

# CITY OF SANTA MONICA LIBRARY BOARD



## Minutes of the REGULAR Meeting of February 4, 2016 To Be Approved

<b>Call to Order</b>	A REGULAR meeting of the Santa Monica Library Board was called to order by Vice Chair, Ken Blackwell, at 7:00 p.m., Thursday, February 4, 2016 at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica.
<b>Roll Call</b>	<p><b>PRESENT:</b> Vice Chair Ken Blackwell, Boardmember Victor Davich, Boardmember Marc Morgenstern, and Boardmember Bryce Snell</p> <p><b>ABSENT:</b> Chairperson Kathie Sheldon</p> <p><b>ALSO PRESENT:</b> Lucien Plauzoles, member of the public; Erica Cuyugan, Acting Assistant City Librarian; Maria Carpenter, Library Director; Rachel Foyt, Administrative Analyst</p>
<b>Public Input</b>	None.
<b>Approval of the Library Board Minutes</b>	<p>Motion by Boardmember Bryce Snell, seconded by Boardmember Marc Morgenstern to approve the minutes of the Library Board meeting of December 10, 2015. The motion was approved by the following vote:</p> <p>AYES: Vice Chair Ken Blackwell, Boardmember Victor Davich, Boardmember Marc Morgenstern, and Boardmember Bryce Snell</p> <p>NOES: None</p> <p>ABSTAINING: None</p> <p>ABSENT: Chairperson Kathie Sheldon</p>
<b>Board Discussion of the Email Communication From Jim Picco Regarding the Main Library's Bound Periodical Collection</b>	<p>The Board received an email communication from library patron Jim Picco. Mr. Picco wrote to the Board to urge the Main Library to keep in place its collection of bound periodicals.</p> <p>Maria Carpenter, Library Director, explained that the Library follows a collection development policy which offers guidance to Library staff in selection and</p>

retention of materials for the Santa Monica Public Library and also serves to inform the public of the Library's philosophy for selection and collection maintenance. The policy is available on the Library's website at [smpl.org/Policies.aspx](http://smpl.org/Policies.aspx).

Board discussion followed. Staff will draft a response to Mr. Picco from the Library Board.

**Library Staff  
Update on City  
Council Approval  
of the Removal of  
the \$25.00 Non-  
resident Santa  
Monica Public  
Library Card Fee**

Ms. Carpenter reported that as part of the 2015-16 mid-year budget review at the January 26, 2016 City Council meeting Council voted to approve the staff recommended removal of the \$25.00 non-resident Library card fee and to sustain the Library budget at current levels.

**Update of the  
Fairview Branch  
Renovation Project**

Erica Cuyugan, Acting Assistant City Librarian, reported to the Board on the ongoing renovations at the Fairview Branch Library. Spring 2016 is projected as the completion of the renovations and the reopening of the Branch.

The major work including; electrical, heating and air conditioning (HVAC), and a reworking of the computer area and restroom access has been completed. Currently the contractor is working to complete the finishes. Once the contract work is completed Library furnishings, shelving and materials will be moved in.

**Training  
Suggestion From  
Library  
Boardmember  
Victor Davich To  
Hire Dr. Steve  
Albrecht a Library  
Safety and Security  
Consultant**

Boardmember Victor Davich discussed an interview he read with Dr. Steve Albrecht on Library safety and security. Dr. Albrecht consults and offers training work in workplace violence prevention for the private sector, schools, libraries and government agencies.

Board discussion followed.

Ms. Cuyugan reported that she and the Library Service Officer Supervisor are working on some additional trainings for staff. She will explore the services offered by Dr. Albrecht.

**Library Capital  
Improvement  
Project Proposal**

The Strategic Planning Implementation Team has started work on some projects around the Library strategic plan.

Ms. Carpenter reported that Erica Cuyugan, Acting Assistant City Librarian and Greco Venegas, Principal Librarian for Information Management Division, have been tasked with starting the capital improvement project (CIP) process. Ms. Cuyugan and Mr. Venegas submitted ideas around upgrades to technology in the Library system, and the formation of a Makerspace and a collaborative working space.

As part of the CIP process the Architecture and Information Systems departments help Library staff cost out the improvements. Funds beyond the

Library's regular annual budget are submitted as a CIP request. The submitted requests are then vetted and prioritized by the CIP committee and finally approved by City Council.

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

Boardmember Marc Morgenstern shared an article he read about libraries that have a social worker.

**Secretary's Report**

Ms. Cuyugan reported that the Library is now working with the Ocean Park Community Center (OPCC) and that an outreach specialist will be stationed part time at the Main Library.

**Update on Library  
Services and  
Programs**

The outreach specialist's role at the Main Library will be to work with the Library Services Officers and to engage with individuals who are identified as being in need of or wanting OPCC services.

Board discussion followed.

There is a 14% decrease in non-resident library card fees as compared with the same 6 month period of last fiscal year. Computer usage fees are up 3% as compared with the same 6 month period as last fiscal year.

The culminating event of the Library's 125<sup>th</sup> Anniversary celebration of library service in Santa Monica was held on January 9. Programs included tours of the Stanton Macdonald-Wright Mural, music in the Main lobby by Samohi Strings, an interactive game hosted by Wise Guys Events, speeches by Mayor Tony Vasquez and City Manager Rick Cole, and an author talk by best-selling author Robert Crais.

On-line signups for the study rooms at the Main Library kicked off on February 1, 2016. Study rooms can be reserved on-line for the following day.

The Library received publicity for Soundwaves its monthly innovative live music series. Soundwaves was started to highlight DRAM the Library's new streaming audio service for independent and artist-run labels and underrepresented art music.

The Library's e-newsletter debuted in January 2016. In order to sign up for the e-newsletter please visit <http://smp1.org/newsletter/>. Content from the e-newsletter can be shared via Facebook, Twitter, and e-mail.

Ms. Cuyugan reported on the programs held at the Main and Branch Libraries.

Rachel Foyt, Administrative Analyst reported on Santa Monica READS. The program is in its 14th year. Santa Monica READS is a community reading program that invites everyone in Santa Monica to read and discuss the same novel in free book discussions and events held throughout the city.

This year's title is *Station Eleven* by Emily St. John Mandel. *Station Eleven* is a post-apocalyptic novel that tracks a diverse cast of characters before, during

and after a global flu wipes out much of human civilization.

Events and book discussions are being held around Santa Monica from March 12 through April 16, 2016. A full schedule of programs is available on the Library website at [smpl.org/SMR2016/](http://smpl.org/SMR2016/).

**Update on Library Staffing**

Ms. Cuyugan reported on staffing vacancies. Shana Sojoyner the Montana Ave. Branch Manager resigned in December. Currently there are three open positions posted: Librarian I, Youth Services bilingual; Librarian I, Youth Services, Permanent Part Time; and Librarian III, Branch Services. Building Systems Technician interviews start the week of February 8. Interviews are also being held for the Library Page position.

**Update on Library Facilities and Equipment**

Ms. Cuyugan reported that soon Library patrons will begin noticing improved wireless speed and connectivity. The Library is replacing aging equipment and making improvements to service.

**Update on Library Security and Safety**

There are currently three library suspensions as of December.

Staff distributed the quarterly homeless count taken in the Library.

**What Are You Reading?**

The Boardmembers discussed the books they are reading.

**Agenda Building**

No items.

**Adjournment**

On the order of the Vice Chair, Ken Blackwell, the meeting was adjourned at 8:02 p.m.

Attest:

Approved:



Maria Carpenter  
Library Director

Ken Blackwell  
Library Board Vice Chair

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