

# SANTA MONICA PUBLIC LIBRARY BOARD



## Minutes of the REGULAR Meeting of December 3, 2009 To Be Approved

- Call to Order** A REGULAR meeting of the Library Board was called to order by Vice Chair, Dan Stern, at 7:04 p.m., Thursday, December 3, 2009 at the Administrative Conference Room, Main Library, 601 Santa Monica Blvd., Santa Monica.
- Roll Call**
- PRESENT:** Boardmember Blackwell, Boardmember Breisch, Boardmember Oppenheim and Vice Chair Stern
- ABSENT:** Chairperson Edwards
- ALSO PRESENT:** Greg Mullen, City Librarian; Rachel Foyt, Administrative Analyst
- Public Input** No report.
- Approval of the Library Board Minutes** Motion by Boardmember Oppenheim, seconded by Boardmember Breisch to approve the minutes of the Library Board meeting of November 5, 2009. The motion was approved by the following vote:
- AYES: Boardmember Blackwell, Boardmember Breisch, Boardmember Oppenheim and Vice Chair Stern
- NOES: None
- ABSENT: Chairperson Edwards
- Report from the Friends of the Library, a Library Support Group** Greg Mullen, City Librarian, gave a report on the activities of the Friends of the Library. The Friends scheduled their December breakfast meeting for the 14<sup>th</sup>. Roger Kelly, Youth Services Coordinator, made a report to the Friends on Summer Reading 2009 and the 40<sup>th</sup> Anniversary Sesame Street program. The Friends held a special sale of higher value books in November.
- Budget Update** Mr. Mullen reported that there is a projected budget shortfall of \$11.3 million in the city's general fund for fiscal year 2009/10. City departments have been asked to look at the areas of supply and expense, and salary and wages for expected savings and ways they can make cuts.
- The replacement of the Integrated Library System (ILS) continues to be a priority for the Library. ILS is the software responsible for managing patron transactions and reporting fines and fees. Staff has concerns about the reliability of the software and the potential for a failure of the system.

Additionally, the current system prevents Library staff from implementing new services.

In an attempt to collect some of the back log of accounts receivable Library staff sent email to 9000 delinquent adult users who owe more than \$5.

**Report on the Pico Branch Library**

Staff distributed the anticipated project schedule for the Pico Branch Library. Interviews for the design team were held in November. The next step is for City Council to approve negotiating the design team contract. Staff will also include a report to Council reviewing the alternatives of placing the project at Virginia Ave. Park or in an alternate location along Pico Blvd.

**Discussion of Library Meeting Room Fees**

Staff proposed moving away from the resident/nonresident meeting room fee structure. Board discussion followed and was in support of moving to a one fee structure.

**Ongoing Inventory of Library Material**

Staff is doing an inventory of all library materials. There is an expected loss rate of 4% annually. This first inventory will give staff a baseline for future inventories.

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

The Board discussed several recent library journal articles.

**Secretary's Report**

Construction on the Santa Monica Historical Society Museum is ongoing. The museum doors on the paseo and the HVAC ductwork have been completed. The electrical fixtures are the next to be installed.

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

**Report on Library Staff In-Service Day**

140 Library staff members attended the fifth annual Library staff development day on November 11. The morning began with training on customer service from Cheryl Gould of Infopeople. Afternoon speakers included the Acting State Librarian, Stacey Aldrich and John Warren of RAND. A variety of afternoon breakout workshops focusing on continuing workplace training were also offered. The Friends of the Library provided a catered lunch in appreciation of staff.

**Library Journal 2009 Index of Public Library Service**

Santa Monica Public Library was named one of the nation's best libraries and earned four stars from Library Journal's national rating of public libraries, the L J Index of Public Library Service 2009.

The ratings, announced November 15, were based on 2007 data from the Institute of Museum and Library Services (IMLS). The L J Index rated 7,268 public libraries on the level of service they provided and identified 258 star libraries.

Libraries were evaluated on per capita statistics that included: visits, circulation, program attendance, and public Internet computer use. The top libraries in each group received five, four, or three stars.

The newly created L J Index offers an overall indication of how a library's performance stacks up to peer libraries and provides guidance on how public libraries can better assess and improve the services they present to users.

**Image Archive  
Reproduction  
Options to Change**

Photographic reproductions from the Image Archives will no longer be available through the Library. The lab that produced the photographic prints for the Image Archives is closing its doors in Santa Monica. High resolution digital files (\$15.00 each) on CD may still be ordered for the images online in Imagine Santa Monica <http://digital.smpl.org>. Clients may take the CDs to local labs to have prints made for themselves.

**New Phone  
Numbers for the  
Library Branches**

Starting December 8, Santa Monica Public Library branches have new public phone numbers. The new branch listings are:

- Fairview Branch Library (310) 458-8681
- Montana Avenue Branch Library (310) 458-8682
- Ocean Park Branch (310) 458-8683

Phone numbers for the Main Library remain the same.

This change has the advantage of allowing the branch phones to offer more information and special announcements. It also moves the branch libraries onto the same phone system as the rest of the City of Santa Monica.

The old branch phone numbers will have a recorded message telling callers the new phone number. This recording will continue for one year.

**Ocean Park Facility  
Issues**

The Ocean Park facility will be treated for termites. Track lighting was installed in the new popular materials area. Blinds were installed in the main reading room.

**Headphones  
Available in the  
Computer  
Commons at the  
Main Library**

Headphones with hygienic covers will be available for check out in the Computer Commons at the Main Library.

**Relocation of the  
Holds Available for  
Pick Up at the Main  
Library**

The holds pick up area at the Main Library has been split into two areas to accommodate the growing number of material on hold. The fiction collection was shifted to create a new holds area behind the information desk.

**Agenda Building**

The Library Board asked that the following items be included in the next Library Board agenda: an update on the construction of the Santa Monica Historical Society Museum; a report on the Library budget; an update on the Pico Area Branch library and an update on the planning for Citywide Reads 2010.

**Location of the  
January 7 Library  
Board Meeting**

The January 7 Library Board meeting will be held at the Montana Ave. Branch, 1704 Montana Ave.

**Adjournment**

Motion by Boardmember Oppenheim, seconded by Boardmember Breisch to adjourn the Library Board meeting. The motion was approved in a unanimous

voice vote. Noes none and Chairperson Edwards was absent. Vice Chair Stern adjourned the meeting at 8:36 p.m.

Attest:

Approved:

Greg Mullen  
City Librarian

Edward Edwards  
Library Board Chair

This document is available in alternate format upon request. The Santa Monica Public Library is wheelchair accessible. For special disability accommodations contact Library Administration at (310) 458-8606 at least 3 days prior to the scheduled meeting.