



CITY OF SANTA MONICA LIBRARY BOARD

Minutes of the SPECIAL Meeting of August 16, 2018 To Be Approved

Call to Order Chair, Marc Morgenstern, called a SPECIAL meeting of the Santa Monica Library Board to order at 7:04 p.m., Thursday, August 16, 2018 in the Administrative Conference Room, Main Library, 601 Santa Monica Blvd., Santa Monica.

Roll Call

PRESENT: Chair Marc Morgenstern, Vice Chair Lucien Plauzoles, Boardmember Arlene Hopkins, Boardmember Naomi Seligman, and Boardmember Kathleen Sheldon

ABSENT: None

ALSO PRESENT: Patty Wong, Director of Library Services; Rachel Foyt, Senior Administrative Analyst; Cecilia Tovar, Principal Librarian for Public and Branch Services; Nancy Bender, Librarian III, Public Services

Public Input None

Library Board Elections – Nominations and Elections for Chair and Vice Chair of the Library Board

At the August 14, 2018 City Council meeting Arlene Hopkins and Marc Morgenstern were reappointed to the Library Board. Marc Morgenstern was appointed for a second term ending on June 30, 2022. Arlene Hopkins was appointed to a first term ending on June 30, 2022.

Motion by Vice Chair Lucien Plauzoles, seconded by Boardmember Naomi Seligman nominating Boardmember Marc Morgenstern for Library Board Chair. The motion was approved by the following vote:

AYES: Boardmember Arlene Hopkins, Vice Chair Lucien Plauzoles, Boardmember Naomi Seligman, and Boardmember Kathleen Sheldon

NOES: None

ABSTAINING: Boardmember Marc Morgenstern

ABSENT: None

Motion by Boardmember Naomi Seligman, seconded by Chair Marc Morgenstern nominating Boardmember Lucien Plauzoles for Library Board Vice Chair. The motion was approved by the following vote:

AYES: Boardmember Arlene Hopkins, Chair Marc Morgenstern, Boardmember Naomi Seligman, and Boardmember Kathleen Sheldon

NOES: None

ABSTAINING: Boardmember Lucien Plauzoles

ABSENT: None

Approval of Minutes of the Library Board Meetings of June 7, 2018

Motion by Vice Chair Lucien Plauzoles, seconded by Boardmember Arlene Hopkins to approve the minutes of the Library Board meeting of June 7, 2018. The motion was approved by the following vote:

AYES: Chair Marc Morgenstern, Vice Chair Lucien Plauzoles, Boardmember Naomi Seligman, and Boardmember Arlene Hopkins.

NOES: None

ABSTAINING: Boardmember Kathleen Sheldon

ABSENT: None

Report from Cecilia Tovar, Principal Librarian Branch and Public Services and Nancy Bender, Librarian III Public Services on Library Programs at Santa Monica Public Library

Report from Cecilia Tovar, Principal Librarian Branch and Public Services and Nancy Bender, Librarian III Public Services on Library Programs at Santa Monica Public Library. Staff reported on how Library programs are developed, program guidelines, proposal criteria, and collaborative programs.

Ms. Bender explained that programs come together in three ways; program proposals, programs presented by Library staff, and community driven programs. There are twelve librarians that coordinate adult programs. When planning programs, they consider community interest and attendance, community suggestions and requests, balance of educational and entertainment, if the program is similar to something that has been done recently, days and times programs are held, and the variety of programming.

Ms. Tovar shared statistics related to the amount and type of programs at the Main and Branch Libraries.

The program guidelines are given to people who are interested in proposing a program for consideration. Submitted proposals are reviewed quarterly on a competitive basis by a committee on the following criteria: a clear description; examples of work; flexible timeline; references; culturally sensitive and educational; promote and enhance the Library's collection; cognizant of staff time, resources, and building facilities.

Library staff work collaboratively with community partners and city departments such as the Office of Sustainability and the Farmer's Market to host programs that promote and enhance Library collections and services.

Ms. Tovar reported that Public Services is focusing on having more Library staff plan programming, better tracking and analysis of data related to programs, coordination of

Library outreach, and collecting statistics and outcomes.

Secretary's Report

Patty Wong, Director of Library Services highlighted items in her Secretary's Report which included the following:

- Kanopy a streaming video service is coming to Santa Monica Public Library
- The City of Santa Monica is developing performance-based budgeting
- Library Facilities Master Plan is a 20 year overview for types of maintenance and cost of maintaining the buildings
- Fine Free for Youth program tripled the number of Library cards for youth in one month
- Library upcoming vacancies and recruitments: Kathy Lo was promoted to Librarian III in Reference; Roger Kelly, Youth Service Coordinator is retiring
- The Library Service Officers will begin using a new app called Trackforce

Discussion of a Library Board Retreat – Discussion of timeframe, content, planning team, and focus and agenda of the retreat.

The Board discussed the retreat scheduled for Saturday, September 8 from 9:00am – 1pm. Discussion of topics and agenda items:

- Library Board business meeting from 9am - 10am
- Information on electronic collections
- Discussion of City framework and performance-based budgeting
- Library statistics
- Report on volunteerism at the Library; volunteer opportunities; ways to increase the number of volunteers
- Ways to get to know Library staff
- Discussion of 2018 priorities, working groups, and outcomes
- Discussion and set priorities for 2019
- Potential 2019 priorities: working group on sustainability and resilience; patron experience; communications and engagement; partnership development - Friends of the Library and the Library Foundation

Library Board Working Group Reports

Boardmember Naomi Seligman reported that on September 12, 2018 the Library Foundation of Santa Monica will hold their kickoff event at Expert Dojo to get people interested and engaged about the Foundation. The Foundation is interested in attracting potential volunteers and board members.

Library Foundation of Santa Monica, Boardmember Naomi Seligman

Library Board Working Group on Homelessness, Chair Marc Morgenstern

Chair Marc Morgenstern reported on the Working Group on Homelessness.

Library Board Development Working Group, Vice Chair Lu Plauzoles

Vice Chair Lucien Plauzoles reported on the Library Board Development Working Group. A initiative will be on the 2018 ballot to amend the City Charter to change the eligibility requirement for service on the Library Board, Personnel Board, and Airport Commission from qualified elector of the City to resident of the City.

Library Board Discussion of Nationwide Current Library Trends and

The Board discussed a variety of nationwide current library trends and reviewed library journal articles.

**Review of Library
Journal Articles**

**Reports from
Library
Boardmembers on
Their Attendance at
Library Programs
or on Feedback
From the
Community**

Boardmember Arlene Hopkins attended the Seed Library program about soil at the Fairview Branch.

**Future Agenda
Items**

Boardmembers confirmed their availability to attend the September 8, 2018 Library Board meeting and retreat.

Adjournment

Meeting adjourned at 8:55pm.

Attest:

Approved:

Patricia Wong

Marc Morgenstern

Library Director

Library Board Chair

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