



**MINUTES  
LIBRARY BOARD MEETING  
REGULAR MEETING  
MARCH 5, 2020  
SANTA MONICA PUBLIC LIBRARY  
601 SANTA MONICA BLVD, SANTA MONICA CA 90401  
7:00PM**

**Call to Order**

Chair Lucien Plauzoles called the meeting to order at 7:05 p.m.

**Roll Call**

The following persons were recorded in attendance by the Recording Secretary:  
*List in order called during the meeting.*

Present: Chair Lucien Plauzoles, Vice Chair Arlene Hopkins, Board member Marcia Ferreira, Board member Michael Klein and Board Member John Hart

Also present: Director of Library Services, Patty Wong; Rachel Foyt, Administrative Analyst; Greco Venegas, Principal Librarian for Information Management Division

**4. New Business:**

- A. Overview on Library technology and technology plans for the future from Greco Venegas, Principal Librarian for Information Management.

Greco Venegas Principal Librarian for Information Management Division (IMD) spoke to the Library Board about the Library Technology Plan. The Plan was drafted in 2017 and has subsequently been updated, most recently in 2019. The Plan draws from the City of Santa Monica framework and goals, the Library strategic plan, and the Information Systems Division (ISD) strategic goals.

Two ISD staff members are imbedded in the Library to support Library technology. Venegas acts as the liaison to ISD and balances the need of the customer with the needs of ISD.

The core of the Library system is Polaris the Integrated Library system (ILS). Polaris contains the database of materials and customer accounts. It also connects the Library catalog to a discovery layer called Bibliocommons which is the search feature of the system. Polaris connects to the public computing stations, PC Reservation system, and

the Library printing system. It verifies user accounts and allows use of the systems with a valid Library card.

Library staff plan to investigate a new ILS system in the future. Staff are interested in new options, features, reporting, data tracking, and pricing.

IMD supports Library technology including:

- Library website and event calendar
- Content DM the local history and preservation platform
- Interlibrary loan
- Cataloging and processing
- Automated Materials Handling System a self-service check in system
- Self-service kiosks for checkout

Venegas has been working with the Library Services Officers (LSOs) on new Library safety and security technology. Trackforce is used for filing incident reports and touring in the Library. All the LSOs have a cell phone and an upgraded radio. There is a cellular repeater in the Library parking garage to boost the wireless signal in the garage. The newest technology allows patrons and staff to text an LSO if they see someone breaking one of the Library Rules of Conduct.

Moving forward Venegas and his team want to invest further in staff with IT skills to support Library services, help patrons bridge the digital divide and develop 21st Century skills, support lifelong learning, and engage our community with new types of classes (3D printing and Virtual Reality) and maker workshops.

## **1. Reports of Staff Liaisons/Members:**

A. Secretary's Report, Patty Wong, Director of Library Services  
Group 4 consultants for the Facilities Master Plan needs feedback and input on May 18/19, 2020.

Director Wong met with Antonio Spears of the Library Foundation to discuss the 501.c.3 and plans for the Foundation.

Staff shared the Coronavirus update from the City of Santa Monica with the Board. The City is keeping staff and the community as informed about Coronavirus as possible.

Director Wong spoke to the Board about safety and security. There is now a process in place for staff to follow when reporting a violent incident.

Director Wong reported that a criminal investigation ongoing into the porn video incident at the Ocean Park Branch.

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

No report.

## **2. Public Input:**

Public input is permitted only on items not on the agenda that are within the subject matter jurisdiction of the body. State law prohibits the body from taking any action on items not listed on the agenda, including issues raised under this agenda item.

No public input.

## **3. Approval of Minutes:**

- A. Staff recommends that the Library Board approve the minutes of the February 6, 2020 Special Library Board Meeting.

## **MOTION**

Vice Chair Hopkins moved and Ferreira seconded a motion to approve the minutes of the regular Library Board meeting of February 6, 2020. The motion carried unanimously.

## **4. New Business:**

- B. Discussion of Library Board ideas for facility improvements, maintenance, and additional facilities (e.g. Santa Monica Airport) in line with the Facilities Master Plan.

On May 18 or 19, 2020 the Library Board will be invited to participate in a focus group with Group 4 consultants to give feedback on the Facilities Master Plan.

- C. 2020 Boards and Commissions Dinner on Monday, May 11, 2020. Discussion of 2019 Library Board accomplishments and completed projects to be included in the Board's video report to City Council.

Ferreira will give the Boards and Commissions video report from the Library Board. The Library Board discussed 2019 accomplishments and 2020 goals to include in the report.

- In 2020 the Board is interested in strengthening partnerships with the Friends of the Library and the Santa Monica History Museum
- In 2020 the Board is interested in strengthening the security at the Library
- 2019 Library Board Chair visited with Congressman Ted Lieu
- 2019 Resolution from the Library Board to Macmillan Publishers to rescind their new library ebook lending policy which severely restricts access of public libraries to newly published material in electronic formats

- Participation in the 2020 celebration of the Boehm donation and the founding of the Sharla P. Boehm Collection to digitize the Santa Monica phone directories

D. Discussion of the Library Board adopt-a-branch initiative.

Director Wong spoke to the Board about the adopt-a-branch initiative. Request from Library staff that the Board contact the Branch manager with procedure or policy questions. Staff want to make sure that the Boardmembers have a good experience when they visit to the Branch.

Branch assignments:  
 Ferreira - Main Branch  
 Hopkins - Ocean Park  
 Hart - Montana Ave.  
 Klein - Fairview  
 Plauzoles - Pico

**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.

Chair Plauzoles spoke to the Boardmembers about being advocates for the Library. He requested that Boardmembers think about their networks and connections and if those networks could be beneficial and offer direct or indirect help to the Library, the Friends of the Library, and the Library Foundation.

Plauzoles asked each Boardmember to compile a networking list of agencies, people, and special interest groups with whom the Library Board could develop relationships and partnerships.

**6. Future Agenda Items:**

- A. Next Library Board meeting April 16, 2020.  
 B. April - 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. Boardmembers to bring networking lists.  
 C. May – Invitation to Gary Carter, Community Broadband Manager, Information Systems and Greco Venegas, Principal Librarian for Information Management to attend a future board meeting

- D. 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
- E. 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
- F. Invitation to Tim Dodd, Chief Performance Officer, to share with the Board about the City of Santa Monica Framework
- G. April - Invitation to Kathleen Rawson to address board on Promenade 3.0.
- H. Susan Lamb Principal Librarian for Reference Services to discuss purchasing of digital content.

**Adjournment**

Chair Lucien Plauzoles adjourned the meeting at 8:58 p.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.**

Administration Office, Santa Monica Public Library  
601 Santa Monica Blvd., Santa Monica, CA  
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