

# SANTA MONICA PUBLIC LIBRARY BOARD



## Minutes of the REGULAR Meeting of November 1, 2007 To Be Approved

A REGULAR meeting of the Library Board was called to order by Chairperson, Edward Edwards, at 7:00 p.m., Thursday, November 1, 2007 at the Administrative Conference Room, Main Library, 601 Santa Monica Blvd., Santa Monica.

**Call to Order**

**PRESENT:** Boardmember Blackwell, Boardmember Breisch, Chairperson Edwards, Boardmember Oppenheim and Vice Chair Stern

**Roll Call**

**ALSO PRESENT:** Carol Agate, Disabilities Commission; Diane Bednarski, Principal Librarian for Information Management; Greg Mullen, City Librarian; Rachel Foyt, Administrative Analyst

Boardmember Oppenheim made a motion to approve the minutes of the Library Board meeting of October 4, 2007. Boardmember Blackwell seconded the motion. The minutes were approved in a unanimous voice vote.

**Approval of the  
Library Board Minutes**

Diane Bednarski, Principal Librarian for Information Management, gave a report to the Board on Library technology and the Information Management Division.

**Technology Report**

She reported that the vacant Librarian I cataloging position has been filled and recruitment for the vacant Librarian III position in Information Management has begun.

She updated the Board on new services in automation. On October 10 staff performed an upgrade to the Library catalog, Unicorn Integrated Library System, bringing the catalog up to the current release. The enhancements offered by the upgrade were primarily behind the scenes and will set the stage for future enhancements. Future enhancements will be more visible to the public and staff.

Future implementations will allow for more flexibility in managing holds with 'demand management'. Demand management will allow patrons to place holds on non-print materials that are on order. Staff will also be able to limit by type of material the number of items a patron can have on hold. Future enhancements to the Unicorn system will take place in March and April 2008.

The 2008 release will include features such as: books by mail, on-line patron self-registration and family cards that allow family members to borrow on others behalf.

Also in October the Library deployed the City's web splash page that requires all wireless Internet users to read and accept a disclaimer/policy statement prior to getting wireless access for the day.

The Library was invited to participate in the Online Computer Library Center (OCLC) Content Cooperative Library. OCLC is the main company that provides database records describing books and materials for libraries. Beginning in November OCLC will grant the Library a one-year free subscription to its CONTENTdm digital content management solution. This system allows for the management of digitized objects such as photographs and newspapers. The Library will test the system and assess the feasibility of acquiring CONTENTdm as a permanent solution for the Image Archives and the Pacific Palisades Collection.

The Main Library will be deploying a patron-enabled Kwik-case unlocking station to allow patron to check out DVDs and music CDs at the self-checkout station without requiring staff assistance to remove the security cases.

Self-checkout stations will be installed at the Fairview and Montana branches. The RFID tagging at Ocean Park is scheduled to begin in January 2008.

In February 2008 the Library is scheduled to have its staff and patron workstations upgraded through the City's Computer Equipment Replacement Program.

Information Management is also making some improvements to ongoing processes in the Library. Options for outsourcing the cataloging and processing of DVDs are being assessed to decrease the turnaround time from receipt to shelf-ready status.

Board discussion followed.

Boardmember Oppenheim nominated the current cabinet of Edward Edwards, Chair and Dan Stern, Vice Chair. Boardmember Breisch seconded the motion. The motion carried in a unanimous voice vote. Boardmember Edwards will continue to serve as Chair and Dan Stern as Vice Chair.

**Election of Chair and Vice Chair of the Library Board**

Chair Edwards made a report on the Friends of the Library October 8 Board of Director's meeting.

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

There was a slight increase in the Friends' memberships. A letter to welcome new members is being sent out to those who join. Recently, the Friends received several donations totaling \$2,200 for collection development. The Friends are holding a volunteer brunch to honor all library

volunteers on Dec 2. There will be a catered brunch with entertainment and prizes. The Bookstore continues to receive about 1200 donations a day.

Jim Lynch's *The Highest Tide* was selected as the Santa Monica Citywide Reads 2008 title. It is the story of 13-year old Miles O'Malley and one transformative summer he spends navigating the mysteries of Puget Sound surroundings and his relationships with family and friends.

**Update on Citywide Reads**

Boardmember Oppenheim who was on the Citywide Reads selection committee reported on how the title was selected. The community nominated 99 titles for Citywide Reads 2008 and members of the selection committee voted for their top three picks. The books receiving three votes were short listed. Then the committee selected the top three titles from the short list and of those *The Highest Tide* fit the best with the Santa Monica community.

The Board discussed the expanded language for Library Rules of Conduct. Library staff will make amendments to the language based on the Library Board's comments and the item will appear on the December Board agenda.

**Expanded language for Library Rules of Conduct**

The Board reviewed the California Public Library Organization Report on California Public Libraries which talks about the different types of public libraries their structures and different funding sources.

**California Public Library Organization Report on California Public Libraries**

Mr. Mullen, City Librarian, gave a report on the California Library Association (CLA) Conference. Eighteen Library staff members and two Library boardmembers attended the October conference held in Long Beach. Three staff members made presentations at CLA on the topics of career and volunteers. Staff distributed packets to the Board of reports from Library staff who attended CLA.

**Report on the California Library Association Conference**

The Board discussed several recent articles from American Library Journal and Library Journal. They reviewed the article Future Reading by Anthony Grafton from the November 5, 2007 issue of *The New Yorker*.

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

Staff distributed an article from the calendar section of the November 1, 2007 *Los Angeles Times* on the Santa Monica Public Library's chess week held at Main and the Branch libraries.

The City Manager is holding neighborhood meetings to update the community on how the city has responded to the community's concerns and to discuss Santa Monica's needs and priorities as the 2008-09 budget planning cycle begins.

**Secretary's Report  
Community Meetings on Budget Priorities**

In California public libraries belong to library cooperatives authorized by the California Library Services Act (CLSA) to encourage cooperation among public libraries. Currently there are 15 systems in the state of California.

**Metropolitan Cooperative Library System (MCLS)**

Santa Monica belongs to the Metropolitan Cooperative Library System (MCLS) which has 33 member libraries in southern California. Los Angeles County, Pasadena, Inglewood and Palmdale libraries are members of the Southstate Cooperative Library System. The Santiago Library System is a third system in Orange County. MCLS has begun a discussion of merging these three geographically intermingled systems into one system.

All Santa Monica Libraries will be closed November 12 for a staff in-service training day at the Main Library. The day will include: Michael Porter who will speak on the future of libraries, social networking and gadgets; a catered lunch; entertainment; customer service presentations; and a team building exercise.

**November 12 Staff In-Service Training Day**

The Library Board asked that the following items be included in next Library Board agenda: a report on the Friends of the Library volunteer brunch; a report on the staff in-service training day; a review of the Library's emergency plan; a review of maintenance related to the green features of the Main Library; and an update on the Library Board plaque design.

**Agenda Building**

Boardmember Breisch moved to adjourn the meeting. Boardmember Stern seconded the motion. The motion was approved in a unanimous voice vote. The meeting was adjourned at 8:45pm.

**Adjournment**

Attest:

Approved:

Greg Mullen

Edward Edwards

City Librarian

Library Board Chair