

# SANTA MONICA PUBLIC LIBRARY BOARD



## Minutes of the REGULAR Meeting of September 5, 2013 To Be Approved

- Call to Order** A REGULAR meeting of the Library Board was called to order by Chairperson Ken Blackwell, at 7:00p.m. Thursday, September 5, 2013 at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica.
- Roll Call**
- PRESENT:** Chairperson Ken Blackwell, Boardmember Ken Breisch, Boardmember Gene Oppenheim, Vice Chair Kathie Sheldon and Boardmember Bryce Snell
- ABSENT:** None
- ALSO PRESENT:** Diane Bednarski, Principal Librarian for Information Management; Susan Annett, Acting City Librarian; and Norma Angel, Administrative Analyst
- Oath or Affirmation of Allegiance for Public Officers** Bryce Snell recited the Oath or Affirmation of Allegiance for Public Officers and was welcomed to the Library Board.
- Public Input** The Board reviewed an email communication from Mark Elliot, library user. Mr. Elliot commented on patron data privacy with regard to Bibliocommons the discovery interface of the Library's catalog system. The Board requested staff draft a response to Mr. Elliot.
- Approval of the Library Board Minutes** Motion by Boardmember Gene Oppenheim seconded by Vice Chair Kathie Sheldon, to approve the minutes of the Library Board meeting of August 1, 2013. The motion was approved by the following vote:
- AYES: Chairperson Ken Blackwell, Boardmember Ken Breisch, Boardmember Gene Oppenheim, Vice Chair Kathie Sheldon and Boardmember Bryce Snell
- NOES: None
- ABSENT: None
- Report from the Friends of the Library, a Library Support Group** Susan Annett, Acting City Librarian, reported on the activities of the Friends of the Library. The Friends Board cancelled their September Board meeting. The next Friends of the Library Board meeting will be on October 14.
- Update on the Pico** Diane Bednarski, Principal Librarian for Information Management, spoke to the Board about the automated materials handling (AMH) system that has been

## Branch Library

selected for the Pico Branch Library.

The automated materials handling system is a conveyor sorting system. The system will provide the Library with two input points, one on the exterior and one on the interior of the Library. The AMH has a monitor that reads the RFID tag on the item being returned, the slot opens and materials can be placed inside. When the transaction is complete the patron can indicate if they want a receipt and select paper or email.

The conveyor has scanners that read the RFID tag on the item, then discharge the item, and determine the type of material and move the item to the designated presorting bin. The AMH also determines if the item is on hold and diverts the item to the correct bin.

The system can expedite how quickly materials are discharged thus addressing patron concerns about how quickly items are discharged. The AMH is more accurate and efficient than manual discharge.

Staff is investigating adding this type of system to the Main Library.

Ms. Annett reported on the construction progress at the Pico Branch Library.

- Aqua air water membrane installed
- Electrical and plumbing roughed in
- Sarnafil roof (reduces the heat island effect) installed
- Steel installation was completed
- Insulation was started
- Solar tubes installed in the three study rooms
- Ducting for HVAC was started. HVAC equipment delivered and installed on roofs.
- Drywall and insulation completed in Annex, started in Library
- Skylights in Thelma Terry restrooms and classroom installed. Roof repairs at Thelma Terry completed.
- Completion date moved off to late January.
- Contract for purchase of furniture, automated materials handling system, software agreement and 5 years of maintenance approved by City Council.
- First windows installed

There are photos of the progress on the Library website at [smpl.org](http://smpl.org).

Ms. Annett reported that she attended the Virginia Avenue Park (VAP) Advisory Board retreat. She received information about the types of programming at VAP. The Pico Branch Library plans to offer programs to complement the VAP programs.

Ms. Annett distributed the August 18, 2013 *Santa Monica Daily Press* article on the construction of the new Pico Branch Library.

Ms. Annett reported on Santa Monica Public Library's inaugural Adult Summer Reading Program, *Groundbreaking Reads*. The program was launched at the

<b>Program</b>	<p>Santa Monica Festival on June 1 and ended August 17. Over 1,000 reading forms were distributed with a 10% completion rate return. The program offered fourteen events and 721 people attended.</p> <p><i>Groundbreaking Reads</i> provided a basis for book events at VAP as “preview programming” for the Pico Branch. A Pico Branch book discussion group has formed and will use the new branch as the venue.</p>
<b>Report on Workplace Violence Prevention and Response Staff Workshops and Site Visits</b>	<p>Library staff requested training as follow-up to the June 7 shooting event in Santa Monica. Robert Almada, Emergency Services Manager, conducted two 90-minute trainings emphasizing workplace violence prevention and response. Mr. Almada also conducted site visits of the Santa Monica Library facilities. He looked at the strengths and weaknesses of all four library locations.</p> <p>The workshops emphasized being aware of your environment, ways of exiting a room and the location of fire extinguishers. Mr. Almada stressed the need to have a plan about how to react to violence in the workplace, how to react to “shelter in place” and how to react during SMPD ordered “lock down”.</p>
<b>Nationwide Current Library Trends - Review of Library Journal Articles</b>	<p>No report.</p>
<b>Secretary’s Report  Update on Library Services and Programs</b>	<p>Ms. Annett reported that in July 443 new Library card registration fees were collected for a total of \$11,075 in revenue for the month and 448 Library card registrations were collected in August for a total of \$11,200.</p> <p>September is National Library Card Sign Up month. Staff launched a Library card campaign targeting Santa Monica residents to sign up for Library cards.</p>
<b>Update on Library Staffing</b>	<p>The Library is recruiting for a Librarian III-Branch Services to fill the vacant Fairview Branch Manager position and a bilingual, open competitive recruitment for the Pico Branch Manager position. The nationwide recruitment process for Santa Monica City Librarian is ongoing in terms of finalization of the recruitment brochure and ad placement.</p> <p>Other vacancies are a Library Assistant II and an upcoming vacancy for Building Systems Technician.</p>
<b>Update on Library Facilities and Equipment</b>	<p>The recarpeting of the Circulation workroom and Public Services offices at Main has been completed. Also at the Main Library the Computer Commons and E-source station chairs were replaced, the Dakota Jackson reading room chairs were re-upholstered and the Library Garage roll-up door was repaired.</p> <p>Upcoming projects at the Main Library include: Parking Garage re-lamping project (with low energy LED lights) and a project to redo Media Wall in the lobby.</p>

**Update on Library Security and Safety**

Two instances in last month of encampment on emergency stairwell landings at Main. Patrolling of these stairwells at closing has been added to nightly procedures.

Based on the site visits by Robert Almeda in conjunction with the workplace in the violence workshops there are work orders pending on Office of Emergency Management suggested safety modifications to libraries.

**Library Statistics**

Staff distributed the annual Library statistics. The corrected Annual Report 2012-13 statistics of Webpage visits are 842,987. The Digital Collections Usage still needs to be corrected.

**What Are You Reading?**

The Boardmembers discussed the books they are reading.

**Agenda Building**

The Library Board asked that the following items be included in the next Library Board agenda: Report on the Kids and Teens Summer Reading Program, Response from the Santa Monica History Museum regarding the Library Board's inquiries in deficiencies in the annual report, and a Report on the Pico Branch Opening Day Collection.

**Adjournment**

Chairperson Ken Blackwell adjourned the meeting at 8:35 p.m.

Attest:

Approved:

Susan Annett  
Acting City Librarian

Ken Blackwell  
Library Board Chair