

# SANTA MONICA PUBLIC LIBRARY BOARD



## Minutes of the REGULAR Meeting of March 6, 2008 To Be Approved

A REGULAR meeting of the Library Board was called to order by Vice Chair, Dan Stern, at 7:00 p.m., Thursday, March 6, 2008 at the Administrative Conference Room, Main Library, 601 Santa Monica Blvd., Santa Monica.

**Call to Order**

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

**Roll Call**

**ALSO PRESENT:** Greg Mullen, City Librarian; Wright Rix, Principal Librarian for Reference Services; Rachel Foyt, Administrative Analyst

Boardmember Oppenheim reported that he received comments from a member of the public regarding the parking garage elevator. The elevator does not go to the second floor of the Library when there are meetings in the community meeting rooms.

**Public Input**

Staff explained that for the library security system to work patrons have to utilize the interior Library elevators. The exterior parking garage elevators have to remain locked during library hours or patrons could leave with items they had not checked out. The exterior parking garage elevators are used to provide access the meeting rooms before the Library opens.

Boardmember Oppenheim made a motion to approve the minutes of the Library Board meeting of February 7, 2008. Boardmember Breisch seconded the motion. The minutes were approved in a unanimous voice vote.

**Approval of the Library Board Minutes**

Greg Mullen, City Librarian, gave a report on the Friends activities to the Library Board. At their February 11 Board meeting the Friends approved funds for a program to mark the 35<sup>th</sup> Anniversary of Shut in Services, Culturejam and reusable bags for Summer Reading. They also approved directional and informational signage for the Bookstore.

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

The Board discussed an email communication from Holly Hofmann regarding the Friends of the Library Bookstore. The letter from Ms. Hofmann was forwarded to the Friends of the Library including Kent Lewis the Co-Chair of the Bookstore, Jon Arenberg the Chair and Lisa Pound the Vice Chair of the Friends.

**Communications from the Public**

Mr. Mullen explained that the public donate materials to the Library and a member of the Reference staff is assigned to evaluate the donated materials

and determine which should be added to the Library collection. Materials not added to the collection are donated to the Friends for sale in the Bookstore.

Kent Lewis addressed the complaint and provided some information on Bookstore procedures in a written email to the Library Board.

Mr. Lewis explained that the Bookstore receives approximately 1200 donations a day therefore; the turnover of materials needs to be quick. Keeping books inexpensively priced is one way of recirculating books into the community. The Friends' Bookstore volunteers are involved in screening the book donations and sell many of the more valuable items through special sales or online. Additionally the Friends give away approximately 500 books a week to various service organizations throughout Santa Monica.

Board discussion followed. The Board questioned whether or not they have oversight of the Bookstore.

Based on the response from the Friends the Board will draft a response to Ms. Hofmann.

Wright Rix, Principal Librarian for Reference Services, updated the Board on ongoing reference projects. Staff submitted a grant application to the State Library for the digitization of the Santa Monica Evening Outlook newspaper. Cynni Murphy, Image Archives Librarian, is working on making the Image Archives available via WorldCat. A \$5000 grant from the Friends will fund a starter collection for audio books in Spanish that will be housed at the Fairview branch and the Main Library.

**Update on Reference Service Projects and a Tour of the Reference Department**

The Reference staff manages the budget for the collection system wide and is involved in computer and graphic instruction for the public and staff. Mr. Rix distributed a summary of Reference responsibilities to the Board.

The Board toured the second floor Periodicals and Reference department areas. In the Periodicals department the Board was updated on the purchase of a new ST200X Digital Film Viewer Scanner (aka Microfilm machine).

Mr. Rix reported that the new machine: supports microfilm and microfiche; has the ability to save to USB and CD-R(W); has the ability to save in JPEG, PNG, TIFF, and PDF; has the ability to scan in high resolution from microfilm and slides; and emails PDF images.

The Board received a tour of the Reference Services workroom that includes the humidity controlled negative storage for the Image Archives.

The Board visited the Youth Services area to discuss the parenting collection and area. The parenting collection contains information and resources for parents and caregivers. There is also a space for parents and caregivers to read to young children. Board discussion followed.

**Youth Services Reading Area**

This year National Library Week is kicked off with an event planned by the Santa Monica Public Library Teen Council. Culturejam: Around the World in 4 Hours is a cultural celebration for people of all ages to experience culture through dance, food, music, spoken word, and art. This event will be held on Saturday, April 12 from 12 noon to 4:00 p.m. at the North Entry Courtyard and parking lot of the Main Library.

**National Library Week  
Culturejam**

For the past few months, Santa Monica teens have been working hard to plan a cultural festival that celebrates, educates, and entertains the Santa Monica community. This four-hour "tour" around the world will feature culture-themed booths, storytelling, arts and crafts activities for children, and a performance showcase. Activities include African drum-making, origami, henna, and much more! Performers representing different regions of the world, such as South America, Asia, Africa, and Europe will educate the audience through music, dance, and spoken word.

Mr. Mullen distributed a mock up of the Library Board plaque for the Main Library. Board discussion followed. The Board suggested the name of the City Librarian and a building dedication date be added to the plaque.

**Discussion of a  
Library Board Plaque  
at the Main Library**

No report.

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

Library staff distributed the January 2008 Library monthly statistics.

**Secretary's Report**

**Library Monthly  
Statistics**

The Board discussed which Library projects to include in the report to the Board and Commissions at the April 1 dinner. The report will focus on the work and programs that took place at the Branches during the past year.

**Library Board Report  
for the Board and  
Commission Dinner**

Mr. Mullen reported that the Santa Monica Historical Society has hired an interior designer for the Museum and plans to hire a contractor by the end of June. The staff of the Historical Society plan for the Museum to open in March 2009.

**Report on the Santa  
Monica Historical  
Society Museum**

Library staff distributed the reader's guide for Citywide Reads 2008.

**Report on Citywide  
Reads 2008**

Public Services staff is posting events and activities on the blog developed for Citywide Reads <http://www.santamonicacitywidereads.blogspot.com/>.

The Library staff submitted two budget enhancement requests for fiscal year 2008/09, expanded hours for Martin Luther King Jr. Auditorium rentals and expanded Sunday hours at the Main Library.

**Library Budget  
Request**

Currently the Martin Luther King Jr. Auditorium is available for rental only during regular Library hours. The Library staff has had numerous requests from the community to have the rental hours for the Auditorium expanded. The additional cost for staff during expanded hours for Auditorium rentals

will be offset by a security coverage fee paid by the renter.

Per the Library Board's recommendation Library staff requested expanded Sunday hours at the Main Library. Expanded hours would be 10am to 5:30pm. The cost for expanded hours would be approximately \$160,000.

The Library Board asked that the following items be included in next Library Board agenda: a tour of the Fairview Branch Library; discussion of the Library Board plaque and a report on the annual Board and Commission dinner.

**Agenda Building**

The Board will hold the April Board meeting in the Community Room at the Fairview Branch Library, 2101 Ocean Park Blvd.

**Location for the April Library Board Meeting**

Boardmember Oppenheim moved to adjourn the meeting. Boardmember Breisch seconded the motion. The motion was approved in a unanimous voice vote. The meeting was adjourned at 9:02pm.

**Adjournment**

Attest:

Approved:

Greg Mullen

Dan Stern

City Librarian

Library Board Vice Chair