

CITY OF SANTA MONICA LIBRARY BOARD



Minutes of the SPECIAL Meeting of December 10, 2015 To Be Approved

- Call to Order** A SPECIAL meeting of the Santa Monica Library Board was called to order by Chairperson, Kathie Sheldon, at 7:02 p.m., Thursday, December 10, 2015 at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica.
- Roll Call**
- PRESENT:** Vice Chair Ken Blackwell, Boardmember Victor Davich, Boardmember Marc Morgenstern, Chairperson Kathie Sheldon, and Boardmember Bryce Snell
- ABSENT:** None
- ALSO PRESENT:** Lucien Plauzoles, member of the public; Erica Cuyugan, Acting Assistant City Librarian; Maria Carpenter, Library Director; Rachel Foyt, Administrative Analyst
- Public Input** Chairperson Kathie Sheldon asked to agendaize the email communication from Jim Picco regarding the Main Library's bound periodical collection.
- Approval of the Library Board Minutes** Motion by Boardmember Marc Morgenstern, seconded by Chairperson Kathie Sheldon to approve the minutes of the Library Board meeting of November 5, 2015. The motion was approved by the following vote:
- AYES: Vice Chair Ken Blackwell, Boardmember Victor Davich, Boardmember Marc Morgenstern, Chairperson Kathie Sheldon, and Boardmember Bryce Snell
- NOES: None
- ABSTAINING: None
- ABSENT: None
- Update and Next Steps for the Santa Monica Public Library Strategic Plan** Maria Carpenter, Director of Library Services updated the Library Board on the next steps for the Santa Monica Public Library Strategic Plan. City Council approved the strategic plan at the December 8, 2015 Council meeting.
- Ms. Carpenter reported that implementation of the strategic plan will move forward. Susan Lamb, Librarian III in Reference Services is heading up the

implementation committee.

Board discussion followed.

Ms. Carpenter will report implementation plans to the Board as there are developments.

**Update of the
Fairview Branch
Renovation Project**

Erica Cuyugan, Acting Assistant City Librarian updated the Library Board on the plans for the Fairview Branch renovation.

The renovations are on schedule and the Branch is on target to open in late spring. The framing and drywalling of the new walls are complete. Staff distributed photos of the renovations in progress. The large public counter at the front of the Fairview Branch has been demolished and the framing is in place for two smaller service desks similar to the ones at the Pico Branch.

The existing kitchen adjacent to the community room has been demoed to provide a pathway for easier access to the handicapped/family restrooms. A small kitchenette will be built in the community room.

Other changes include the creation of a new staff room, better lighting, and new ceiling tiles installed throughout the Branch.

**Library Board
Discussion and
Approval of the
Recommendation
to Remove the
\$25.00 Non-
Resident Santa
Monica Public
Library Card Fee**

Ms. Carpenter reported that the staff recommendation for the 2015-16 mid-year budget review is to remove the \$25.00 non-resident Library card fee. In addition to feedback and comments staff receive the non-resident fee is an issue that came up frequently during the strategic planning process. The commenters overwhelmingly advocated for dropping the fee. Additionally, in its strategic planning recommendations the Innovation Technology Task Force recommended removing the non-resident fee.

During the 2013-15 budget cycle each City Department was mandated to cut 5% of its budget or come up with a way to increase revenue. At that time, the Library took \$110,000 in cuts to its operating budget and \$100,000 in cuts to the Pico Branch operating budget.

The non-resident Library card fee went into effect on July 1, 2013. The fee generated \$152,000 in fiscal year 2013/14 and \$144,000 in fiscal year 2014/15. The current fiscal year reflects a continued downward trend of a 13% decrease in the first five months of the year, as compared to the same period last fiscal year.

The proposal from Library staff is to remove the \$25.00 non-resident fee and to sustain the Library's budget at current levels.

Currently only 10 libraries in the State of California charge a non-resident fee. Ninety percent of libraries in California provide free library cards to all state residents.

Boardmember Marc Morgenstern made a motion seconded by Vice Chair Ken Blackwell to recommend removal of the \$25 non-resident library card fee and to recommend Council sustain the Library's budget at current levels.

Board discussion followed.

AYES: Vice Chair Ken Blackwell, Boardmember Marc Morgenstern, Chairperson Kathie Sheldon, and Boardmember Bryce Snell

NOES: Boardmember Victor Davich

ABSTAINING: None

ABSENT: None

**Library Board
Discussion of the
Santa Monica
History Museum
Lease
Requirements**

The Library Board discussed the Santa Monica History Museum lease requirements and term of the lease.

The Museum has requested a lease modification to sub-let the Museum space for events rentals and a modification to Museum open hours which would exclude evening hours.

Ms. Carpenter will bring the issue to the City Manager's Office.

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

No report.

Secretary's Report

The non-resident fee revenue for November was \$8700. There is a 13% decrease in non-resident fees over the first five months of the fiscal year. Computer usage fees are on track.

**Update on Library
Services and
Programs**

The Library is celebrating the 125th Anniversary of library service in Santa Monica. Programs celebrating the anniversary started in November and continue until January. The culminating celebration is on January 9.

On December 9, 2015 the teen photography and writing exhibition of "A Window Into My World" was held. This program was one of the events planned to celebrate the Library's 125th Anniversary.

Programs for General Educational Development (GED) support at Olympic High School are continuing.

**Update on Library
Staffing**

Erica Cuyugan, Acting Assistant City Librarian reported on staffing vacancies. Claudia Fishler, Assistant City Librarian has retired. Wil Talaro, Building Systems Tech assigned to the Library has retired.

Erica Cuyugan has been appointed the Acting Assistant City Librarian. Stephanie Archer from the Information Management Division was appointed as the Acting Fairview Branch Manager and is currently assigned to the Montana Ave. Branch.

Connie Flores, Librarian I will be leaving the Pico Branch in December.

Library Page testing is complete and the supervisors are reviewing the results.

Update on Library Facilities and Equipment

The Montana Ave. Branch received a mobile laptop lab with 9 computers.

The Library will be updating and replacing the existing projectors in the Branch Libraries with HD quality projectors.

The Information Systems Department is assessing the Wi-Fi at the Libraries for an upgrade to increase the range, speed and capacity for patrons at the Libraries. This ties in with the Library's strategic plan.

Update on Library Security and Safety

There are currently two library suspensions.

Staff distributed the quarterly homeless count taken in the Library.

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: email communication from Jim Picco and an update on the Library Strategic Plan.

Adjournment

On the order of the Chair, Kathie Sheldon, the meeting was adjourned at 8:15 p.m.

Attest:

Approved:

Maria Carpenter

Kathleen Sheldon

Library Director

Library Board Chair

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