

ABSENT: None

ABSTAINING: Boardmember Ken Blackwell

At 7:06 p.m. Chair Kathie Sheldon began chairing the meeting.

Approval of the Library Board Minutes

Motion by Chair Kathie Sheldon seconded by Boardmember Gene Oppenheim, to approve the minutes of the Library Board meeting of October 3, 2013. The motion was approved by the following vote:

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

NOES: None

ABSENT: None

Plans for Library Programming at the Pico Branch Library

Susan Annett, Principal Librarian for Public and Branch Services introduced Cecilia Tovar, Pico Branch Manager. Ms. Annett distributed a summary of the program planning for the Pico Branch Library.

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

Rachel Foyt, Administrative Analyst, reported on the activities of the Friends of the Library. On Monday, December 2, Friends of the Library Director, Jon Arenberg, received a call from the Internal Revenue Service (IRS) regarding the Friends reinstatement of non-profit status and the form 1023 they filed. The IRS adjustor had a few follow up questions. On Thursday, December 5, the Friends submitted the responses to the follow up questions. The next step is for the Friends 1023 form to be reviewed and recommended for approval.

Discussion of Santa Monica History Museum's Minimum Service Standards

The Board discussed the Santa Monica History Museum's minimum service standards. The Board suggested visiting the History Museum during an upcoming Library Board meeting.

Discussion of Library Staff Report to City Council Regarding the Santa Monica Historical Society Lease Modification

The Library Board reviewed the Library Staff report to City Council regarding a modification to the Santa Monica Historical Society Museum's lease to allow alcohol to be served at two museum fundraising functions in a calendar year. The lease modification was approved by City Council at the November 26 Council meeting. The museum Board needs to approve the modification.

Fee for Internet Usage at Santa Monica Public Library

Wright Rix, Acting City Librarian, reported that Internet cards are scheduled to be replaced with a fee-based system on December 16. One hour of Internet usage will cost \$2. Library cardholders will continue to have up to 2 hours of free computer time per day and they will be able to purchase additional time. Those paying for Internet time will be able to reserve as many sessions as they would like.

Staff at the Main Library Circulation desk will sell tokens, which can be redeemed for computer guest passes. A machine in the Computer Commons will also sell the tokens. The Branch Library customer service desks will directly accept payment by cash, credit/debit cards or tokens for guest passes.

At the Main Library patrons will give the Computer Commons Page a token in exchange for a guest pass. The guest pass will have an expiration date stamped on the back

along with the language that the pass should be kept until the end of the session. Once a guest pass with a temporary number and a 5-digit pin is issued, the pass will be good for that day only. Passes purchased at a branch can be used at Main and vice versa.

Report from Library Staff on SmartPay Implementation

Mr. Rix reported that SmartPay is a secure online service that allows patrons to make online payments for fines and fees associated with their Library accounts. Payments can be made using Visa, MasterCard, American Express or Discover credit cards. Debit cards with the Visa or MasterCard log are also accepted. The service is scheduled to begin in December.

Report from Library Staff on the 2013 California Library Association Conference

Mr. Rix and Ms. Foyt reported on their attendance at the 2013 California Library Association Conference in Long Beach.

Nationwide Current Library Trends - Review of Library Journal Articles

Boardmember Gene Oppenheim shared several articles with the Board. The first article was an interview regarding Hydro, Random Houses' new digital only Science Fiction and Fantasy imprint. Boardmember Oppenheim also shared an article from [American Libraries](#) about how libraries are educating patrons on the affordable care act.

Mr. Rix reported that Santa Monica Public Library staff are assisting patrons with access to Covered California, California's insurance website marketplace and providing the tools for people to make an informed decision about their insurance choices. Staff cannot advise patrons about what level of insurance to purchase.

Chair Kathie Sheldon shared an article about providing Library seating for patrons of all sizes and abilities.

Secretary's Report

No report.

Update on Library Services and Programs

Update on Library Staffing

Young Adult Librarian, Erica Cuyugan was promoted to Fairview Branch Manager. Ivy Weston transferred to Young Adult Librarian in Youth Services. Cecilia Tovar was hired as Pico Branch Manager. There are several Librarian I and Library Assistant II staffing vacancies. The Building Systems Technician position has been transferred from the Library to the Public Works department.

The City Manager has decided to extend the opening for Santa Monica Public Library Director. A targeted recruitment for Library Director is ongoing. Wright Rix will continue as Acting Library Director until the position is filled.

Update on Library Facilities and Equipment

Wright Rix, Acting City Librarian, reported on the construction progress at the Pico Branch Library while the Board reviewed photographs of the construction and renderings that showed the interiors of the Pico Branch.

- The cistern has been installed
- Electrical rooms have been completed and painted
- All windows are in place
- The ceiling in the Annex is being installed
- The HVAC system is on the roof
- The completion date is set for February 4

The media wall project at the Main Library is complete. The café/courtyard chairs at Main have been replaced.

Update on Library Security and Safety

Mr. Rix reported that staff received training on In-Service Day from Warren Graham a national recognized Library safety and security expert.

Library Statistics

Staff distributed the Library statistics and discussed new Library card sign ups. The Board asked to receive Library statistics on a quarterly basis.

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: report on the plans for the Pico Branch Grand Opening and an update on the programs for the Big Read.

Adjournment

Chairperson Kathie Sheldon adjourned the meeting at 8:44 p.m.

Attest:

Approved:

Wright Rix
Acting City Librarian

Kathie Sheldon
Library Board Chair