

CITY OF SANTA MONICA LIBRARY BOARD



Minutes of the SPECIAL Meeting of July 14, 2016 To Be Approved

- Call to Order** A SPECIAL meeting of the Santa Monica Library Board was called to order by Chair, Marc Morgenstern, at 7:04 p.m., Thursday, July 14, 2016 at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica.
- Roll Call**
- PRESENT:** Boardmember Ken Blackwell, Boardmember Victor Davich, Chair Marc Morgenstern, Boardmember Kathie Sheldon, and Vice Chair Bryce Snell
- ABSENT:** None
- ALSO PRESENT:** Ashley Kagan, Fairview Branch Manager; Lucien Plauzoles, member of the public; Erica Cuyugan, Assistant City Librarian; Maria Carpenter, Library Director; Rachel Foyt, Administrative Analyst
- Public Input** None.
- Approval of the Library Board Minutes**
- Motion by Boardmember Kathie Sheldon, seconded by Boardmember Ken Blackwell to approve the minutes of the Library Board meeting of April 14, 2016. The motion was approved by the following vote:
- AYES: Boardmember Ken Blackwell, Boardmember Victor Davich, Chairperson Marc Morgenstern, Boardmember Kathie Sheldon, and Vice Chair Bryce Snell
- NOES: None
- ABSTAINING: None
- ABSENT: None
- Motion by Vice Chair Bryce Snell, seconded by Boardmember Victor Davich to approve the minutes of the Library Board meeting of May 19, 2016. The motion was approved by the following vote:
- AYES: Boardmember Ken Blackwell, Boardmember Victor Davich, Chairperson Marc Morgenstern, and Vice Chair Bryce Snell
- NOES: None

ABSTAINING: Boardmember Kathie Sheldon

ABSENT: None

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

Erica Cuyugan, Assistant City Librarian presented a review of the Library budget for fiscal year 2016/17. The Library budget expenditure requests were approved by City Council. The three main requests are all staffing related.

The Library received a conversion of the current half time Children's Librarian I position to a full time Children's Librarian I position at the Ocean Park Branch. An additional position of Executive Assistant to support the City Librarian was added to the Library Administration Division. Also added to the Library Administration Division is the position of Senior Administrative Analyst - Library Services position and a delete of the current position of Administrative Analyst - Library Services. A budget increase was added to cover the additional positions.

Ms. Cuyugan reported that the Library's Capital Improvement Project proposal (CIP) budget is funded for fiscal year 2016/17. This budget includes funds for technology updates throughout the Main Library, planning for the collaborative workspace, and upgrades to the teen space at the Main Library.

**Strategic Plan
Update**

Ms. Cuyugan updated the Board on the programs and projects related to the Library's strategic plan. The first Santa Monica Public Library (SMPL) at the Beach Pop-Up Library of 2016 was held at the Annenberg Beach House and over 200 people attended. This is the first of five Pop-Up Beach Libraries scheduled for the summer. The project is a collaboration with Community and Cultural Services.

The Launch Pad proposal system is a way for Library staff to engage in strategic planning by proposing and executing their ideas. Thus far the Strategic Implementation Committee has approved a technology lab to provide one-on-one assistance to older adults using devices, teaching storytelling to adults and youth using the Moth curriculum, a physical exhibition of historical photographs from the Image Archives, the creation of a pop-up Happiness Room with materials and visuals, and mingle events for adults center on different themes.

Chair Marc Morgenstern asked if there was information on e-resource usership.

The Library P.A.L.S. pet of the month is Gasparin. Gasparin is a 3 year old Chihuahua living at the Santa Monica Animal Shelter. You can see what Gasparin is reading at smpl.org.

Updates about strategic planning are posted on the strategic planning microsite www.santamonicapubliclibrary.org.

**Leadership
Transition and
Recognition of
Maria Taesil
Hudson Carpenter,**

Santa Monica Public Library Director Maria Carpenter has resigned her position to pursue professional opportunities close to her family on the East Coast. She has accepted the position of Library Director of Cambridge Public Library in Cambridge, Massachusetts. Ms. Carpenter has served as SMPL Library Director since June 2014.

Director of Library Services

During her tenure in Santa Monica, Ms. Carpenter developed the Library's Strategic Plan, which shapes policy and operations over the next three years in alignment with City Council's Learn & Thrive Strategic Goal to promote lifelong learning and educational partnerships as well as support the City's Cradle to Career Initiative and Wellbeing Project. Other significant accomplishments include the creation of the Library Foundation, SMPL at the Beach, mobile computer classes, the renovation of the Fairview Branch Library, and YALLWEST, a popular teen literary festival bringing distinguished authors and 5,000 participants to Santa Monica.

Assistant City Librarian Erica Cuyugan will serve as the interim Library Director until a successor is selected after a national search.

Maria Carpenter, Library Director spoke to the Board about their priorities in the transition of leadership. She encouraged the Board to support and embrace new ideas and to work in cooperation with the Library staff to continue to support the implementation of the Library strategic plan.

She also encouraged the Board to continue to advocate for, to participate in and get the community involved in workshops about the CIP for the collaborative services space so that a strong case for complete funding can be made.

The Library Board made a unanimous motion by acclamation recognizing Library Director Maria Carpenter for her leadership and service, for all she has done for the Library system and the City.

Chair Marc Morgenstern updated the Board on the nationwide search for a new Santa Monica Public Library Director.

The City Manager's Office and the Human Resources Department has engaged a consultant to help with the search. Chair Marc Morgenstern and Vice Chair Bryce Snell are meeting with City Manager, Rick Cole to discuss the process, the role of the Board and how to represent the community in the search. A special Library Board meeting will be scheduled for July 28, 2016 to discuss the search process and obtain input from the community.

This item was tabled until the end of the meeting.

Tour of the Fairview Branch Renovations and Plans for the Grand Reopening of the Fairview Branch Library on Saturday, July 16, 2016

Nationwide Current Library Trends -

Chair Marc Morgenstern shared a *New York Times* article discussing the roles that libraries play now becoming community centers for lifelong learning, job seekers and career change.

**Review of Library
Journal Articles**

Secretary's Report

Ms. Cuyugan reported that the Library was voted back into the Southern California Library Cooperative (SCLC) as a full member. Due to the \$25.00 non-resident Library card fee Santa Monica was not qualified to participate in SCLC as a full member.

**Update on Library
Services and
Programs**

Ms. Cuyugan reported on the third quarter Library statistics. Ms. Cuyugan answered Chair Marc Morgenstern's question regarding the circulation for e-media which includes e-audiobooks, e-books, e-video and e-video. In March 2015 the circulation was 57,552 and in March 2016 the circulation was 74,974.

Total visitors which includes the walk-in count and virtual visitors for the end of the 2016 third quarter was 1,626,214. This is an increase over the same period last year.

Ms. Cuyugan reported on the programs held at the Main and Branch libraries including the first of the How-To Festival programs, the 11th annual Teen Film Festival and the youth Summer Reading program.

Opening ceremonies for the Fairview Branch Grand reopening begin at 10:30 am on Saturday, July 16 with remarks by Mayor Tony Vasquez, City Manager Rick Cole and Branch Manager Ashley Kagan. The day includes hula lessons, How-To Festival workshops, Hawaiian dance performance and cupcakes.

The Library received a new grant from StoryCenter and the Library of California. StoryCenter founder of the global digital storytelling movement, is a nonprofit organization that uses a combination of StoryWork and innovative, participatory media methods to support people in sharing personal narratives rooted in their own life experiences.

**Update on Library
Staffing**

Principal Librarian, Wright Rix is retiring at the end of July. Jennifer Ulrich has been hired to fill the vacant Librarian I position in Public Services. Julia Casas has been hired as the full time Librarian I, Children's Services at the Ocean Park Branch Library. Kelly Wortham has been hired as Librarian I in the Information Management Division. Two Library Assistant II's, Julio Frayre (Pico Branch) and Casandra Gergis (Main Library) have been hired and Librarian I Barbara Fleeman has moved divisions from Reference Services to Public Services.

**Update on Library
Facilities and
Equipment**

Staff are experimenting with two 3-D printers. Staff will be trained on their use and the printers will be used for programs.

Staff are also testing wireless printing at the Fairview Branch from a variety of devices, if the tests are successful the technology can be rolled out to all library locations.

**Update on Library
Security and Safety**

Ms. Cuyugan reported that there was a fire alarm pulled at the Main Library.

What Are You Reading?

This item will be removed from future agendas.

Agenda Building

The Board would like to include in the next agenda a report from the American Library Association Conference in Orlando and a report from the Library Foundation of Santa Monica.

Tour of the Fairview Branch Renovations and Plans for the Grand Reopening of the Fairview Branch Library on Saturday, July 16, 2016

Branch Manager Ashley Kagan gave the Board a tour of the newly renovated Fairview Branch Library. The Fairview Branch Library reopened to the public on June 1, 2016, after being closed for interior improvements.

The enhancements to the Fairview Branch's interior include new carpeting and paint throughout; upgrading of electrical; installation of central air conditioning and heating; improved interior lighting; new shelving for adult books and media collections; a new configuration for the adult computers; added book displays; a more efficient service desk; more self-checkout stations; and easier access to the ADA restrooms off the community room.

Adjournment

On the order of the Chair, Marc Morgenstern, the meeting was adjourned at 8:19 p.m.

Attest:

Approved:



Maria Carpenter

Marc Morgenstern

Library Director

Library Board Chair

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