

# CITY OF SANTA MONICA LIBRARY BOARD



## Minutes of the REGULAR Meeting of October 6, 2016 To Be Approved

<b>Call to Order</b>	A REGULAR meeting of the Santa Monica Library Board was called to order by Chair, Marc Morgenstern, at 7:04 p.m., Thursday, October 6, 2016 at the Main Library, Administration Conference Room, 601 Santa Monica Blvd., Santa Monica.
<b>Roll Call</b>	<p><b>PRESENT:</b> Boardmember Victor Davich, Chair Marc Morgenstern, Boardmember Lucien Plauzoles, Boardmember Kathleen Sheldon, and Vice Chair Bryce Snell</p> <p><b>ABSENT:</b> None.</p> <p><b>ALSO PRESENT:</b> Denise Fielder, Youth Services Supervisor, Youth Services; Judith Graham, Librarian I, Public Services; Erica Cuyugan, Acting City Librarian; Rachel Foyt, Administrative Analyst</p>
<b>Public Input</b>	None.
<b>Approval of the Library Board Minutes</b>	<p>Motion by Boardmember Victor Davich, seconded by Boardmember Lucien Plauzoles to approve the minutes of the Library Board meeting of July 28, 2016. The motion was approved by the following vote:</p> <p>AYES: Boardmember Victor Davich, Chairperson Marc Morgenstern, Boardmember Lucien Plauzoles and Vice Chair Bryce Snell</p> <p>NOES: None</p> <p>ABSTAINING: Boardmember Kathleen Sheldon</p> <p>ABSENT: None</p> <p>Motion by Boardmember Kathleen Sheldon, seconded by Boardmember Victor Davich to approve the minutes of the Library Board meeting of August 4, 2016. The motion was approved by the following vote:</p> <p>AYES: Boardmember Victor Davich, Chairperson Marc Morgenstern, Boardmember Lucien Plauzoles, and Boardmember Kathleen Sheldon</p>

NOES: None

ABSTAINING: Vice Chair Bryce Snell

ABSENT: None

**Wrap Up Report on the 2016 Summer Reading Program for Children and Teens**

Denise Fielder, Youth Services Supervisor reported on the 2016 Summer Reading Program for babies, children and teens. Ms. Fielder shared statistics with the Board. 4,929 kids and teens signed up for summer reading which was a seven percent increase in sign-ups over 2015 and the highest overall participation in the 86 years of summer reading. Kids and teens read almost 2 million minutes over the summer. 1,260 teens registered for summer reading, this was a 35 percent increase over 2015 registration and reflected the highest overall participation.

Participation in summer reading helps kids and teens avoid a slump in reading skills between school years.

**Wrap Up Report on 2016 Summer Reading Program for Adults**

Judith Graham, Librarian I, Public Services reported on the outcomes of the 2016 Summer Reading program for adults. This is the fourth year of summer reading for adults. The theme, Exercise Your Mind, was popular. Programs focused on keeping your brain and body healthy.

There were a total of 524 sign-ups, 37 programs were held, and 1,932 people attended the programs.

New this year was on-line sign ups using Reading by Design software. The software was used by those signing up through kids, teens, and adult summer reading.

**Approval of Proposed Changes to the Santa Monica Public Library Branch Rental Hours and Update of the Meeting Room Policy to Reflect the Change in Rental Hours**

The approval of proposed changes to the Santa Monica Public Library Branch rental hours and update of the meeting room policy to reflect the change in rental hours was tabled.

Chair Marc Morgenstern asked to agendaize an update on programming at the Fairview Branch Library.

**Follow Up on New Mobile Printing Service at the Santa Monica Public Library**

Erica Cuyugan, Acting City Librarian followed up with the City Attorney's Office on Library Board questions regarding mobile printing and the liability and issues concerning the printing of materials.

The City Attorney's Office confirmed that the Library is in compliance with current policies and there is no difference between the mobile printing procedure and current in-house printing procedure. The only difference is the

difference in the type of device. The City supports the access to printers from public computers and wireless devices. The City Attorney's Office has no liability concerns.

The recommendation from the City Attorney's Office was to evaluate the demand for mobile printing to see if there are enough printing locations (or more popular locations) for releasing prints.

Boardmember Victor Davich would like the City Attorney to be consulted regarding the content of what is being copied.

Ms. Cuyugan explained that the content of the material copied was not limited or restricted and on-line access to material is not restricted, which adheres with current Library policies.

Board discussion followed.

Boardmember Victor Davich requested to agendaize further discussion of the content of material being copied and what are the risks and how the liability of copying that material impacts the Library and Library Board. Boardmember Davich requested that staff from the City Attorney's Office and the Risk Management Department be present for the discussion.

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

Boardmember Lucien Plauzoles reported on his review of the Santa Monica History Museum's balance sheet and the profit and loss report. Boardmember Plauzoles also reviewed the History Museum's 990 form on-line. The 990 form is a non-profit's report for federal income tax.

Ms. Cuyugan reported that she followed up with Risk Management with regard to the Museum's insurance requirements. The feedback from Risk Management was that the Museum's one million dollar general liability policy was reasonable and the Museum's insurance requirements reflect the City's standard lease agreement requirements.

Board discussion followed.

The Board would like to invite Santa Monica History Museum staff or a Boardmember to a future Library Board meeting to discuss Museum programs and ways the Library and Museum could collaborate.

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

The Board discussed a variety of articles from the *Los Angeles Times* and *Library Hotline* about how libraries are helping and coping with homeless communities; the use of Tor by one library in the Midwest; and how college bookstores are changing.

**Secretary's Report**

The all staff In-Service day is planned for Monday, October 10, 2016. Approximately 150 staff attend the day of training and community. The theme for this year's In-Service day is the power of story. Stories are being shared from the Museum of Tolerance, Chrysalis and Ocean Park Community Center. Westside Toastmasters will present a session on how to tell your story. A

**Update on Library Services and Programs**

number of training breakout sessions will be presented in the afternoon as well as an emergency evacuation and an all staff activity.

Cecilia Tovar, Acting Assistant City Librarian; Greco Venegas, Principal Librarian for Information Management; Erica Cuyugan, Acting City Librarian and Shawn Landres, community member attended the Harwood Institute for Public Innovation in Ontario. The institute was centered on the idea of turning outward towards the community and facilitating community conversations to inform the work in the Library.

The Harwood model can be used as a regular process of the Library in order to gain a better understanding of the aspirations of the community.

Library staff received two grants. The Fairview Branch received a grant from the California Center for the Book, *Californians: community conversations about immigration* is designed to spark community discourse and foster tolerance, meaningful conversation and understanding around immigration.

The second grant in the amount of \$38,000 from California Library Literacy Services (CLLS) was received to help fund and grow a literacy program in Santa Monica.

**Update on Library Staffing**

Library staff are focusing on professional development. In the Information Management Division Librarian Kelly Wortham is scheduled to attend trainings and workshops to develop the Library's Digital Literacy Instruction.

Information Management Division Librarian Kane Tsay and Reference Librarian Jeff Kaplan are scheduled to give a presentation about Santa Monica Public Library at the Beach at the California Library Association Conference in November.

Kara Steiniger, Librarian III, Information Management Division; Susan Lamb, Acting Principal Librarian for Reference Services; and Cecilia Tovar, Acting Assistant City Librarian recently graduated the City of Santa Monica's Management and Supervisory Academy. The course covers management and supervisory techniques as well as the topics of mentoring, discipline, evaluations and organizational assessments.

Jeff Schwartz Librarian I in Reference graduated from the City of Santa Monica Pre-Supervisory Academy.

The final interviews will take place for the Librarian III recruitment in Public Services.

**Update on Library Facilities and Equipment**

The self-checkout stations at the Fairview Branch Library have been improved to accept cash and credit card payments. The action allows patrons to pay their fines during the checkout process.

**Update on Library Security and Safety**

Ms. Cuyugan reported that there is one new Library suspension this month.

The Library Services Officers (LSO) will be hosting an “Ask an LSO” session at In-Service to inform and train staff on safety and security.

Library staff is reviewing the Emergency Evacuation Plan. Staff will have an exercise and training at In-Service and then meet to discuss editing the plan to include short, concise directions.

**Agenda Building  
for the Next  
Meeting**

The Board would like to include in the next agenda a follow up with the City Attorney’s Office and the Risk Manager on the risk and liability of copying/printing materials, a conversation with the Santa Monica History Museum and an update on the Santa Monica Reads program.

**Adjournment**

On the order of the Chair, Marc Morgenstern, the meeting was adjourned at 8:22 p.m.

Attest:

Approved:

Erica Cuyugan  
Acting City Librarian

Marc Morgenstern  
Library Board Chair

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