

CITY OF SANTA MONICA LIBRARY BOARD



Minutes of the SPECIAL Meeting of March 10, 2016 To Be Approved

Call to Order	A SPECIAL meeting of the Santa Monica Library Board was called to order by Chair, Kathie Sheldon, at 7:00 p.m., Thursday, March 10, 2016 at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica.	
Roll Call	PRESENT:	Boardmember Victor Davich, Boardmember Marc Morgenstern, Chairperson Kathie Sheldon, and Boardmember Bryce Snell
	ABSENT:	Vice Chair Ken Blackwell
	ALSO PRESENT:	Lucien Plauzoles, member of the public; Ann Maggio Thanawalla, member of the public; Erica Cuyugan, Acting Assistant City Librarian; Maria Carpenter, Library Director; Rachel Foyt, Administrative Analyst
Public Input	None.	
Library Board Discussion of the Email Communication From Ann Maggio Thanawalla Regarding the Library Strategic Plan	The Board received an email communication from member of the public Ann Maggio Thanawalla. Ms. Thanawalla wrote to the Board regarding the Library strategic plan. Board discussion followed. Staff will work with the Chair to draft a response to Ms. Thanawalla from the Library Board.	
Approval of the Library Board Minutes	Motion by Boardmember Marc Morgenstern, seconded by Boardmember Victor Davich to approve the minutes of the Library Board meeting of February 4, 2016. The motion was approved by the following vote: AYES: Boardmember Victor Davich, Boardmember Marc Morgenstern, and Boardmember Bryce Snell NOES: None	

ABSTAINING: Chairperson Kathie Sheldon

ABSENT: Vice Chair Ken Blackwell

**Update on the
Library's Strategic
Planning
Implementation
Team Projects**

Susan Lamb, Librarian III Reference updated the Board on the progress of the strategic planning Implementation Team's projects.

Members of the Implementation Team are Rachel Foyt, Administrative Analyst; Jesus Cordero, Library Assistant II at Pico Branch; Kelly Wortham, Library Assistant at the Main Library; Janice Wein, Librarian I Information Management; Jeff Kaplan, Librarian I Reference; Ivy Weston, Young Adult Librarian; and Susan Lamb, Librarian III Reference.

Selection criteria for the projects include meeting one of the four strategic planning focus areas - Vibrant Learning Center, Wellbeing Cultivator, Dynamic Third Place and Community and Cultural Connector; one of the City-wide strategic priorities - mobility, homeless, Santa Monica Airport, affordable housing and lifelong learning; and providing a community benefit.

Ms. Lamb and Ms. Foyt highlighted several of the strategic plan implementation projects including:

- How-To Festival is a daylong event of 45 minutes workshops allowing attendees to sample a variety of workshops on different topics and learn something new. The events begin on June 25 and run through the end of July.
- Launch Pad is a way for staff to get involved with strategic planning by proposing, coordinating and implementing short turn around projects, with minimal impact to library budget and staffing.
- Library PALS is a partnership with the Santa Monica Animal Shelter. A new pet is featured on the Library website each month to draw attention to homeless pets and support the need for these animals to be adopted.
- A Homeless Agency Outreach group has been formed to look at the kinds of resources the Library currently offers to people in the Library who may need resources from the agencies through the county or the city with a focus on job and education resources.
- Establishing Little Free Libraries in Santa Monica parks.
- This summer's Beach Pop-Up Library will focus on wellbeing and feature programs such as meditation, Tai Chi, and hula hooping.
- Formation of a Seed Library with donated seeds from the community.
- Book Bikes to support Library programs on the go throughout the City.

**Video of Rick Cole,
City Manager's
State of the City
Remarks on
January 28, 2016**

The Board viewed a clip on the Library from Rick Cole, City Manger's State of the City remarks on January 28, 2016.

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 in early June.

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 lighting and carpet installation. Plan to begin moving in furniture the end of March.

2016 Boards and Commissions Video Report for Council

The Board reviewed the packet from the City Clerk's Office on the 2016 Boards and Commissions Video Report; Project Scope and Guidelines. They Board would like to focus on the Library's turning outward and expansion into the community. They discussed the following major accomplishments in 2015 they would like to highlight:

- 125th Celebration
- Strategic Plan
- Pop Up Beach Library
- How-To Festival
- YALLWEST
- Santa Monica Festival
- Fairview Renovations
- Library Journal 5 Stars
- Architectural Awards at the Pico Branch
- Removal of the \$25 Non-Resident Fee
- Arts and Literacy Festival
- Olympic High Science Fair

Nationwide Current Library Trends - Review of Library Journal Articles

Boardmember Victor Davich reported on a website that the San Jose Public Library put up about on-line privacy. Users can learn about privacy topics and generate a custom privacy toolkit geared towards their online needs. Toolkits include links, tips, and resources that empower users to customize their online identity. Email or print the privacy toolkit for future use.

Secretary's Report

Ms. Cuyugan distributed statistics on Library cards sign ups. There has been an increase in Library card sign-ups since February when the \$25 non-resident fee was removed. The number of computer passes sold have decreased due to the removal of the non-resident fee.

Update on Library Services and Programs

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

Update on Library Staffing

Ms. Cuyugan reported that she has accepted the position of Assistant City Librarian.

Ms. Cuyugan reported on staffing vacancies. Currently there are recruitments ongoing for: Librarian I, Youth Services bilingual; Librarian I, Youth Services, Permanent Part Time; and Librarian III, Branch Services.

Update on Library Facilities and Equipment

Ms. Cuyugan reported that over 10 vendors have looked at the Multipurpose Room to provide bids on the upgrades to the AV system. Proposals are due on March 17.

Proposals have been received for the self-checkout stations at the Fairview Branch.

The Information Management Team is currently working on prototyping Raspberry Pi mini computing units. The units will be used to teach code and demonstrate the practical usage of coding.

Update on Library Security and Safety

No library suspensions in February. The Ocean Park Community Center outreach specialist Rosa Monroy works with staff to reach out to individuals. In February she had 82 encounters met 4 times with individuals about services. She was actively approached about case management, emergency shelters, employment, youth services, mental health and meals. She will now also extend her services to the Ocean Park and the Pico Branch Libraries.

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 April 7 Library Board meeting will be rescheduled for Thursday, April 14.

The Board determined which Santa Monica READS book discussions they would attend.

Adjournment

On the order of the Chair, Kathie Sheldon, the meeting was adjourned at 8:18 p.m.

Attest:

Approved:



Maria Carpenter

Kathleen Sheldon

Library Director

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.