

# CITY OF SANTA MONICA LIBRARY BOARD



## Minutes of the SPECIAL Meeting of October 14, 2017 To Be Approved

<b>Call to Order</b>	A SPECIAL meeting of the Santa Monica Library Board was called to order by Chair, Marc Morgenstern, at 10:12 a.m., Saturday, October 14, 2017 at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica.
<b>Roll Call</b>	<p><b>PRESENT:</b> Chair Marc Morgenstern, Vice Chair Lucien Plauzoles, Boardmember Kathleen Sheldon, and Boardmember Naomi Seligman</p> <p><b>ABSENT:</b> Boardmember Victor Davich</p> <p><b>ALSO PRESENT:</b> Patty Wong, Director of Library Services; Priscilla Bouvet, Executive Administrative Assistant</p>
<b>Public Input</b>	None
<b>Review of Board Role 101: Advisory vs. Administrative</b>	Patty Wong, Director of Library Services and Chair Marc Morgenstern went over the Library Boards role, mission, responsibilities, jurisdiction and authority. The Board expressed interest in further exploring their role as an authority to accept money, personal property or real estate donated to the Library Board of the Santa Monica Public Library. In addition, Patty Wong reviewed Advisory vs. Administrative roles in Boards and Commissions.
<b>Review and discussion of City and Library Strategic Plans</b>	<p>The City's Strategic Plan and council priorities were briefly reviewed.</p> <p>Patty Wong shared the most up-to-date Library Strategic Plan and shared plans to reassess and reinvest in staff, and the Library Strategic Plan.</p> <p>Patty Wong provided an update of the Library's Capital Improvement Projects and work with Architecture Services.</p>
<b>Board discussion and possible action of Library Board Mission and Goals 2017-18</b>	<p><b>A. Library Patron Experience</b></p> <p>The Board discussed their mission and goals related to the Library's patron experience.</p> <p>Patty Wong presented statistics for the past five fiscal-years for in-house circulation, circulation e-material, program, program participants, borrower registrations, borrower renewals, materials budget, visitors, new items added, and questions received. The Board reviewed the data and provided feedback.</p>

## Lunch Break

The Board took a lunch break at 12:10pm and returned at 12:40pm.

Patty Wong provided an *update on Library Security and Safety*, and shared the new Santa Monica Police Departments Interim Chief of Police Kenneth Semko's homeless engagement strategy. In addition, the Library will be working with the Police Department to coordinate an active shooter training for staff.

In the effort to have Library Service Officers (LSOs) focus on safety, library management is working on assigning an LSO to a branch location; have an LSO stationed at Main library entrances; add the Friends Bookstore as part of their daily walkthrough; increase enforcement of violations of code of conduct; begin to transition duties such as meeting room setup. The Board expressed interest in meeting with Library Services Office Supervisor Lou Enriquez, and offer support.

On October 24<sup>th</sup>, City staff will be going to Council to provide Council with an update on homelessness in the City.

Patty gave an update on the Library's efforts to update the *Code of Conduct* and answered Board questions. Upon completion, the Code of Conduct will be presented to the Board for review and feedback.

The Board reviewed the *draft Library Fees and Fines study report*, and expressed support of staff recommendations to remove library fines for children and teens. Further supporting literacy and access to information.

The Board reviewed the *draft Library Additional Hours Study report* and discussed several of the options provided. The Board provided feedback to include adding the benefits for opening an extra day, and providing patron usage data. The Board expressed support of staff recommendations.

The Board discussed possible *staff training opportunities*.

## **B. Homelessness and Mental Illness**

Chair Marc Morgenstern spoke about homelessness and mental illness, and its effects on the Library. Santa Monica libraries and parks have been identified as magnets the homeless.

The Board discussed forming a Homeless Task Force Committee that would focus on working with City and Community agencies. Chair Marc Morgenstern volunteered to serve as a liaison on behalf of the Board.

Patty Wong reported back on the Pop-Up Homeless Services Program hosted by the Library on October 5<sup>th</sup>, and shared statistics.

## **C. Review of Library program philosophy and priorities**

No discussion, item tabled.

**D. Library Board development**

Vice Chair Lu Plauzoles gave an update of the effort to change the composition of the Library Board by increasing the number of appointed members. The Board will seek to submit a formal request to City Council for consideration.

**E. Friends of the Santa Monica Library development**

Patty Wong provided an update of the Friends Bookstore work.

**F. Library Foundation development**

Patty Wong provided an update of the organization changeover and efforts to reinvestment in the Library Foundation. Patty Wong will be working with Boardmember Naomi Seligman to coordinate regular meetings, and begin exploring ways to leverage resources.

Boardmember Naomi Seligman volunteered to develop a list of connections and contacts that would assist in forming a solid network for the foundation.

**Next Steps**

Review top priorities and begin thinking of ways to accomplish them and supporting staff.

**Adjournment**

On the order of the Chair, Marc Morgenstern, the meeting was adjourned at 3:00 p.m.

Attest:

Approved:

Patricia Wong

Marc Morgenstern

Library Director

Library Board Chair

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