

SANTA MONICA PUBLIC LIBRARY BOARD



Minutes of the SPECIAL Meeting of March 7, 2013 To Be Approved

- Call to Order** A SPECIAL meeting of the Library Board was called to order by Chairperson Ken Blackwell, at 7:00 p.m., Thursday, March 7, 2013 at the Ocean Park Branch Library, Community Meeting Room, 2601 Santa Monica Blvd., Santa Monica.
- Roll Call**
- PRESENT:** Chairperson Ken Blackwell, Boardmember Ken Breisch, Boardmember Gene Oppenheim and Vice Chair Kathie Sheldon
- ABSENT:** Boardmember Dan Stern
- ALSO PRESENT:** Wright Rix, Principal Librarian for Reference Services; Claudia Fishler, Assistant City Librarian; Rachel Foyt, Administrative Analyst
- Public Input** No report.
- Approval of the Library Board Minutes** Motion by Boardmember Gene Oppenheim seconded by Boardmember Ken Breisch, to approve the minutes of the Library Board meeting of February 7, 2013. The motion was approved by the following vote:
- AYES: Chairperson Ken Blackwell, Boardmember Ken Breisch and Boardmember Gene Oppenheim
- NOES: None
- ABSENT: Vice Chair Kathie Sheldon and Boardmember Dan Stern
- Report from the Friends of the Library, a Library Support Group** No report. The February Friends of the Library Board meeting was cancelled due to lack of quorum.
- Imagine Santa Monica Demonstration** Wright Rix, Principal Librarian for Reference Services demonstrated Imagine Santa Monica the gateway to the Santa Monica Public Library's local history resources which include the Image Archives, the *Santa Monica Evening Outlook Newspaper* and the Santa Monica Index.
- Mr. Rix reported that there was a significant upgrade to Content DM, the platform Imagine Santa Monica sits on, and new content has been added to Imagine Santa Monica.

The front page of Imagine Santa Monica features the prominent collections. The cornerstone of Imagine Santa Monica is the Image Archive, a collection of photographs and postcards of the Santa Monica Bay area dating from 1875 to the present day. Mr. Rix demonstrated how to search the local history collections. One new feature that has been added is the ability to search across collections.

The upgrade to Content DM allowed later editions of the *Santa Monica Evening Outlook* to be offered online. Digitized editions of the *Santa Monica Evening Outlook* are available from 1855 – 1925. Digital editions through 1928 are coming soon.

Historical maps of the Santa Monica area are also available as part of the digital local history resources.

Newly available online is Santa Monica Facts an in house file of facts about Santa Monica that is curated by Library staff.

Vice Chair Kathie Sheldon arrived at 7:15 pm.

The Santa Monica Newspaper Index is a selective index to newspaper and magazine articles of local interest dating throughout the Twentieth Century and up to the present day. The index directs users to newspaper articles on microfilm in the Library.

**Report on Changes
in Library
Circulation
Procedures**

Claudia Fishler, Assistant City Librarian, reported on changes to the circulation procedures. The Library sent out 105,000 email notices to let registered borrowers know about the change in the fact that users can now renew DVDs and that the fine threshold will be lowered from \$20.00 to \$5.00. Beginning March 19 users who owe more than \$5.00 in fines will not be able to borrow materials, use the internet, or make hold requests.

Notices were also mailed out to 1,600 active borrowers who owed more than \$5.00.

On March 6 the new 24 hour automated telephone renewal line was activated. Through the automated telephone system Library cardholders can get information on and manage their library account; access a list of current checkouts and any overdue items; renew items eligible for renewal; access holds – both pending and those currently available; and get location and hours for Main Library and the Branches.

Library users who have been getting hold notices by mail will now receive a phone call instead of the mailed paper notice. Telephone notification will allow patrons to be notified sooner about their holds. Patrons will have to opt back in to receive the paper notices by mail.

**2013-2015 Library
Budget Discussion**

Ms. Fishler reported that Library staff will be meeting about the proposed budget adjustments totaling 5% of the Library budget with the City Manager, the Human Resources Director and the Finance Department. In preparation for the meeting Library staff was asked to rate the resources shift summary from least

to most impactful.

Staff determined that the least impactful cuts were those \$100,000 cuts to the Pico Branch operating budget. Three support staff positions, a Library Service Officer, a Custodian and a Computer Support Specialist will be eliminated.

Next were the cuts to reduce the materials budget by \$50,000 and cutting the miscellaneous expenditure accounts by a total of \$61,000. Third would be to implement a nonresident library card fee of \$20.00 per year to offset the cost of nonresident borrowing.

The fourth and final most impactful shift would be eliminating the internet card and implementing a \$2.00 per internet session charge.

Board discussion followed.

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

The Board discussed a *Library Hotline* journal article about Pima County Library who has hired the first Library nurse.

Secretary's Report

Santa Monica Reads is taking place and ends March 23. There are a number of free public book discussions and events planned. On March 23 at 2:00 p.m. at the Lincoln Middle School Auditorium the author, R.J. Palacio, will present a discussion of *Wonder*, followed by a book sale and signing.

**Update on Library
Services and
Programs**

37 people participated in the information scavenger hunt event called Urban Quest on February 23. The hunt was planned and written by the Santa Monica Public Library Teen Council. Each member of the winning team received a gift card in the amount of \$100. Each team member in the second place team received a \$25.00 gift card.

**Update on Library
Staffing**

The Library filled a Library Staff Assistant II in circulation and 6 Library Pages positions.

Catherine Ronan the Fairview Branch Manager is retiring in May. Recruitment for the position will be held in September.

**Update on Library
Facilities and
Equipment**

During the LA Marathon the police and fire command post will be at the Main Library.

Ms. Fishler distributed photos of the Pico Branch Library construction site and the murals that were painted by the children at Virginia Ave. Park. She reported on the construction progress for the Pico Branch Library project.

**Update on Library
Security and Safety**

Stay away orders have been obtained for several individuals.

Library Statistics

Staff distributed the January 2013 Library statistics. Board discussion followed.

What Are You

The Boardmembers discussed the books they are reading.

Reading?

Agenda Building

The Library Board asked that the following items be included in the next Library Board agenda: a discussion of a teen photography project to be mounted for the Pico Branch Grand Opening; an update on the Library budget discussion and a report on the Santa Monica READS program.

Adjournment

Chair Ken Blackwell adjourned the meeting at 8:40 p.m.

Attest:

Approved:



Greg Mullen
City Librarian

Ken Blackwell
Library Board Chair