

# SANTA MONICA PUBLIC LIBRARY BOARD

## Minutes of the REGULAR Meeting of July 6, 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, July 6, 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 Vice Chair Stern

**Roll Call**

**ALSO PRESENT:** P. Lamont Ewell, City Manager; Greg Mullen, City Librarian; 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 June 1, 2006. Boardmember Oppenheim seconded the motion. The minutes were approved in a unanimous voice vote.

**Approval of the Library Board Minutes**

City Manager, P. Lamont Ewell, spoke to the Library Board about the proposed City Charter amendments.

**Proposed City Charter Amendments**

Mr. Ewell put together a staff report asking City Council to direct staff to prepare two ballot measures amending the City Charter in the November election. The first ballot measure would remove the Department Head positions from the Classified Service and make these positions "at will" employment.

The second ballot measure contains four amendments to the Charter:

- 1) remove reference to specific Department Head positions; some of which are no longer in use;
- 2) grant the City Manager authority to make all Department Head appointments without obtaining the approval of the Personnel Board, Library Board, Recreation and Parks Commission or Airport Commission for currently specified Department Head appointments;
- 3) change the certification process for non-promotional recruitments from "rule of 3 names" to "rule of 3 ranks"; and
- 4) eliminate the 90-day limit on temporary appointments to permanent positions, pending the completion of a recruitment to fill the position on a

permanent basis.

In future City Librarian recruitments, in order to ensure the needs of both the Library and the City Manager's departments are met, Mr. Ewell, assured the Board that they would have input as to the type of candidate, expectations, experiences, traits, qualifications and characteristics.

One of Mr. Ewell's concerns is that the current City Charter does not give any recommendations as how to resolve a hiring conflict between the City Manager's office and the Library Board.

The City Council wants to hear the views of the Boards and Commissions who will be affected by the proposed changes to the Charter. Mr. Ewell requested that the Board send a letter to Council stating their decision regarding the proposed City Charter amendments.

Boardmember Oppenheim made a motion that the Library Board support the City Charter amendments as proposed by City Manager, P. Lamont Ewell. Vice Chair Stern seconded the motion.

Board discussion followed. The motion carried in a unanimous voice vote. The Board directed staff to draft a memo to City Council informing them of the vote.

Greg Mullen, City Librarian, said with regard to security in the Library, staff is focusing on three main areas; facilities, training and staffing.

**Follow up on Library Security**

The exterior lighting on the Westside of the Ocean Park Branch has been repaired. Lighting fixtures have been added in the basement. Framing work has been done to enclose the alcove space in the basement. The emergency doors are being alarmed. Work has begun on the elevator lock out to the basement. Edison will be adding lighting to a central pole to illuminate the parking lot.

The Police Department and City Attorney's office held a workshop for Library staff on dealing with difficult people, threatening situations and staff response. Administration is currently in the process of organizing a Library staff in-service day.

At the June 20 budget adoption meeting City Council approved the Library budget and added one-time funds in the amount of \$30,000 for additional library inspectors for security at the branch libraries. The Police Department is continuing increased patrols of the Ocean Park area.

Another issue related to security is the loss of feature DVD's from the collection. Staff conducted an inventory and 462 out of 5000 titles are missing.

Library staff is discussing returning the DVD and CD collection to quick cases. Patrons will need to check out the item before it will be removed from the quick case by staff. The quick cases will prevent items from being

checked out at the self check stations. Additionally a video camera will be installed in the DVD area.

Unique Management Service which operates as a collection agent for the Library reported that they have recovered \$100,000 in materials.

Mr. Mullen gave a report on the Friends of the Library activities to the Library Board. The Friends Board discussed a communication from the public regarding issuing receipts for the value of donations. While the Friends do issues receipts for donations they do not assign a value to the donations.

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

The Friends previewed several new logo designs created by students from the Art Institute. The Friends approved a \$45,500 budget for FY 2006/2007. They increased the budget by \$1,000 for each of the branch libraries.

The Friends are planning a volunteer recognition event on July 23<sup>rd</sup> at 10:30am.

Library and Environmental Programs staff have formed a joint sustainability committee. The committee promotes sustainability through programs, books and materials.

**Library Sustainability Committee Report**

Mr. Mullen reported on the annual Library User Survey results.

**Annual Library User Survey Results**

We asked Is the staff available, friendly, and helpful? Users agree 95%. Are the books, recordings and online resources current, suitable and available? Users agree 84%. Does our mix of services and programs meet your needs? Users agree 92%. Are the equipment and facilities appropriate and well maintained? Users agree 93%. Are you pleased overall with the Library? Users agree 93%.

The Board discussed several current Library journal articles.

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

Council approved the Library Board budget and added \$30,000 additional funds for Library Inspectors for security for the branch libraries.

**Secretary's Report 2006/2007 Budget Update**

Mr. Mullen reported to the Library Board that Migell Acosta, Principal Librarian for Information Management, is taking a job with the County of Los Angeles. The Library is recruiting for a Librarian III position in Information Management, Staff Assistant II positions and Library Service Officers/Inspectors.

**Staff Changes and Recruitment**

The City Clerk's office sent out information on candidate workshops for people interested in running for office on City Council, Rent Control Board, Board of Education and College Board of Trustees.

**Candidate Workshops**

No update.

**Santa Monica Historical Society**

City Manager, P. Lamont Ewell, would like to see improvements in business practices, customer service, and Human Resource polices and procedures. As a result three interdepartmental work groups were established to review these areas and make recommendations. Library staff is participating in each of the work groups.

**Lease Update**

**Interdepartmental Work Groups**

The Library Board asked that the following items be included in next Library Board agenda: a commendation for Migell Acosta; update on the Santa Monica Historical Society Lease; Library Board elections for Chair and Vice Chair; update on the Library Board plaque; update on staff recruitments; update on security at the Libraries; and Annual User Survey Comments.

**Agenda Building**

Boardmember Oppenheim moved to adjourn the meeting. Vice Chair Stern seconded the motion. The motion was approved in a unanimous voice vote. The meeting was adjourned at 8:55pm.

**Adjournment**

Attest:

Approved:

Greg Mullen

Edward Edwards

City Librarian

Library Board Chair