

# SANTA MONICA PUBLIC LIBRARY BOARD



## Minutes of the REGULAR Meeting of November 5, 2009 To Be Approved

- Call to Order** A REGULAR meeting of the Library Board was called to order by Chairperson, Edward Edwards, at 7:05 p.m., Thursday, November 5, 2009 at the Administrative Conference Room, Main Library, 601 Santa Monica Blvd., Santa Monica.
- Roll Call**
- PRESENT:** Boardmember Blackwell, Boardmember Breisch, Chairperson Edwards, Boardmember Oppenheim and Vice Chair Stern
- ALSO PRESENT:** Jean McNeil Wyner, Santa Monica Historical Society Museum Boardmember; Greg Mullen, City Librarian; Rachel Foyt, Administrative Analyst
- Public Input** No report.
- Library Board Tour of the Santa Monica Historical Society Museum** Jean McNeil Wyner from the Santa Monica Historical Society Museum Board led the Library Boardmembers in a tour of the museum site. The Board discussed the construction schedule for the museum.
- 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 October 1, 2009. The motion was approved by the following vote:
- AYES: Boardmember Blackwell, Boardmember Breisch, Chairperson Edwards, Boardmember Oppenheim and Vice Chair Stern
- NOES: None.
- ABSENT: None
- Report from the Friends of the Library, a Library Support Group** Chair Edwards gave a report on the activities of the Friends of the Santa Monica Public Library. The Friends are developing their on-line book sale presence and recruiting interested volunteers who can run the program.
- Making Headphones Available in the** Patrons will be able to check out headphones on their Library card from the

<b>Computer Commons</b>	computer commons. Checkout will be for one day.
<b>Flu Season Planning</b>	<p>The City is being proactive in planning for the flu season. The emergency response team for the city designed a website to provide current information about the flu and where to get vaccinations <a href="http://www.smgov.net/flunews">www.smgov.net/flunews</a>.</p> <p>A seasonal flu vaccine clinic will be held at the Main Library on November 10 from 4-7pm.</p>
<b>Fiscal Year 2010/2011 Budget Preparations</b>	<p>The community budget meetings are an opportunity for the community to give feedback to the City Manager's Office about budget priorities. The budget meetings begin November 9<sup>th</sup> at 7pm at SMASH/Muir School.</p> <p>Mr. Mullen reported that because of decreased revenues the City Department Heads are meeting to prioritize services and look at ways to reallocate resources.</p> <p>At the December 8 City Council meeting the Finance Director will discuss the state of the budget and give the budget forecast.</p>
<b>Nationwide Current Library Trends - Review of Library Journal Articles</b>	<p>The Board discussed three articles from <u>Library Hotline</u> covering the Sony eReader, the closure of 28 California school district libraries, and the Big Read grant to support the one book one city program.</p>
<b>Secretary's Report Library Statistics for September 2009</b>	<p>Staff distributed the September 2009 Library statistics. Mr. Mullen reported that the Youth Services statistics are down because in the past year some young adult program numbers were reported incorrectly. Now that the discrepancy has been noted it is being corrected. Board discussion followed.</p>
<b>Library Customer Survey 2009</b>	<p>The results from the Library Customer Survey 2009 were distributed. 94% of the survey responders are satisfied with the Library and the mix of services and programs meet their needs. 90% of responders feel that the materials the Library offers meet their needs and that the equipment and facilities are appropriate and well maintained.</p>
<b>Library Staff In-Service Day</b>	<p>The fifth annual Library staff development day is planned for November 11. The morning will begin with training on customer service from Cheryl Gould of Infopeople. Afternoon speakers include the Acting State Librarian, Stacy Aldrich and John Warren of RAND. A variety of afternoon breakout workshops focusing on continuing workplace training will also be offered. The Friends of the Library are providing a catered lunch in appreciation of staff.</p>
<b>Library Facility Updates Pico Area Branch Library Update</b>	<p>A total of 34 requests for proposals for design services for the Pico Branch Library were received. The five architecture firms that were selected from the proposals will be invited to interview later in November.</p>
<b>Main Library Landscaping Replacement</b>	<p>The City Architect is drafting a letter to Morley asking them to remove all the compacted soil from the planters at the Main Library and replace it according to the original specifications. Also at this time a few trees in the courtyard will be</p>

replaced with palm trees.

**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. The new doors have been received and are being painted.

**New Phone Numbers for the Library Branches**

The City is installing a new telephone system. The branches will be getting new phone numbers that will be tied to the Main Library telephone tree.

**Library Service Updates**

No report.

**New Circulation Limits**

Registered borrowers may check out a maximum of 50 items. There are new circulation limits for:

- Adult new books – 10
- DVDs/Videos – 10
- Audio Books/Language Sets – 10
- Children’s Non-Fiction – 3 (limited to three items of the same call number regardless of format.)

**Email Notices for Fines**

The Library plans to experiment with sending out email notices notifying patrons of the status of their account and any fines owed.

**Report on the 2009 CLA Conference**

The Board reviewed a variety of staff reports on workshops attended at the 2009 California Library Association Conference.

**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; update on the Pico Branch Library; and an update on the budget.

**Adjournment**

Chair Edwards adjourned the meeting at 8:50pm.

Attest:

Approved:

Greg Mullen  
City Librarian

Edward Edwards  
Library Board Chair

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