

SANTA MONICA PUBLIC LIBRARY BOARD



Minutes of the REGULAR Meeting of August 2, 2012 To Be Approved

- Call to Order** A REGULAR meeting of the Library Board was called to order by Chairperson Ken Blackwell, at 7:05 p.m., Thursday, August 2, 2012 at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica.
- Roll Call**
- PRESENT:** Chairperson Ken Blackwell,
Boardmember Ken Breisch, Vice Chair
Gene Oppenheim and Boardmember
Dan Stern
- ABSENT:** Boardmember Kathie Sheldon
- ALSO PRESENT:** Rebecca Adams, Record and Election
Services; Greg Mullen, City Librarian;
Rachel Foyt, Administrative Analyst
- Choose Civility** Rebecca Adams, Record and Election Services, reported to the Board on the Choose Civility campaign. The policy adopted by the City Council in December 2011 endorses standards of behavior that promote civility at all public meetings.
- Public Input** The Board discussed an email communication from Mark Elliot. In the email Mr. Elliot expressed concerns regarding the Bibliocommons privacy policy and the need to register with Bibliocommons in order to use the Santa Monica Public Library online catalog.
- Approval of the Library Board Minutes** Motion by Vice Chair Gene Oppenheim seconded by Boardmember Ken Breisch, to approve the minutes of the Library Board meeting of June 13, 2012. The motion was approved by the following vote:
- AYES: Chairperson Ken Blackwell, Boardmember Ken Breisch, Vice Chair Gene Oppenheim and Boardmember Dan Stern
- NOES: None
- ABSENT: Boardmember Kathie Sheldon
- Report from the Friends of the Library, a Library** Greg Mullen, City Librarian, gave a report on the Friends of the Santa Monica Public Library. The regular meeting of the Friends' Board was

Support Group

canceled due to the lack of a quorum.

The Friends' nonprofit status has been revoked due to the failure to file tax returns for three consecutive years. The missing returns have now been completed and submitted to the IRS. A new procedure for completing and filing the returns has been established.

**Update From
Library Staff on
Polaris &
BiblioCommons
the New Electronic
Services**

Mr. Mullen gave an update on Polaris and BiblioCommons the two new electronic services at Santa Monica Public Library. Polaris is the underlying software system that keeps track of the Library's lending collection, allow patrons to search the online catalog, place holds, renew materials and check user account information. BiblioCommons is a search engine that has been customized to work with Polaris and improve the ease of use for accessing material.

The punch list of outstanding Polaris issues has been reduced from 110 to five. There are 20 outstanding items with BiblioCommons. Key among them is difficulty with displaying new items and a default error message that tells patrons to "Try again later" regardless of the issue.

Resolved issues include:

- Correct due dates now appear in BiblioCommons
- It is now possible to specify an alternate hold pickup location
- Patrons can now change their PIN and user ID
- Item availability information is now reliable
- Holds are now possible for volumes, items and on-order titles
- Notices for holds, overdues and bills are current and consistent

Items related to the new systems that are currently in development include: the automated telephone notification system; mobile versions of BiblioCommons for use by smart phones and mobile devices; and use of Polaris for acquisitions.

**Update From Staff
on the Pico Branch
Library Project
Plans and
Schedule**

The Board reviewed the materials boards for the Pico Branch Library. Board discussion followed.

The groundbreaking ceremony for the Pico Branch Library is scheduled for Wednesday, August 15 at 1:00 p.m. at Virginia Avenue Park. The project time line calls for 420 days of construction with the completion target date for construction on September 23, 2013. The construction hours will be Monday – Friday from 8:00 a.m. to 6:00 p.m. The LEED Certification is close to the Platinum level.

**Fiscal Year 2011-12
Annual Report of
the Santa Monica**

The Board discussed the annual report of the Santa Monica History Museum for fiscal year 2011-12.

History Museum

Report on the Workshops, Speakers and Activities at the American Library Association Conference

Vice Chair Gene Oppenheim reported on the exhibit hall he attended while at the American Library Association Conference held June 22 to June 25 in Anaheim. Boardmember Kathie Sheldon's report is tabled to the September Board meeting.

Nationwide Current Library Trends - Review of Library Journal Articles

The Boardmembers discussed the article *The Bookless Library*, in The New Republic, July 12, 2012 by David Bell.

Secretary's Report

Update on Library Services and Programs

Summer Reading which began on Saturday, June 16 is achieving record numbers of participants. The theme for kids' Summer Reading this year is *Dream Big READ!* and the theme for teens is *Own the Night*.

Santa Monica Public Library meeting room rentals may now be paid via credit card.

Mr. Mullen covered a list of Library accomplishments for fiscal year 2011/12:

- ILS purchase and implementation
- Friday hours introduced at the Branches
- Montana Avenue Branch renovation
- Staff Reorganization - Circulation moved under the Reference Department and Periodicals under Information Management
- Pico Branch plans completed
- Banner year for Citywide Reads and Summer Reading

Mr. Mullen detailed the projects planned for fiscal year 2012/13:

- Pico construction
- ILS-related projects:
 1. Introduce mobile public access catalog application
 2. Registration by scanning California ID
 3. Online fine and fee payments
 4. Telephone notification
 5. Point of Sale cash drawer integration with the integrated library system
 6. Indoor Google maps
 7. Fairview Branch renovation plans
 8. Main Library public seating areas expanded

Update on Library Staffing

Mr. Mullen gave an update on Library staffing. The all staff In-Service Day is scheduled for October 8 and planning underway.

Susan Lamb was promoted to Librarian III in Reference. Mike Rubio has been promoted to a full time Library Service Officer. The Library Assistant II interviews are ongoing.

Update on Library Facilities and Equipment

Mr. Mullen reported on changes to the Main Library parking structure that are effective beginning October 1. Parkers will receive 30 minutes of free parking and the daily maximum parking fee will be \$5.

Other updates on the facility include: white board paneling is being tested in the Youth Services study rooms; the Main Library Circulation counter was re-finished; 25 of the Computer Commons chairs are being re-upholstered. Staff is testing LED lights on parking level 3. The lights are bi-level and motion activated to conserve energy.

Update on Library Security and Safety

Mr. Mullen reported that the homeless count at the Main Library remains fairly constant. Nineteen bicycle thefts were reported in fiscal year 2011/12; one was reported in July 2012.

Library Statistics

Staff distributed the May and June 2012 Library statistics. Board discussion followed.

What Are You Reading?

The Boardmembers discussed what books they are reading.

Agenda Building

The Library Board asked that the following items be included in the next Library Board agenda: report on the Citywide Reads selection; an update on Bibliocommons; report on the Pico Library Groundbreaking; and Boardmember Kathie Sheldon's report on the American Library Association Conference.

Adjournment

Chair Ken Blackwell adjourned the meeting at 8:47 p.m.

Attest:

Approved:



Greg Mullen
City Librarian

Ken Blackwell
Library Board Chair