

# CITY OF SANTA MONICA LIBRARY BOARD



## Minutes of the SPECIAL Meeting of May 7, 2015 To Be Approved

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| <b>Call to Order</b>                                | A SPECIAL meeting of the Santa Monica Library Board was called to order by Chairperson, Kathie Sheldon, at 7:05 p.m., Thursday, May 7, 2015 at the Fairview Branch Library, Community Meeting Room, 2101 Ocean Park Blvd., Santa Monica.   |  |
| <b>Roll Call</b>                                    | <b>PRESENT:</b>  | Boardmember Victor Davich, Boardmember Marc Morgenstern, Chairperson Kathie Sheldon and Boardmember Bryce Snell  |
|   | <b>ABSENT:</b>   | Vice Chair Ken Blackwell   |
|   | <b>ALSO PRESENT:</b>   | Maria Carpenter, Director of Library Services; Cecilia Tovar, Principal Librarian for Branch and Public Services; Erica Cuyugan, Fairview Branch Manager; Rachel Foyt, Administrative Analyst; Shana Sojoyner, Montana Branch Manager; Karen Reitz, Ocean Park Branch Manager; Robert Graves, Librarian I, Public Services; Silvia Cisneros, Pico Branch Manager; Antonio Spears, community member |
| <b>Wrap Up Report on Santa Monica READS Program</b> | Robert Graves, Librarian I, Public Services reported on the Santa Monica READS Program. Santa Monica Reads is a community reading program that invites Santa Monica residents and visitors to read the same book and then come together in book discussions and special events to talk about it. In 2015, Santa Monica READS marked its thirteenth year with the novel <u>Longbourn</u> by Jo Baker. The program took place February 14 through March 21, 2015 culminating with an afternoon talk with author, Jo Baker.   |  |
| <b>Wrap Up Report on YALLWEST</b>                   | Mr. Graves reported on YALLWEST which was Santa Monica's first young adult book festival held on April 11 & 12, 2015.<br><br>Santa Monica Public Library partnered with New York Times bestselling authors Margaret Stohl ( <u>Beautiful Creatures</u> ) and Melissa de la Cruz ( <u>Frozen</u> ) to create YALLWEST. The first day's activities took place on the campus of Santa Monica High School and the second day was held at Santa Monica Public Library's Main Library. Over 80 authors and creative professionals were on the days' panels. Over 100 volunteers' participated and almost 8,000 people attended the 2 day festival.<br><br>YALLWEST is the West Coast sister festival to the five-year-old Charleston, SC-based YALLFEST.<br><br>Mr. Graves showed a PowerPoint of photos of the festival activities. |  |

**Public Input**

Members of the public Brian Bland, Jennifer Polhemus, Saul Isler, Sandra Smith, Caroline Redekopp, Perry Bloom, Mary Lou Schoene, Bill Schoene, Marian Blaunt, Mark Saha, JoAnn Mardesich, Dave Partie, Karen Guntarman and Ilse Rosenstein commented on the agenda item Discussion and Recommendations for Fairview Branch Library Weekly Programs - Learn to Knit, Bridge, Write Away, and What's New This Week.

**Discussion and Recommendations for Fairview Branch Library Weekly Programs**

Discussion and Recommendations for Fairview Branch Library Weekly Programs - Library Board consideration of a temporary exception to the Library programs policy for Learn to Knit, Bridge, Write Away, and What's New This Week by offering a monthly program spot at another library location or the opportunity for the weekly programs to undergo the formal Library program proposal process in order to be considered a Library co-produced program that takes place more than once a month.

Maria Carpenter, Library Director, addressed the Board on the issue of the Fairview Branch Library weekly programs. She explained that the language of the definition of a Library co-produced program comes from a City of Santa Monica administrative instruction.

Cecilia Tovar, Principal Librarian for Public and Branch Services, spoke to the Board providing an overview of how programs are proposed, selected and produced at the Library.

Rachel Foyt, Administrative Analyst, explained the meeting room rental process for the Main and Branch libraries.

Erica Cuyugan, Fairview Branch Manager, spoke to the Board about the background of the Fairview Branch Library weekly programs. The Fairview Branch Library is closing for interim improvements beginning on June 1, 2015. The Branch will be closed for up to a year. Library staff does know of other locations where the Learn to Knit, Bridge, Write Away, and What's New This Week programs can meet during the Fairview Branch closure.

Ms. Cuyugan explained the recommended options for resolution consideration to the Board:

A temporary exception to the Library programs policy for Learn to Knit, Bridge, Write Away, and What's New This Week by offering a monthly program spot at another library location (to be determined by the branch managers) for the time frame of three to six months. Groups will be allocated to one of four (4) library locations based on availability. During this time frame, each group will designate one representative to work with the assigned branch manager to ensure that the program complies with the Library program policy. In addition, this time frame will be an opportunity for both the group and the branch manager to assess whether the program can exist as a library co-produced program beyond the three to six month exception. If both the branch manager and group leader agree to move beyond the three to six month exception, then a Memorandum of Understanding (MOU) emphasizing the program policy and guidelines can be created. This is the preferred option.

If any of the following groups: Learn to Knit, Bridge, Write Away, and What's New This Week prefer to be considered a Library co-produced program that takes place more than once a month, then the Library offers an opportunity to undergo the formal Library program proposal process. Library branch managers will provide assistance with completing a program proposal and as a one-time exception will consider these proposals outside of the deadlines mentioned on the Library website. In order to pursue this option, one representative from the group must be assigned to communicate with

the appropriate Library branch manager. In addition, the program must be in compliance with the Library program policy, including establishing an end date and/or a re-evaluation of the program after a specific time frame.

Board questions and discussion followed.

Motion by Boardmember Marc Morgenstern, seconded by Boardmember Victor Davich to approve recommendation number one with the clarification that the co-production discussion start immediately to work towards a situation where more dates could be found within the tight space constraints the Library has and also to find a more permanent approach once the Fairview Branch reopens. The motion was approved by the following vote:

AYES: Boardmember Victor Davich, Boardmember Marc Morgenstern, Chairperson Kathie Sheldon and Boardmember Bryce Snell

NOES: None

ABSENT: Vice Chair Ken Blackwell

**Approval of the Library Board Minutes**

In the interest of time approval of the minutes of the Library Board meeting of March 7, 2015 and April 2, 2015 was tabled for the June Library Board meeting.

**Update On and Motion On the Establishment of a Library Foundation to Support the Santa Monica Public Library System**

In the interest of time the Update On and Motion On the Establishment of a Library Foundation to Support the Santa Monica Public Library System was tabled for the June Library Board meeting.

**Library Board Review and Approval of Revised Library Fees Including the Addition of a Fee For Bulk Purchase Student Non-Resident Library Cards and Revision to the Fee For the Rental of the Pico Branch Annex.**

Ms. Carpenter explained that the addition of a fee for bulk purchase student non-resident library cards would allow schools to purchase non-resident library cards in bulk for their students at a rate of \$20 each. The revision to the fee for the rental of the Pico Branch Annex is to bring the meeting room time rental period from a 3 hour minimum to a 2 hour minimum which will be in line with the other facilities for rent on the Virginia Ave. Park Campus.

Motion by Chair Kathie Sheldon, seconded by Marc Morgenstern to approve the revised Library fees including the addition of a fee for bulk purchase of student non-resident Library cards and revision to the fee for the rental of the Pico Branch Annex. The motion was approved by the following vote:

AYES: Boardmember Victor Davich, Boardmember Marc Morgenstern, Chairperson Kathie Sheldon and Boardmember Bryce Snell

NOES: None

ABSENT: Vice Chair Ken Blackwell

**Board Discussion of Nationwide Current Library Trends and Review of Library Journal Articles**

Board Discussion of Nationwide Current Library Trends and Review of Library Journal Articles tabled for the June Library Board meeting.

**Secretary's Report**

In the interest of time the Secretary's Report was tabled for the June Library Board meeting.

**Update on Library Services and Programs**

**Update on Library Staffing**

Item tabled for the June Library Board meeting.

**Update on Library Facilities and Equipment**

Item tabled for the June Library Board meeting.

**Update on Library Security and Safety**

Item tabled for the June Library Board meeting.

**Agenda Building**

The Library Board asked that the tabled items be included in the June Library Board agenda.

**Tour of the Fairview Branch Library With Branch Manager, Erica Cuyugan**

The Board toured the Fairview Branch Library with Branch Manager, Erica Cuyugan who pointed out the highlights of the interior improvements which include:

- New carpet and paint
- Central air conditioning
- Improved interior lighting
- Adult book and media shelving
- Service desk and book displays
- More self-checkout stations
- Reconfigured adult computer area

**Adjournment**

Chair Kathie Sheldon adjourned the meeting at 8:59 p.m.

Attest:

Approved:



Maria Carpenter

Kathie Sheldon

Director of Library Services

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.