

CITY OF SANTA MONICA LIBRARY BOARD



Minutes of the SPECIAL Meeting of September 15, 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 7:03 p.m., Thursday, September 15, 2016 at the Main Library, Administration Conference Room, 601 Santa Monica Blvd., Santa Monica.

Roll Call **PRESENT:** Boardmember Victor Davich, Chair Marc Morgenstern, Lucien Plauzoles, and Boardmember Kathleen Sheldon

ABSENT: Vice Chair Bryce Snell

ALSO PRESENT: David Kipen, Libros Schmibros; Cecilia Tovar, Principal Librarian for Public and Branch Services/Interim Assistant City Librarian; Erica Cuyugan, Interim City Librarian

Public Input None.

Oath of Affirmation and Swearing in of New Library Boardmember Lucien (Lu) Plauzoles Lucien Plauzoles took the oath or affirmation of allegiance for public officers and was sworn in as a new Library Boardmember.

Approval of the Library Board Minutes The approval of the minutes of the Library Board meetings of July 28, 2016 and August 4, 2016 was tabled.

Update From the Library Foundation of Santa Monica Antonio Spears of the Library Foundation of Santa Monica updated the Library Board on the progress of the Foundation. Mr. Spears announced that young adult author Margaret Stohl has agreed to co-chair the Foundation Board.

Mr. Spears has been meeting with Library Administration every other week about Foundation growth and development. The Foundation has been co-producing programs with the library to raise awareness about the Foundation. Events have been held with Hyperloop, General Assembly, Expert Dojo, US Small Business Administration and the Santa Monica Chamber of Commerce. Speakers presented on a variety of topics including; small business financing, marketing, and business 101. The average attendance for each event was 80-100 participants.

The Foundation is in the process of assembling its Board of Directors.

Fourteen people are interested in being part of the Foundation Board of Directors. Mr. Spears expressed his desire to make sure they have a diverse Board in skills and contacts.

Mr. Spears walked the Library Board through the Foundation website <http://libraryfoundsm.org/>.

Board questions followed.

At 7:29 p.m. the Library Board welcomed member of the public David Kipen from Libros Schimbros. Mr. Kipen wanted to learn more about Santa Monica Public Library. He is considering applying for the vacant City Librarian position.

Chair Marc Morgenstern reported on the 2016 Santa Monica History Museum Gala and the Library's Distinguished Service Award from the History Museum.

Report on the Library's Distinguished Honoree Award From the Santa Monica History Museum

In response to questions from the Library Board at the August 2016 Board meeting the Santa Monica History Museum submitted updates to their 2015/16 annual report and budget.

Updates on the Santa Monica History Museum Annual Report for 2015 – 2016

The Library Board requested a detailed proposed budget for 2016/17, a detailed profit and loss statement for fiscal year 2015/16 and the certificate of liability insurance for 2017.

Board discussion followed.

The Library Board would like to invite a Santa Monica History Museum Boardmember to attend a Library Board meeting.

The Board again raised concerns about the amount of the Museum's liability insurance policy.

Boardmember Lucian Plauzoles will review the financials submitted by the History Museum and report his findings to the Library Board at the October 2016 meeting.

Update on the Friends of the Santa Monica Public Library

Erica Cuyugan, Interim City Librarian updated the Board on the Friends of the Library September 12, 2016 Board meeting.

Kent Lewis, the Friends of the Library Bookstore Co-Manager stepped down in July 2016 and the Bookstore is experiencing a decrease in volunteers. Currently the Bookstore is closed on Sundays due to the lack of volunteers.

Ms. Cuyugan and Cecilia Tovar, Principal Librarian for Public and Branch Services met with the Friends Board and discussed the best practices of other Friends of the Library organizations. Ms. Tovar will reach out to current Library volunteers to gauge their interest in working with the Friends.

**Board Discussion
of Nationwide
Current Library
Trends and Review
of Library Journal
Articles**

None.

Secretary's Report

Ms. Cuyugan reported that September is library card sign-up month. Everyone who signs up for a new card or renews their card will receive a vintage postcard pack (while supplies last).

**Update on Library
Services and
Programs**

As part of the events highlighting the California Incline reopening a Pop-up Library was organized by Library staffmembers, Jeff Kaplan, Kane Tsay, Jennifer Ulrich and Myleen DeJesus. The Library gave away 100 sets of postcards created from 3 digital historical images from the Image Archives.

The Montana Branch had a great turnout at the pop-up Happiness Room organized by Librarian I, Amy Muscoplat and Anne Armacost (volunteer) on Wednesdays in August and September. Since August 10, 132 people have attended and reflected on what makes them happy.

Ms. Cuyugan reported the statistics for the Library's pop up beach library, SMPL at the Beach.

- 1038 visitors
- 243 story time attendance
- 181 craft participants
- 177 youth books signed out
- 42 adult books signed out

Staff are planning for the annual in-service day on October 10. The committee is working to create an educational, fun day for staff to get to know one another and learn something new. Themes of the day center around telling your story and break-out sessions include ask a Library Service Officer and an introduction to library technology.

**Update on Library
Staffing**

Cecilia Tovar, Principal Librarian for Public and Branch Services was named the Interim Assistant Director.

A promotional opportunity for a Librarian III in Public Services opened. Interviews will begin in the next few weeks.

**Update on Library
Facilities and
Equipment**

The Library is currently testing and will implement mobile printing at all five Libraries. The new mobile printing system works with the Library's existing print systems and will allow library users to print from any personal device, including laptops and mobile devices. Library users will be able to print while at the Library, on their cellular network or even from home.

Board discussion followed. Staff confirmed that mobile printing procedures are the same as the current in house printing procedures. Boardmember Victor Davich requested staff follow up with the City Attorney's Office regarding liability issues with printing.

The Library is undergoing computer replacements at the Montana Branch, the Ocean Park Branch and the Youth Services area at the Main Library. As part of replacing aging computers and updating to the latest software and security updates, the desktops will be replaced through the next month and will include a smaller and faster computer, the Windows 10 operating system, and updated browsers and programs.

Update on Library Security and Safety

There is one new Library suspension. Currently there are two additional active suspensions.

At the suggestion of Boardmember Victor Davich the Library ordered more Homeless Resources Handouts from Human Services.

Library Service Officer Supervisor, Lou Enriquez met with branch managers to review best practices for handling difficult situations, safety concerns, and training. Library Service Officer coverage on the second floor has increased and staff are re-evaluating Branch Library coverage to ensure that Library Service Officers are more accessible during peak times.

Agenda Building for the Next Meeting

The Board would like to include in the next agenda a wrap up report on kids, teens and adult summer reading, a follow up on the Library's mobile printing service and a follow up on the questions for the Santa Monica History Museum.

Adjournment

On the order of the Chair, Marc Morgenstern, the meeting was adjourned at 8:31 p.m.

Attest:

Approved:

Erica Cuyugan
Acting City Librarian

Marc Morgenstern
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.