

# CITY OF SANTA MONICA LIBRARY BOARD



## Minutes of the REGULAR Meeting of September 3, 2015 To Be Approved

- Call to Order** A REGULAR meeting of the Santa Monica Library Board was called to order by Chairperson, Kathie Sheldon, at 7:01 p.m., Thursday, September 3, 2015 at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica.
- Roll Call**
- PRESENT:** Boardmember Victor Davich, Chairperson Kathie Sheldon and Boardmember Bryce Snell
- ABSENT:** Vice Chair Ken Blackwell and Boardmember Marc Morgenstern
- ALSO PRESENT:** Lucien Plauzoles, member of the public; Kane Tsay, Librarian I, Information Management; Jeff Kaplan, Librarian I, Reference; Claudia Fishler, Assistant City Librarian; Rachel Foyt, Administrative Analyst
- Public Input** The Library Board reviewed an anonymous letter from a patron. The Board thanked the patron for bringing the issues to the Board's attention.
- Approval of the Library Board Minutes** Motion by Boardmember Bryce Snell, seconded by Boardmember Victor Davich to approve the minutes of the Library Board meeting of August 6, 2015. The motion was approved by the following vote:
- AYES: Boardmember Victor Davich, Chairperson Kathie Sheldon and Boardmember Bryce Snell
- NOES: None
- ABSTAINING: None
- ABSENT: Vice Chair Ken Blackwell and Boardmember Marc Morgenstern
- Report on the Santa Monica Pop-Up Beach Library** Jeff Kaplan, Librarian I in Reference Services and Kane Tsay, Librarian I for Information Management reported to the Board on the Pop-Up Beach Library. Four pop-up beach libraries were held over the summer with the first being in June. The pop-up locations were divided between the Annenberg Beach House and Dorothy Green Park.

The idea was to take the Library into the community in order to reach people who are not Library users. The Beach Library promoted literacy, lifelong learning, active living and ecological awareness. Partners of the Beach Library were Heal the Bay and the Santa Monica Bay Pier Aquarium. The Beach Library allowed for exploration of new ways to deliver library service to the community.

The Beach Library consisted of book stacks, a reference table and a surfside reading lounge. The collection consisted of quick beach reads and patrons did not need a Library card to check out books.

Programming included; children's storytime followed by a craft, a book discussion group, hula dancing, hula hooping, and a table from the Santa Monica Pier Aquarium.

**Discussion of the Santa Monica History Museum Lease and Annual Report for 2014 – 2015**

The Library Board discussed the Santa Monica History Museum lease and annual report for 2014-15.

Boardmember Victor Davich reviewed sections 7 and 5.3 of the Santa Monica History Museum lease. The Museum Lease states that the Museum has to comply with a set of requirements and minimum service standards in sections 7.1 and 7.2 including submitting an annual report.

Prior to the Museum submitting its annual report Library staff created a checklist for Museum staff based on the lease requirements and questions from the Library Board in past years.

The item lacking from the Museum annual report was a comprehensive budget. Claudia Fishler, Assistant City Librarian, sent a letter to the museum requesting that they send a comprehensive budget including a profit and loss statement. They have 30 days in which to respond. The time allotted for their response has not yet expired.

The Board requested to review the Museum responses, proposed budget 2015-2016, and a profit and loss statement July 2014-June 2015 when it is submitted.

**Library Board Discussion of the Library Annual Statistics for Fiscal Year 2014/15**

Staff distributed a report covering the broader categories of five fiscal years of statistics. The Board also reviewed the Library annual report for fiscal year 2014-15.

Board discussion followed.

Ms. Fishler explained that the visitor count and registrations have dropped possibly due to the non-resident fee, people accessing more items on-line, and that interest has peaked in the new Library.

There were 20,000 renewals and 7,800 registrations for fiscal year 2014-15. The number of Library programs and attendance at those programs have risen.

Board discussion followed.

**Library Budget  
Presentation For  
Fiscal Year 2015/16**

Ms. Fishler presented an update of the Library Budget for the two year budget cycle 2015 – 2017. The Board reviewed the revenue items; funds brought in, funds projected for this year and funds projected for next year.

Ms. Fishler walked the Board through the revenue items including; fees, rent, parking lots, photocopying, printing, meeting room rental fees, utility reimbursements, non-resident fee, and computer use fees.

She explained the expenditures page. Seventy-nine percent of the library budget is salaries and 21 percent is supplies.

The Board reviewed the line item expenditures. Board discussion followed.

**Nationwide Current  
Library Trends -  
Review of Library  
Journal Articles**

The Board discussed nationwide current library trends. Chair Kathy Sheldon shared several articles from *Library Journal*, one on crafts that use discarded books and a second on graphic novels that are challenged by college students.

Boardmember Bryce Snell reported on a journal article about legislation in Illinois to combat cyber bullying in schools and colleges.

**Secretary's Report**

**Update on Library  
Services and  
Programs**

Ms. Fishler reported that the Library received a Library Services and Technology Act (LSTA) grant in the amount of \$10,000 for the Second Chances Learning Project. Library staff members Stephanie Archer, Librarian II, Information Management and Cecilia Tovar, Principal Librarian for Public and Branch Services are coordinating the program to assist community members in attaining higher levels of education. A librarian will be embedded at Olympic High School to help teach literacy skills for the adult GED learner students and they will also conduct GED prep classes at Pico Branch Library for the general public.

The Library received a second LSTA grant for \$15,000 for the Youth Services Department who has partnered with Connections for Children for a program called Reading To Go. Early literacy program that targets informal home daycares that serve preschoolers in English, Spanish or Amharic. Each provider will receive a tub with books and educational materials in all three languages. The providers will also receive special instructions in storytelling and tips on the importance of early literacy. Participants will receive their own home library.

Library staff are also participating in an American Library Association Pro Literacy Libraries in Action pilot program to concentrate and come up with new resources to help library staff and volunteers to create personalized action plans for adult learning.

The Green Prize winners were announced. The Green Prize program will honor Paul and Anna Cummins.

**Update on Library Staffing**

The new Principal Librarian of Information Management, Greco Venegas has started. The vacant Librarian I bilingual position has been filled and that Librarian is starting soon.

**Update on Library Facilities and Equipment**

The Library has received a request from the Disabilities Commission to install a looping system at the Main Library in the Auditorium, Multipurpose Room and the Youth Activity Room. This system allows hearing impaired people to hook into the PA system so they can hear programming and events without all the competing background noise.

**Update on Library Security and Safety**

There are currently five library suspensions, one service animal suspension and one court ordered stay-away.

**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: a review of the responses from the Santa Monica History Museum including; the Museum's proposed budget 2015-2016, and a profit and loss statement for July 2014-June 2015. The Board also requested a report on the 2015 Summer Reading program.

The Board will not meet in October.

**Adjournment**

On the order of the Chair, Kathie Sheldon, the meeting was adjourned at 8:55 p.m.

Attest:

Approved:

Claudia Fishler  
Assistant City Librarian

Kathleen Sheldon  
Library Board Chair

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