

# SANTA MONICA PUBLIC LIBRARY BOARD



## Minutes of the REGULAR Meeting of June 3, 2010 To Be Approved

- Call to Order** A REGULAR meeting of the Library Board was called to order by Chairperson, Edward Edwards, at 7:03 p.m., Thursday, June 3, 2010 at the Administrative Conference Room, Main Library, 601 Santa Monica Blvd., Santa Monica.
- Roll Call**
- PRESENT:** Boardmember Blackwell, Chairperson Edwards, Boardmember Oppenheim and Vice Chair Stern
- ALSO PRESENT:** Greg Mullen, City Librarian; Diane Bednarski, Principal Library for Information Management Division; 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 May 6, 2010. The motion was approved by the following vote:
- AYES: Boardmember Blackwell, Chairperson Edwards, Boardmember Oppenheim and Vice Chair Stern
- NOES: None.
- ABSENT: Boardmember Breisch
- Report from the Friends of the Library, a Library Support Group** No report. The Friends of the Library Board meeting was cancelled for May.
- Integrated Library System** Diane Bednarski, Principal Librarian for Information Management gave the Board an update on the integrated library system (ILS).
- The Library will receive capital improvement project funds to replace the current ILS which has been in place since 1996. A committee of Library staff representing each of the major areas of the system has been formed to evaluate new systems. There are several main components to the system: acquisitions; cataloging; serials control; circulation; and on-line catalog. Staff are examining ILS options from 6 vendors. The committee has seen

demonstrations from all the vendors.

Over the next 5 months staff will continue to develop the functional requirements for the system and issue a request for proposal (RFP). Then vendors will respond to the RFP and staff will follow up with site visits and inquiries. Finally, a recommendation will be made to Council to enter into a contract with one of the vendors.

The process began in March 2010 and it will take approximately 18 months to complete. The goal is to have the system in place by June 2011.

**Tour of the Santa Monica Historical Museum**

Kris Andresen, Andresen Associates Architects and Ho Nguyen, Director of Operations at the Santa Monica Historical Museum gave the Library Board a tour of the new Santa Monica Historical Museum. The museum grand opening is scheduled for October 3.

**Update on the 2010/11 Budget**

Mr. Mullen, City Librarian, presented the Library budget to City Council at the May 26 Budget Study Session. His presentation included a summary of Library services, accomplishments for 2009/10, Library goals for 2010/11, and a summary of budget cuts and changes. Council asked follow up questions and commented.

**Library Board Vacancies**

The Board discussed upcoming Library Board vacancies.

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

The Board discussed several library journal articles.

**Secretary's Report**

**Library Staff Training**

Forty-five Library staff members participated in workshops covering how to deal with difficult people. The topics covered in the workshops included how to deal with emotional customers, confrontational or challenging customers, and how to use teamwork.

All Library staff have completed an online course intended to improve communication with members of the public or staff with disabilities. Staff will be able to attend some of the American Library Association 2010 Annual Conference workshops electronically.

**Library Recruitments**

The Ocean Park Branch Manager has been selected and an announcement will be forthcoming. Recruitment for the vacant Librarian II position in Public Services is ongoing.

**Library Services and Program Reports**

This year the Library had two booths at the Santa Monica Festival. One booth had adult services material, the Friends of the Library and crafts for children, and the other booth was the Living Library Project. This was the third Living Library Project hosted by Santa Monica Public Library.

On May 22 the Library held iCycle a festival of bicycles and cycling, featuring workshops on safety, repairs and maintenance; bicycle registration; gear and accessories demonstrations; children's crafts and bike parade; and

entertainment. The event offered free bike valet. Approximately 500 people attended the daylong event.

Ask Now the online chat reference service is ending as of July 1. State funding for the program has expired. The Library may be able to participate in an alternate service through the Southern California Library Cooperative.

The Library has two new databases, Career Transitions and JobNow, available for job seekers.

**Library Facility Updates**

The city and Koning Eizenberg Architects have reached a contractual agreement for design services on the Pico Library project.

All facilities are being evaluated for current and future maintenance needs. The Main Library interior walls are being painted. Eighteen new bike racks have been installed at the Main Library in two parking spaces on the surface parking lot. Upgrades to the Library security cameras including installation of new security cameras for the bicycle parking areas are underway. The new sign for the Ocean Park Branch Library will be reviewed by the Landmarks Commission.

**Furniture, Fixtures and Equipment Updates**

Quick checkout and quick release stations are now available at each Branch. Main Library computers are slated to be replaced in July through the city computer replacement program. Staff is exploring options for replacement of one of the four microfilm machines.

**Library Statistics**

Staff distributed the April 2010 Library statistics. Board discussion followed.

**Agenda Building**

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

**Adjournment**

Following the tour of the Santa Monica Historical Museum Chair Edwards adjourned the meeting at 8:55 p.m.

Attest:

Approved:

Greg Mullen

Edward Edwards

City Librarian

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.