

SANTA MONICA PUBLIC LIBRARY BOARD



Minutes of the REGULAR Meeting of May 2, 2013 To Be Approved

- Call to Order** A REGULAR meeting of the Library Board was called to order by Chairperson Ken Blackwell, at 7:01 p.m., Thursday, May 2, 2013 at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica.
- Roll Call**
- PRESENT:** Chairperson Ken Blackwell,
Boardmember Ken Breisch,
Boardmember Gene Oppenheim and
Vice Chair Kathie Sheldon
- ABSENT:** Boardmember Dan Stern
- ALSO PRESENT:** Claudia Fishler, Assistant City Librarian;
Rachel Foyt, Administrative Analyst
- Public Input** No report.
- Approval of the Library Board Minutes** Motion by Boardmember Ken Breisch seconded by Vice Chair Kathie Sheldon, to approve the minutes of the Library Board meeting of April 4, 2013. The motion was approved by the following vote:
- AYES: Chairperson Ken Blackwell, Boardmember Ken Breisch,
Boardmember Gene Oppenheim and Vice Chair Kathie Sheldon
- NOES: None
- ABSENT: Boardmember Dan Stern
- Report from the Friends of the Library, a Library Support Group** Claudia Fishler, Assistant City Librarian, reported on the Friends of the Library April 8 board meeting. The Friends discussed how to handle their taxes for fiscal year 2012/13. Library staff was asked to encumber or spend their Friends' 2012/13 budgets by May 3. Approximately \$33,000 will be paid from the Friends reserve fund to cover their budget this year.
- The Friends Board also discussed their budget plan for fiscal year 2013/14. MaryAnn Bonino, Friends Treasurer, suggested that Friends budget cuts come from digitization and programs rather than marketing and development. Staff was asked to make budget recommendations for fiscal year 2013/14.

The Friends of the Library are holding their next semi-annual sale of higher value books on May 18. The sale starts at 11 a.m.

Library Board discussion followed.

Approval of the Letter From the Library Board to City Council

Motion by Vice Chair Kathie Sheldon seconded by Boardmember Ken Breisch, to approve the letter from the Library Board to City Council regarding the 2013 – 2015 Library budget. The motion was approved by the following vote:

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

NOES: None

ABSENT: Boardmember Dan Stern

Report From Staff on the Santa Monica Resident Survey

The City of Santa Monica contracts with a public opinion research firm to conduct its bi-annual telephone survey of Santa Monica residents to assess attitudes about City services and to identify changes in attitudes compared to similar studies conducted in previous years.

Ms. Fishler shared some of the highlights of the survey. This year 404 residents were polled. Homelessness and traffic are the top two concerns. In terms of satisfaction with City Services the Library ranked number 2.

Update From Staff on the Changes in City Staff Meeting Room Reservations

In order to reduce Library staff costs and increase meeting room availability Library Administration made changes to the City staff reservation procedures. Below is a list of changes in City staff procedures.

- Reservations are accepted for the current month plus 2 months in advance
- Reservations are limited to 15 hours per month per division
- No furniture set up
- A \$50 per hour fee for reservations starting before 9am or continuing after the Library's closing time
- A \$100 deposit is required for all reservations
- The deposit will be collected for cancellations or if there is damage to the rooms, equipment or furnishings

Nationwide Current Library Trends - Review of Library Journal Articles

The Board discussed several journal articles including a *New York Times* article about eBooks and an article in *Library Hotline* about a Kansas library that created a graphic novel of library services.

Secretary's Report

Ms. Fishler reported that the outbound portion of the telephone notification system which will notify patrons by telephone if they have

Update on Library Services and Programs

holds available or an item overdue is still not working. Library staff is working with Polaris, the Library's Integrated Library System, to correct the issue.

The Library's annual customer survey was conducted during National Library week in paper and online. Volunteers in the lobby also spoke with people and asked them to complete the survey while they were waiting in line at the checkout desk.

The results are being entered and tabulated.

The City Departments are tasked with the promotion of the City's Well Being project. The Library will assign a department liaison to the project committee and cross promote the goals, objectives and messages. The City wants the community to participate in providing information about what makes Santa Monica a healthy city and them healthy residents. Library staff worked with City staff to help with information for the initial presentation.

Staff reviewed the periodicals collection. A dozen new periodicals were selected to replace the ones that have gone out of business.

The children and teen Summer Reading club starts June 8 and ends August 17. This year there will also be an adult summer reading program from June 1 through August 17. The adult program will include; author talks, movie screenings, book discussions and more.

Update on Library Staffing

No change in staffing. Catherine Ronan the Fairview Branch Manager is retiring on May 3. Susan Lamb who is the Librarian III in Reference and currently overseeing Circulation will temporarily be assigned to manage the Fairview Branch.

Update on Library Facilities and Equipment

Ms. Fishler distributed photos of the Pico Branch Library construction site. She reported that there is a roof mock-up at City Yards to test the roofing material for leaks.

Staff is progressing with on-line bill payment for Library fines.

The Fairview Branch Library is getting a new roof.

Update on Library Security and Safety

The Main Library was evacuated because of a fire alarm that turned out to be false.

Library Statistics

Staff distributed the March 2013 Library statistics. Board discussion followed.

What Are You Reading?

The Boardmembers discussed the books they are reading.

Agenda Building

The Library Board asked that the following items be included in the next Library Board agenda: update on Sumer Reading and an update on the Big Reads grant.

Adjournment

Chairperson Ken Blackwell adjourned the meeting at 8:27 p.m.

Attest:

Approved:

Claudia Fishler
Assistant City Librarian

Ken Blackwell
Library Board Chair