

SANTA MONICA PUBLIC LIBRARY BOARD



Minutes of the REGULAR Meeting of September 2, 2010 To Be Approved

Call to Order	A REGULAR meeting of the Library Board was called to order by Chair Edward Edwards, at 7:00 p.m., Thursday, September 2, 2010 at the Main Library, Administration Conference Room, 601 Santa Monica Blvd., Santa Monica.
Roll Call	<p>PRESENT: Boardmember Breisch, Chairperson Edwards, and Boardmember Oppenheim</p> <p>ABSENT: Boardmember Blackwell and Vice Chair Stern</p> <p>ALSO PRESENT: Claudia Fishler, Assistant City Librarian; Rachel Foyt, Administrative Analyst</p>
Public Input	No report.
Approval of the Library Board Minutes	<p>Motion by Boardmember Oppenheim, seconded by Chair Edwards to approve the minutes of the Library Board meeting of August 5, 2010. The motion was approved by the following vote:</p> <p>AYES: Boardmember Breisch, Chairperson Edwards and Boardmember Oppenheim</p> <p>NOES: None.</p> <p>ABSENT: Boardmember Blackwell and Vice Chair Stern</p>
Report from the Friends of the Library, a Library Support Group	Claudia Fishler, Assistant City Librarian, gave a report on the Friends of the Library August Board meeting. The Friends approved funds to support the Library's banned books program on October 2. They also approved a funding request from the Reference Department to digitize 13 historical maps of Santa Monica and vicinity.
Affirmation of Allegiance	Ken Breisch took the affirmation of allegiance and was sworn in as Library a Boardmember for a four year term.
Library Board Elections	The Library Board elections were tabled until the October board meeting.
Proposed Changes to the Library Rules of Conduct	Ms. Fishler reported that Library staff has been meeting with the City Attorney regarding the proposed changes the Library Rules of Conduct.

One of the proposed changes is the ability to bar a patron from entering the Library. In order to be able to bar a patron from entering the Library City Council would need to change the municipal code and the Library Rules of Conduct will need to state what the consequences are for various infractions of the rules. Additionally, there will need to be an appeals process.

Report on Citywide Reads 2011 Book Selection

The 2011 Citywide Reads selection is *Wench* by Dolen Perkins-Valdez. Citywide Reads 2011 will be held mid February through mid March to bridge both Black History Month and Women's History Month. The author is planning to participate in a program for Citywide Reads.

Unattended Children in the Library at Closing

Library staff is reworking a letter to parents about unattended children in the Library.

The letter states: Parents and children must be aware of library hours so that the child is picked up before the library closes. Children left unattended at closing time will be deemed at risk and the Santa Monica Police Department will be contacted to take custody of the child.

If a child is left unattended at closing a Library staff member attempts to contact the parent or guardian. If staff is able to reach the parent two staff members wait with the child. If the wait will be longer than 10 minutes or if staff cannot reach the parent, a call is placed to the Santa Monica Police Department and they are asked to take responsibility for the child.

Report on the Shotgun House

Ms. Fishler reported that Greg Mullen, City Librarian, met with several members of the Santa Monica Conservancy to discuss collaboration between the Library and the Conservancy.

Update on the Pico Branch Library

Staff is asking the community to complete a survey regarding the Pico Branch Library before September 17. About 300 surveys have been completed so far. The first community meeting about trends in libraries is being held on September 11 at 2 p.m. at the Thelma Terry Center in Virginia Ave. Park.

Nationwide Current Library Trends - Review of Library Journal Articles

No report.

Secretary's Report

A career day event is scheduled for September 17 at the Main Library. The event will offer one-on-one resume reviews, resume writing tips, job hunting tips, and mock interview sessions.

Update on Library Services and Programs

Summer Reading is almost complete. Prizes are still being given out.

Update on Library Staffing

Current recruitments for Library staff vacancies include: a Librarian I in cataloging; a Librarian I, half time in Reference; Librarian I (5), As Needed at various locations; a Staff Assistant 2 in Circulation and Library Page (5) at various locations. Human Resources received 150 applications for the Library

Page position.

Janet Hunt the former Branch Manager at the Montana Ave. Branch passed away.

**Update on Library
Facilities**

A contractor for the City is completing an assessment of all City owned facilities. The Library has reviewed a draft report and met with staff from Civil Engineering. Staff is beginning to act on some of the suggestions from the draft report.

The replacement of the landscaping and soil at the Main Library has started. The soil is being replaced due to a subsidence issue. Trees and plants will be reused in other areas of the city, donated or replanted as their condition allows. The landscapers will follow the original planting plan for the Main Library. However, the Acacia trees in the central courtyard will be replaced.

The surface parking lot is being used as a staging and storage area for roll off bins, plants, equipment and materials.

Additional electrical outlets will be added in the central courtyard as part of the landscaping project. Chair Edwards expressed a great desire to have additional electric outlets added in the central courtyard.

The Ocean Park Branch re-carpeting and remodeling project has been pushed to December. The Branch will be closed for about four weeks for re-carpeting and the addition of shelving in the children's area.

The Landmarks Commission rejected the design for a new sign for the Ocean Park Branch. Staff has been working with a new sign designer to develop a look that responds to their comments. Ms. Fishler presented the plans for the new sign design to the Board.

Motion by Boardmember Oppenheim, seconded by Chair Edwards that the Library Board has reviewed the sign design for the Ocean Park Branch in detail, approves of it and encourages the Landmarks Commission to endorse the plan. The motion was approved by the following vote:

AYES: Boardmember Breisch, Chairperson Edwards and Boardmember Oppenheim

NOES: None.

ABSENT: Boardmember Blackwell and Vice Chair Stern

**Update on Library
Security**

Ms. Fishler reported that on August 9 Library staff conducted a bag search of all bags being brought into the Library. The bag search was done in response to people bringing inappropriate items into the Library.

The Police Department conducted another successful bicycle theft sting at the Main Library.

**Library Statistics
for July 2010**

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

Staff distributed a PC reservation and usage report. The report shows an increase from June in PC usage.

The Board reviewed a circulation report for the last five years. Circulation has doubled over the last five years.

Agenda Building

The Library Board asked that the following items be included in the next Library Board agenda: report on Library volunteers; report on Summer Reading; report on the Pico Community Meeting; an update on the Santa Monica Historical Society Museum; and Library Board elections.

Adjournment

Chair Edwards adjourned the meeting at 8:25pm.

Attest:

Approved:

Claudia Fishler

Edward Edwards

Assistant 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.