, the position is posted and advertised. Applications are submitted to Human Resources and Human Resources begin screening the applicants for the minimum qualifications. Next, a panel of examiners is recruited from outside of the department and the city. The department and Human Resources come up with suggested interview questions and any supplemental application questions. During the interview and application process all candidates are asked the same questions. The candidates' scores are ranked. Then, all candidates in the first band of candidates are interviewed by the department, references are checked and a tentative offer is made to the best candidate.

Board discussion followed.

**2011 Customer  
Survey Results**

The Board discussed the 2011 Customer Survey results. Boardmember Oppenheim suggested separating books on CD from movies and music on future customer surveys.

**Discussion of  
Improvements at**

Ms. Fishler discussed the planned improvements to the Montana Ave. Branch. She explained that the shelving for the adult books will be

**the Montana Ave. Branch**

removed and replaced with metal shelving. The shelving by the computer area will be removed and the computer area will be rearranged to allow for more room. The paperback racks will be eliminated and paperbacks will be shelved with the rest of the collection. Pull out shelves will be utilized for the music CDs.

The Board toured the Montana Ave. Branch to see how the changes will be implemented. The Branch will need to be closed for four weeks for carpeting, painting and shelving installation.

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

The Board discussed an article about the coming ability to download Library ebooks to the Kindle.

**Secretary's Report  
Update on Library Services and Programs**

The advocacy topic for the next three months is the Summer Reading Program.

In July the Library switched from using the Gale magazine database to the EBSCO database. Several popular magazine titles were no longer being offered by Gale.

**Update on Library Staffing**

Martha Castillo is the new Librarian II who was hired at the Fairview Branch to replace Sylvia Anderle.

Erica Cuyugan, Librarian II in Youth Services and Shana Johnson, Librarian II in Youth Services were accepted into the Eureka Institute.

**Update on Library Facilities and Equipment**

The Library has begun negotiations with two vendors, Bibliocommons and Polaris to provide integrated library system services.

Ten waterless urinals were removed from the Main Library and replaced with low flow urinals.

**Update on Library Security and Safety**

The smoke alarms are installed and working at all the Branches except for the Fairview Branch. Due to a water main break in front of the Fairview Branch the smoke alarm system at the Branch is not working.

**Library Statistics for May 2011**

Staff distributed the May 2011 Library statistics. Board discussion followed.

**Agenda Building**

The Library Board asked that the following items be included in the next Library Board agenda: report on plans and relations with the local schools; report on the Pico Branch Library; and a demonstration of Mango Languages.

The Board decided not to meet in August unless something requires their meeting. The next Board meeting will be September 1, 2011.

**Adjournment**

Boardmember Oppenheim adjourned the meeting at 8:43pm.

Attest:

Approved:

Claudia Fishler

Assistant City Librarian

Gene Oppenheim

Library Boardmember

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