



CITY OF SANTA MONICA LIBRARY BOARD

Minutes of the SPECIAL Meeting of December 6, 2018 To Be Approved

Call to Order	Chair, Marc Morgenstern, called a SPECIAL meeting of the Santa Monica Library Board to order at 7:00 p.m., Thursday, December 6, 2018 in the Community Meeting Room, Fairview Branch Library, 2101 Ocean Park Blvd., Santa Monica.
Roll Call	PRESENT: Chair Marc Morgenstern, Vice Chair Lucien Plauzoles, Boardmember Arlene Hopkins, and Boardmember Kathleen Sheldon ABSENT: Boardmember Naomi Seligman ALSO PRESENT: Patty Wong, Director of Library Services; Rachel Foyt, Senior Administrative Analyst; Erica Cuyugan, Assistant City Librarian; Robert Graves, Fairview Branch Manager; Erica Matsumoto, Attorney, Santa Monica City Attorney's Office; Brandon Ward, Attorney, Santa Monica City Attorney's Office; Karen Rybek, Library patron
Public Input	None
Approval of Minutes of the Library Board Meetings of September 8, 2018	Chair Marc Morgenstern tabled the approval of minutes until the meeting on January 3, 2019.
Circulation of Magazines at the Library Branches	Patron Karen Rybek brought to the attention of the Library Board an issue she is having with how new magazines are circulated at the Ocean Park Branch. Since patrons can check out magazines for up to two weeks, only 2 patrons per month have access to new magazine issues. Ms. Rybek is requesting that the Branch Library not circulate new issues and instead treat them as materials that cannot be checked out until they are a month old. Alternately she suggested limiting the circulation of magazines to one week instead of two weeks. Patty Wong, Director of Library Services reported community members requested new issues of magazines circulate but she is open to revisiting the issue with the Branches in terms of accessibility.
Report on Programs and Services of the	Robert Graves, Fairview Branch Manager gave an overview of programs offered at Fairview Branch:

**Fairview Branch
Library**

- Community Helper Story Time
- Book Bingo sponsored by the Friends of the Santa Monica Public Library
- Author Talks
- Movie Screenings
- An informational program on Bitcoin – Taught by a 17 year-old member of Santa Monica Public Library Teen Council
- Teen Advisory Group – Packed give away bags of personal care and hygiene products for homeless individuals
- Art & Lifestyle programs – Painting & Chocolate, Chinese Calligraphy, Mediterranean Diet
- Literacy Programs for different age levels
- League of Women Voters – Get to Know Your Ballot
- Summer Reading – Hula Hoops, concerts, magicians
- Seed Library
- Tech programs – Blogging for Beginners

Mr. Graves discussed how inquiry to and feedback from the local neighborhood is driving programming decisions and bolstering patron participation and visitation to the Fairview Branch. He is actively asking Fairview Branch patrons which subjects they have an interest in and which programs are not working. He is interested in activating more teen participation at the Branch.

Secretary's Report

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

- City news, including plans for damaged property from recent wildfires
- Pre-proposal workshop held at the Main Library for the request for proposal for the Library facilities masterplan
- Santa Monica Public Library ranks as a Library Journal Five Star Library for ninth year in a row
- Staff In-Service Day review
- New Youth Services Coordinator, Lenore St John
- Jennifer Boyce transferring from the Fairview Branch to Public Services at the Main Library
- Library Foundation update
- The results of the City of Santa Monica Resident Survey

Erica Cuyugan, Assistant City Librarian, gave a report on security and safety incidents and how they are tracked

- Types of incidents
- Number of incidents that result in police calls
- Utilizing Trackforce, a new app, that tracks Library Services Officers' (LSO) activity
- "Advisal" versus incident – when an individual complies with requests from the LSO this does not result in an incident
- Tracking of LSOs activities, such as lost and found or donations, in addition to incidents

- Counting visitors for monthly data
- Library bans have increased, in part because there are 2 new LSOs which allows better floor coverage

Overview of the Brown Act Section on Meetings

Chair Marc Morgenstern shifted the agenda to accommodate speaking with guests first. Eriko Matsumoto and Brandon Ward Attorneys from the City of Santa Monica City Attorney’s Office led a review of the Brown Act for the Library Board. The Brown Act was enacted to promote ethics and transparency amongst publicly commissioned boards and councils. Mr. Ward overviewed key elements of the Brown Act, including:

- What type of person is subject to the Brown Act, such as individuals who have been appointed or submitted an application to be on a board
- What constitutes a meeting - Subject matter jurisdiction of the Agency is covered under the Brown Act.
- Serial meetings – The Brown Act expressly prohibits any use of direct communication, including technological devices, to develop a collective action to be taken by the Board.
- Daisy Chain and Hub and Spoke conversations violate the Brown Act
- Agenda building for a following meeting needs to take place in the view of the public, so setting the agenda for the next meeting at the current meeting is expected and a best practice.
- Exceptions do exist, such as at conferences or when there is not a quorum, which for the Library Board would be made at 3 persons.
- There are civil and criminal penalties for violations of the Brown Act.

Library Board Discussion and Setting of 2018-19 Library Board Goals

Chair Marc Morgenstern tabled this discussion without objection due to Boardmember Naomi Seligman’s absence.

Update on the Library Foundation of Santa Monica

Chair Marc Morgenstern tabled this discussion without objection due to Boardmember Naomi Seligman’s absence.

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

Boardmember Kathleen Sheldon mentioned a journal article on the end of library fines and an interview Chair Marc Morgenstern did for Seascope.

Reports from Library Boardmembers on Their Attendance at Library Programs or on Conversations with the Community

Boardmember Lucien Plauzoles is holding a Snowy Plover walk on December 16, 2018 at the Annenberg Beach House.

Boardmember Arlene Hopkins attended the Los Angeles Public Library Mini Maker Faire on December 1 and reported it was an interesting event.

Future Agenda Items

The following items will be included on future agendas:

- Approval of November Minutes
- A report from Library staff on magazine circulation at the Branch Libraries
- Review of Library Board goals, setting of a timeline, data review, next steps, and assignments

- Update on the Library Foundation of Santa Monica
- Annual Report from the Santa Monica History Museum
- Discussion of removal of Library fines for overdue material
- Report on the Bookmark Café located in the Main Library

**Tour of the
Fairview Branch
Library**

Robert Graves, Fairview Branch Manager led a brief tour of the Branch.

Adjournment

Meeting adjourned at 9:04 pm.

Attest:

Approved:

Patricia Wong

Marc Morgenstern

Director of Library Services

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.