

SANTA MONICA PUBLIC LIBRARY BOARD



Minutes of the SPECIAL Meeting of October 4, 2012 To Be Approved

Call to Order	A SPECIAL meeting of the Library Board was called to order by Chairperson Ken Blackwell, at 7:07 p.m., Thursday, October 4, 2012 at the Fairview Branch Library, Community Meeting Room, 2101 Ocean Park Blvd., Santa Monica.
Roll Call	<p>PRESENT: Chairperson Ken Blackwell, Boardmember Ken Breisch, Vice Chair Gene Oppenheim, Boardmember Kathie Sheldon and Boardmember Dan Stern</p> <p>ABSENT: None</p> <p>ALSO PRESENT: Roger Kelly, Youth Services Coordinator; Erica Cuyugan, Young Adult Librarian, Youth Services; Greg Mullen, City Librarian; Rachel Foyt, Administrative Analyst</p>
Public Input	No report.
Swearing in of Ken Blackwell	Ken Blackwell was sworn in and took the oath of allegiance. His term expires in 2016.
Election of Library Board Chair and Vice Chair	<p>Nomination by Vice Chair Gene Oppenheim seconded by Boardmember Dan Stern for Ken Blackwell as Library Board Chair.</p> <p>AYES: Chair Ken Blackwell, Boardmember Ken Breisch, Vice Chair Gene Oppenheim, Boardmember Kathie Sheldon and Boardmember Dan Stern</p> <p>NOES: None</p> <p>ABSENT: None</p> <p>Nomination by Vice Chair Gene Oppenheim seconded by Boardmember Ken Breisch for Kathie Sheldon as Library Board Vice Chair.</p> <p>AYES: Chair Ken Blackwell, Boardmember Ken Breisch, Vice Chair Gene Oppenheim, Boardmember Kathie Sheldon and Boardmember Dan Stern</p> <p>NOES: None</p> <p>ABSENT: None</p>

**Approval of the
Library Board
Minutes**

Motion by Boardmember Ken Breisch seconded by Boardmember Dan Stern, to approve the minutes of the Library Board meeting of September 6, 2012. The motion was approved by the following vote:

AYES: Chair Ken Blackwell, Boardmember Ken Breisch, Boardmember Gene Oppenheim, Vice Chair Kathie Sheldon and Boardmember Dan Stern

NOES: None

ABSENT: None

**Report on the 2012
Summer Reading
Program**

Roger Kelly, Youth Service Coordinator, reported on the 2012 Summer Reading Program. During the 10 week program there were:

- 3,357 signups (6% increase)
- 1,528,800 minutes read (6% increase)
- 41% completion rate (6% increase)
- 411 programs (7% increase)
- 15,525 program attendance (9% increase)
- 599 written book reviews by kids and teens
- 18 teen volunteers donated 202 hours

Milestones for Summer Reading this year included:

- First time over 1,500,000 minutes read
- First time over 600 teens signed up
- First time over 400 programs in one summer
- First time over 15,000 attended programs
- First time over 1,000 kids completed the program
- First time the program was brought to Upward Bound House

**Eureka!
Presentation**

Erica Cuyugan, Young Adult Librarian, gave a report on her Eureka! Project. Ms. Cuyugan explained that the Eureka! Institute is a leadership institute that offers professional development for librarians. Each year 32 librarians are invited to participate in a week long seminar that trains librarians to be visionaries and leaders in the field. Ms. Cuyugan and Shana Johnson, Librarian II, Youth Services were both selected from Santa Monica Public Library to attend the Eureka! Institute.

One of the requirements of the institute was to come up with a yearlong project to outreach to the community, certain deliverables and to write a grant. On Monday, October 15, Ms. Cuyugan will be presenting her project to Library Directors from all over the State of California.

Ms. Cuyugan's project is titled *Voices of Santa Monica, Empowering Teens Through Oral History*. The goal of the project was outreach to at risk youth, to provide positive experiences and build assets, to provide intergenerational connections between the community and the students, and to build skills for the students to use in the future. This goal was accomplished through an oral history and interview training program.

Ms. Cuyugan worked with the local continuation school Olympic High School. Eight students committed to the class and received 15 hours of course credit upon completion. The students interviewed a formerly homeless woman, a cross dresser, a dancer, a detective, a historian and the Deputy Chief of Police. The students also produced their own City TV cable TV show. In order to produce the show the students interviewed the interviewees and trained on the professional cable TV equipment to crew the show.

After the class three students were chosen for a 10 week internship. The goal of the internship was to create a video with an instructional component that used the skills the students learned in the class at Olympic. The eight minute video which focuses on one of their favorite teachers will be screened at Olympic High School later in October.

**Approval of
Revisions to the
Santa Monica
Public Library
Meeting Room
Policy**

Greg Mullen, City Librarian, reported that the City Manager's Office asked that the Library codify its practice of providing free access to meeting rooms for City Manager's Office approved neighborhood organizations.

After review by Library staff, the City Manager's Office and the City Attorney's Office, the following wording was proposed: *Santa Monica neighborhood associations meeting the criteria for city grant support are exempt from the regular hourly meeting room rental fees while following all of the other rules in the library meeting room policy.*

Motion by Boardmember Ken Breisch seconded by Boardmember Gene Oppenheim, to approve the proposed revision to the Santa Monica Public Library Meeting Room Policy. The motion was approved by the following vote:

AYES: Chair Ken Blackwell, Boardmember Ken Breisch, Boardmember Gene Oppenheim, Vice Chair Kathie Sheldon and Boardmember Dan Stern

NOES: None

ABSENT: None

**Approval of
Revisions to the
Santa Monica
Public Library
Rules of Conduct**

Mr. Mullen reported that the question of whether patrons need permission to make audio recordings in the Library prompted internal discussion and discussion with the City Attorney's Office, resulting in the following proposal, change the list of prohibited activities in the Library Rules of Conduct to include audio recording: *Photographing, audio recording or filming without permission from Library Administration or Library Supervisory staff except at governmental meetings open to the general public.*

Motion by Boardmember Ken Breisch seconded by Vice Chair Kathie Sheldon, to approve the revision to the Santa Monica Public Library Rules of Conduct. The motion was approved by the following vote:

AYES: Chair Ken Blackwell, Boardmember Ken Breisch, Boardmember Gene

Oppenheim, Vice Chair Kathie Sheldon and Boardmember Dan Stern

NOES: None

ABSENT: None

Report from the Friends of the Library, a Library Support Group

Greg Mullen, City Librarian reported on the Friends of the Library Board meeting held on Monday, September 10. Two new Friends of the Library Boardmembers were elected: Liis Edwards - Recording Secretary and MaryAnn Bonino - Treasurer

The Friends' Volunteer Appreciation Brunch is scheduled for October 21 at the Main Library. A second appreciation event is being considered for April 2013 during National Library Week and National Volunteer Week.

It is the Friends' 50th anniversary and they discussed ways to recognize this milestone.

The Friends of the Library Board began a thorough review of their bylaws.

Nationwide Current Library Trends - Review of Library Journal Articles

The Board discussed several library journal articles including mapping the Library with Google maps and different types of locations for public libraries.

Secretary's Report

The limit on eBooks has been raised to five. Library staff is preparing for the launch of telephone notification and are asking patrons to provide their telephone numbers.

Update on Library Services and Programs

Update on Library Staffing

Mr. Mullen gave an update on Library staffing. The staff In-Service Day is scheduled for Monday, October 8.

Vicki Terbovich, Principal Librarian for Information Management, separated from the city, ending her employment. Diane Bednarski will be reinstated and start as Principal Librarian for Information Management on October 15.

Library staff is recruiting for Librarian I in Public Services and planning for a Library Assistant III retirement in December.

Update on Library Facilities and Equipment

Mr. Mullen gave an update on the Pico Branch Library project. The construction fence now completely encircles the project site. A plywood portion will be added later for the Virginia Ave. Park program children to paint and decorate. Demolition at the construction site has begun in earnest.

The Pico Branch has qualified for LEED Platinum certification.

New parking rates were implemented at the Main Library parking garage on October 1 and the garage is filling up.

Energy efficiency improvements at the Main Library will begin soon.

Removal of the stacks near Periodicals and the Study Rooms at the Main Library allowed additional seating areas to be added on the second floor.

Update on Library Security and Safety

Five bicycles have been reported stolen so far this fiscal year. The supply of emergency food and water has been replaced at the Main Library and at each Branch Library.

Library Statistics

Staff distributed the August 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: Eureka! Institute presentation by Shana Johnson, Librarian II, Youth Services and a report on the staff In-Service Day.

Adjournment

Chair Ken Blackwell adjourned the meeting at 8:43 p.m.

Attest:

Approved:



Greg Mullen
City Librarian

Ken Blackwell
Library Board Chair