

SANTA MONICA PUBLIC LIBRARY BOARD

Minutes of the REGULAR Meeting of May 4, 2006 To Be Approved

A REGULAR meeting of the Library Board was called to order by Chairperson, Edward Edwards, at 7:00 p.m., Thursday, May 4, 2006 at the Administrative Conference Room, Main Library, 601 Santa Monica Blvd., Santa Monica.

Call to Order

PRESENT: Chairperson Edwards, Boardmember Field, Boardmember Oppenheim and Boardmember Stern

Roll Call

ALSO PRESENT: Irene Stern, Member of the Community; Judith Graham, Librarian I; Susan Annett, Principal Librarian for Public Services; Rachel Foyt, Administrative Analyst

No report.

Communications from the Public

Boardmember Field made a motion to approve the minutes of the Library Board meeting of April 6, 2006. Boardmember Oppenheim seconded the motion. The minutes were approved in a unanimous voice vote.

Approval of the Library Board Minutes

Rachel Foyt, Administrative Analyst, reported on the April 10 Friends of the Library Board meeting. The Friends of the Library are reaching the end of their 2005/2006 fiscal year and they are within budget for the year. The Friends fiscal year is July 1 – June 30.

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

Two new Friends Boardmembers were approved at the April 10 meeting. Adele Clark was voted in as the Membership Chair and Alisa Beaton fills the Events Chair. Ms. Beaton's first duty will be planning a volunteer appreciation event for Friends of the Library and Library volunteers.

The Friends Board is currently searching for a Vice Chair to replace Susanne Trimbath, who left the Board in March.

Judith Graham, Librarian I in Public Services, gave a report on the Santa Monica Public Library Docent and Guide Program. Currently the program has 33 active volunteers.

Report on the SMPL Docent and Guide Program

Ms. Graham began the program over a year ago meeting with staff from Los Angeles Public Library to discuss their docent program. In August 2005 staff researched best practices and began volunteer recruitments.

In preparation for becoming a Library docent, volunteers completed five training sessions and attended one orientation. Docents lead regular tours of the Library on Thursdays at 12:30 and 6:30 and Saturday at 12:30. Special

tours for groups can be arranged by appointment. Approximately 421 people have toured of the Library since opening in January. The need for Library guides arose when it became evident that the requirements for a docent, a one year commitment and 6 weeks of training, were preventing a large enough volunteer base from forming.

The Guides wearing teal t-shirts are stationed at the entrances and throughout the Library to answer directional questions. The position required two training sessions. Originally Guides were supposed to work only during the first month of opening. However the Guides have been so popular and helpful training patrons to use the self check stations the volunteer position has been extended. Ms. Graham maintains a waiting list for future guides and docents.

The Board approved the changes to the photographic print fees in the Image Archives price list. The only change in price was for the black/white 8x10 print from \$14 to \$15. The sepia toned print prices are new to the Image Archives photographic print fees.

**Approval of Additions
& Changes to the
Image Archives Price
List**

PHOTOGRAPHIC PRINT FEES (available for black/white images)

| | | | |
|-------|---------|-------|-------|
| 5x7 | \$10.00 | | |
| 8x10 | 15.00 | Sepia | 25.00 |
| 11x14 | 35.00 | Sepia | 60.00 |
| 16x20 | 60.00 | Sepia | 90.00 |

All prints are black/white semi-gloss unless matte finish is requested.

Above prices include California sales tax.

Mailer/Postage \$3.00

Boardmember Oppenheim made a motion to approve the changes and addition of the sepia toned prints to the image archive price list. Boardmember Field seconded the motion. Motion passed in a unanimous voice vote.

Library staff has begun working with Architectural Design and Signs (AD/S) to design a plaque for the Library Board that fits with the interior design scheme of the library. AD/S is the company currently producing the signage for the Main Library.

Library Board Plaque

Susan Annett, Principal Librarian for Public Services, gave an update on Citywide Reads 2006. Julie MacDonald, Librarian II in Public Services, was in charge of this year's Citywide Reads program. Staff estimates 160 people attended the 11 book discussions throughout April and May, 350 people attended the author talk by Jonathan Safran Foer at Santa Monica College and 100 high school students from Santa Monica High and St. Monica's

**Citywide Reads
Update**

attended the Literature to Life program.

The “Future of Fiction” the final program of Citywide Reads is currently taking place in the Martin Luther King Jr. Auditorium.

Ms. Annett demonstrated the Vocera wireless phone system. Vocera is a blending of two technologies. First, the voiceover IP phone system and second the wireless access points in the Library. This system of access points keeps staff connected throughout the Library and is now being used to facilitate telephone reference.

**Vocera/Wireless
Telephone Reference**

Using Vocera for telephone reference frees the librarians from being stationed at a desk. They can perform other tasks or help patrons until they receive a telephone reference call. Telephone reference has a new phone number 310-434-2608. In the future the Library plans to add the catalog assistance and internet reservation desks to the Vocera system.

Ms. Annett gave a follow up on security in the library. The crime prevention officers that visited each of the branch libraries and are working on a report of recommendations for security improvements at the facilities.

**Follow up on Security
in the Library**

City Librarian, Greg Mullen and Ms. Annett have met with representatives of the City Attorney’s Office and the Police Department to prepare a workshop for staff on Dealing with Difficult People. This workshop will take place in May.

Also Nancy O’Neil is working with consultant, Warren Graham, who is head of security at the Charlotte Mecklenburg Public Library in North Carolina to develop a workshop for staff on dealing with aggressive behavior.

Currently, Library Service Officers and Inspectors are doing two patrols per day at the branch libraries. One patrol takes place in the afternoon, after school and one in the evening.

Following the incident at Ocean Park, Branch Manager, Celia Carroll, was temporarily reassigned to the Main Library for three months. She is staffing the Information and Youth Services desks and performing collection development duties for the Ocean Park Branch and science fiction collection.

Wright Rix, Librarian III in Reference, has been temporarily assigned to manage the Ocean Park Branch. Children’s Librarians from the Main Library are filling in by leading storytimes at the branch.

Unfortunately time before the election is too short to develop a joint program. However, the League of Women Voters is doing a pros and cons presentation on May 18.

**Discussion of
Possible Program with
the League of Women
Voters**

The Library Board discussed a schedule for holding Library Board meetings at each of the branches. The Board will hold its’ June 1 meeting at the Ocean Park Branch. The Board plans to hold a special meeting every fourth

**Discussion of a
Schedule for Holding
Library Board
Meetings at the**

meeting at one of the Library branches. Currently the schedule is as follows: June – Ocean Park, October – Fairview, February – Montana.

No report.

Recruitment is currently underway to fill the vacant Assistant City Librarian position. The civil service panel interview has been completed. A second interview with the top three candidates needs to be scheduled.

As-needed Inspectors and Pages have been recently hired. The Page hiring will help maintain the 24 hour shelving turnaround.

The 2006 customer satisfaction survey is underway. Chair Edwards suggested doing an on-line version of the customer satisfaction survey.

Ms. Annett gave a report on the Revised Policy and Procedure on Suspending Borrowing or Library Use Privileges. This document was first presented to the Board in October 2005. The restrictions on borrower privileges have been revised in terms of degrees of restrictions for borrowers.

Library card holders borrowing privileges are, or may be, suspended under the following conditions:

Circulation-related

- Nonpayment of library fines and bills for lost or damaged library materials totaling \$20 or more for adult library cards and \$10 or more for juvenile cards (for children up to 5th grade) result in a blocked account status.
- A “bad” address indicated by return of mail sent to account holder results in a barred status.
- Loss of library card, when reported, results in a barred status until the account holder is able to come in to the library to get his or her account reinstated.

Violations of Library Rules of Conduct

- Any person who has violated any rule or regulation duly adopted by the Library Board shall be subject to the suspension of his or her borrowing privileges from the Library for a period not to exceed one year. [Santa Monica Municipal Code Section 1.08.030 (c)].

Barring Use of Library Facilities

- Court-imposed “stay away” orders bar an individual — who has been convicted of violating a statute involving library facilities, property, staff or patrons — from using library facilities and/or approaching library staff for a specific period of time.

Branches

Nationwide Current Library Trends - Review of Library Journal Articles

Secretary’s Report

Staff Recruitments

Customer Satisfaction Survey

Update on Restricting Borrower Privileges

- Library staff may request a stay away order at the time of an individual's arrest and work with the City Attorney's Office on recommending that such action be taken.

The Library Board asked that the following items be included in the next Library Board agenda: a report on the Library Security Plan; an update on the Santa Monica Historical Museum Lease; an update on what is planned for Summer Reading; a final report Citywide Reads; and an update on the Library Board plaque.

Agenda Building

Vice Chair Stern moved to adjourn the meeting. Boardmember Field seconded the motion. The motion was approved in a unanimous voice vote. The meeting was adjourned at 8:35pm.

Adjournment

Attest:

Approved:

Greg Mullen

Edward Edwards

City Librarian

Library Board Chair