

SANTA MONICA PUBLIC LIBRARY BOARD



Minutes of the SPECIAL Meeting of October 1, 2009 To Be Approved

- Call to Order** A SPECIAL meeting of the Library Board was called to order by Chairperson, Edward Edwards, at 7:00 p.m., Thursday, October 1, 2009 at the Community Room, Ocean Park Branch Library, 2601 Main Street, Santa Monica.
- Roll Call**
- PRESENT:** Boardmember Breisch, Chairperson Edwards, Boardmember Oppenheim and Vice Chair Stern
- ABSENT** Boardmember Blackwell
- ALSO PRESENT:** Kristina Andresen, Andresen Associates Architects; Roger Kelly, Youth Services Coordinator; Celia Carroll, Ocean Park Branch Manager; Greg Mullen, City Librarian; Norma Angel, Administrative Analyst
- Public Input** No report.
- Approval of the Library Board Minutes** Motion by Boardmember Oppenheim, seconded by Vice Chair Stern to approve the minutes of the Library Board meeting of September 10, 2009. The motion was approved by the following vote:
- AYES: Boardmember Breisch, Chairperson Edwards, Boardmember Oppenheim and Vice Chair Stern
- NOES: None.
- ABSENT: Boardmember Blackwell
- Report from the Friends of the Library, a Library Support Group** No report.
- Report on the Santa Monica Historical Society Museum** Kristina Andresen, Andresen Associates Architects, gave a report on the Santa Monica Historical Society Museum. All funds for construction have been raised. However, funds are still being raised for furniture and extras. The floor slab has been poured and the slab topping will be poured next. The address for museum is 1350 7th Street. A walk-through of the museum is tentatively scheduled for the December 3 Library Board Meeting. Board discussion followed.

Summer Reading Program Report	Roger Kelly, Youth Services Coordinator, gave a report on Summer Reading 2009. Santa Monica has two summer reading programs the kids program for children ages 2-11 and the teen program for grades 6-12. This summer Santa Monica children and teens read 1,153,320 minutes. Staff did some new things for summer reading 2009. First, was a kickoff event in June that featured Eric Carle. Staff distributed "Be Creative @ Your Library" buttons and erected creative displays at the libraries to publicize summer reading.
Main Library Computer Commons Headphones Discussion	Staff distributed a survey on library supplied headphones available for use at public computers throughout libraries in the region. The survey showed that most libraries do not supply headphones. Library supplied headphones in the Main Library Computer Commons have been discontinued because of frequent damage and hygiene issues. Staff proposed making headphones available for sale or for check out in the Computer Commons. Board discussion followed.
Nationwide Current Library Trends - Review of Library Journal Articles	The <u>LA Weekly</u> , best of LA edition, October 2 – 8 highlighted Santa Monica Public Library as having the best library café in town.
Secretary's Report	Staff distributed the August 2009 Library statistics. The Board reviewed the statistics and discussion followed.
Library Statistics for August 2009	
Library Facility Updates – Pico Area Branch Library	The call for request for proposal (RFP) for design services of the Pico Area Branch Library has opened. Staff distributed the anticipated project schedule from the RFP for the branch.
Shelving at the Montana Ave. Branch	The Montana Ave. Branch was closed unexpectedly for three days because of demolition needed to install the new shelving. The collection was relocated to the Montana community room. Staff is able to retrieve items for the public to check out. The shelving installation should be complete and materials shelved by the end of next week. Montana will also be getting a three tiered material display and slat wall on the end panels.
Main Library Landscaping Replacement	Because of the soil compaction issues at the Main Library the Community Maintenance division recommended that all soil and plants be removed from the planters and be restored to the original specifications in the plans.
Library System Maintenance	Library staff will withhold payment from SIRSI, the vendor responsible for the library catalog, because of non compliance on contractual issues. The vendor agreed and is putting together a team to work on the software problems.
Replacement of Elevator Doors at the Main Library	The second floor exterior parking garage elevator doors at the Main Library are due to be replaced, however, the wrong doors were delivered and it will be another month before the work can be completed.
Library Service Updates – Deaccessioning of Books on Cassette	Statistics on books on cassette show that circulation is down. Over the last few years books on cassette have transitioned to books on CD and downloadable audiobooks that are available on the Library homepage. In January books on cassette will be removed from the collections at the Main Library and the

Montana Ave. Branch.

**Replacement of
Lost or Damaged
Items**

Patrons will pay a \$7.00 processing fee on lost or damaged items even if they purchase the item and bring it in. Staff still has to process the item so it can be made available for checkout. The overdue fine is generally waived when the item is replaced.

Holds Processing

A transition in holds processing has been made from completely wrapping the book with paper to using a receipt slip taped onto the spine or slipped into the book. The new processing will save about a 1000 staff hours at Main and 500 at the branches.

**Office 2007 for the
Public Computers**

Microsoft Office 2007 is installed at all library public computers. Office 2007 classes are being offered and there is an on-line tutorial from the Adult Learning Center.

Public Printing

Patrons can now name the print job they are sending from the public computers to the printer. They can also add a pin number for the security of their print job. Any print job that remains in the queue after two hours is automatically deleted.

**Tour of the Ocean
Park Branch
Improvements**

The Board took a tour of the Ocean Park Branch improvements and popular materials area.

Agenda Building

The Library Board asked that the following items be included in the next Library Board agenda: update on the Santa Monica Historical Society Museum and an update on the Pico Area Branch project.

Adjournment

Chair Edwards adjourned the meeting at 8:40pm.

Attest:

Approved:

Greg Mullen

Edward Edwards

City Librarian

Library Board Chair

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