



## CITY OF SANTA MONICA

### MINUTES SANTA MONICA PUBLIC LIBRARY BOARD

#### SPECIAL MEETING THURSDAY, JANUARY 9, 2020 MAIN LIBRARY, ADMINISTRATIVE CONFERENCE ROOM, 601 SANTA MONICA BLVD., SANTA MONICA 7:00 PM

#### Call to Order

Chair Lucien Plauzoles called the meeting to order at 7:07 p.m.

#### Roll Call

The following persons were recorded in attendance by the Recording Secretary:

Present: Chair Lucien Plauzoles, Vice Chair Arlene Hopkins, Boardmember Marcia Ferreira, and Boardmember Michael Klein.

Absent: None

Also present: Patty Wong, Director of Library Services; Erica Cuyugan, Assistant City Librarian; Norma Angel, Senior Administrative Analyst; Lou Enriquez, Library Services Officer Supervisor; Ilene Miner, social worker; Susan Lamb, Principal Librarian for Reference Services; Jennifer Boyce, Librarian II Public Services; Kara Steiniger, Librarian III Information Management

The agenda was reordered by the request of the Chair.

#### 1. **New Business:**

- 3 D.** Discussion and creation of a memorandum or resolution to the Santa Monica Police Department regarding the congregation of individuals around the Main Library.

Chair Plauzoles summarized an incident involving a Library patron that took place on Saturday, January 4, 2020 outside the Main Library.

Enriquez spoke about the work staff are doing to limit and control the number of incidents at the libraries and steer individuals to services and resources where they can receive help.

Miner a social worker at the Main Library encouraged both Library staff and the community not to confront the homeless population and ask for help if you feel uncomfortable.

Vice Chair Hopkins spoke about her involvement in the incident that occurred on Saturday.

Cuyugan discussed and presented signage that will be posted outside the Libraries.

Director Wong spoke about the need for signage outside the Main Library. The signage delineates the perimeter of the Library property which allows Santa Monica Police Department to enforce the Library Rules of Conduct and issue citations.

Trimming the landscape outside the Main Library is scheduled to happen in the next three to six months.

Ferreira suggested staff continue the discussion about ways to encourage a welcoming environment at the Libraries with the Santa Monica Police Department, City Manager's Office, and City Attorney's Office.

## **2. Reports of Staff Liaisons/Members**

- A. Secretary's Report, Patty Wong, Director of Library Services**
  - a. Update on Library Budget
  - b. Update on Library Services and Programs
  - c. Update on Library Staffing Recruitment
  - d. Update on Library Facilities and Equipment
  - e. Update on Safety and Security

Director Wong shared that Library staff have spent several days in training with the Government Alliance on Race and Equity (GARE).

- B. Reports from Boardmembers on their attendance at Library programs, visits to their adopted Branch, or on conversations with the community.**

No report.

## **3. Approval of Minutes**

- A. Staff recommends that the Library Board approve the minutes of the December 5, 2019 Regular Library Board meeting.**

## **MOTION**

Vice Chair Hopkins moved and Ferreira seconded a motion to approve the minutes of the regular Library Board meeting of December 5, 2019. The motion carried unanimously.

#### **4. New Business**

- A.** Report on the City of Santa Monica Legislative Platform by Stephanie Venegas, Council Office Coordinator.

Item continued to the February 6, 2020 meeting.

- B.** What's next for Santa Monica Reads? A Report on the Santa Monica Reads Program by Jennifer Boyce, Librarian II, Public Services.

Boyce reported that 600 copies of *"The Hate You Give"* by Angie Thomas, the book selected as the 2019 Santa Monica Reads title, were given away. In 2019 Santa Monica Reads was held in conjunction with the summer reading programs. A total of 505 people attended book discussions and special programs. Via an email survey 88% of survey respondents reported that they learned something from the program. 81% of survey respondents liked the issues raised by book.

In 2020 the goal is to strengthen the program by again combining Santa Monica Reads with the summer reading program. The joining of the programs will lend itself to clearer promotion and a combination of resources. Book discussions, programming, and an author talk will be planned to support the selected 2020 book title.

- C.** Report on Sisense, business analytics software, by Kara Steiniger, Librarian III Information Management Division

Steiniger reported that in the last year staff have explored a business intelligence tool called Sisense. Sisense aggregates large amounts of data and displays it on dashboards for ease of use. The charts in Sisense are populated by data that comes from Polaris the Library's Integrated Library System (ILS). The ILS operates the circulation systems of patron records, borrowing, and cataloging.

Steiniger demonstrated the charts available through Sisense. Staff can create custom charts to reflect the reports needed. Any patron identifying information is excluded from the reports.

- D.** Report on Library Facilities Master Plan by Patty Wong, Director of Library Services

Wong distributed a working draft of the facilities master plan. The vendor selected for the facilities master plan was Group 4 Architecture, Research + Planning. Group 4 is a full-service architecture firm. The timeline for the project is 18 months.

Goals of the project include: a review of the landscaping around the Main Library and the Branches; investigating the use of native plants and removal of overgrown landscape; visioning around the youth services area and the Martin Luther King Jr. Auditorium; creation of a single desk point on the first floor of the Main Library;

discussion of combining the Information and the Circulation desks with an emphasis on centralizing staff.

- E. Board discussion and planning of the agenda items for the February 6, 2020 joint meeting with the Friends of the Santa Monica Public Library

Plauzoles reported that the Friends of the Library are interested in brainstorming with the Board about how best to support the Library. The Friends' Board is interested in expanding their Board and membership. Plauzoles will meet with Rachel Foyt, Senior Administrative Analyst; Rachel Ginnerty, Chair Friends of the Santa Monica Public Library; and Director Wong to work on the agenda.

- F. Discussion of Future Library Trends – Library of Things, Data Everywhere, and Diversity of Materials and Formats

Item continued to the February 6, 2020 meeting.

## **5. Continued Items**

- A. Continued from Library Board Meeting December 5, 2019. Board discussion of the 2020/2021 goals – Library Board as communicators for the Library to all identifiable communities, agencies, officeholders, non-governmental organizations, and volunteer groups. Discussion of identified target groups, officials, and agencies to whom the messages of the Library can be taken.

Continued to a future Library Board meeting following the joint meeting with the Friends of the Santa Monica Public Library.

## **6. Future Agenda Items**

- A. Item continued from January 9, 2020 meeting to February 6, 2020 Board meeting. Discussion of Future Library Trends – Library of Things, Data Everywhere, and Diversity of Materials and Formats
- B. Item continued from January 9, 2020 meeting to February 6, 2020 Board meeting. Report on the City of Santa Monica Legislative Platform by Stephanie Venegas, Council Office Coordinator.
- C. March – Invitation to Gary Carter, Community Broadband Manager, Information Systems and Greco Venegas, Principal Librarian for Information Management to attend a future board meeting
- D. March – Discussion of Library Board ideas for facility improvements, maintenance, and additional facilities (e.g. Santa Monica Airport) in line with the Facilities Master Plan
- E. Project plan to digitize Library's historic collection, strengthen the Library's historic collection and preservation for future Board meeting; Ability to collect films and home movies

- F. Discussion of net neutrality – Internet service providers should treat all content equally. They should not be able to “fast lane” some data while blocking or discriminating against another material
- G. Invitation to Tim Dodd, Chief Performance Officer, to share with the Board about the City of Santa Monica Framework
- H. Continued from Library Board Meeting December 5, 2019. Board discussion of the 2020/2021 goals – Library Board as communicators for the Library to all identifiable communities, agencies, officeholders, non-governmental organizations, and volunteer groups. Discussion of identified target groups, officials, and agencies to whom the messages of the Library can be taken.

**Adjournment**

Chair Lucien Plauzoles adjourned the meeting at 8:52p.m.

ATTEST:

APPROVED:

Patricia Wong  
Director of Library Services

Lucien Plauzoles  
Library Board Chair

## **STANDARDS OF BEHAVIOR THAT PROMOTE CIVILITY AT ALL PUBLIC MEETINGS:**

- Treat everyone courteously;
- Listen to others respectfully;
- Exercise self-control;
- Give open-minded consideration to all viewpoints;
- Focus on the issues and avoid personalizing debate;
- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions

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Any person wishing to speak to the Library Board may do so under "Public Input," or to address an agenda item by first presenting their name, address and/or affiliation with an organization if any. All remarks shall be addressed to the Library Board as a body, and not to any one member thereof. All persons shall be given three minutes to make a presentation.

**This agenda is subject to change up to 72 hours prior to a regular meeting and 24 hours prior to a special. Please check the agenda for prior to the meeting for changes.**

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