

# CITY OF SANTA MONICA LIBRARY BOARD



## Minutes of the SPECIAL Meeting of February 2, 2017 To Be Approved

- Call to Order** A SPECIAL meeting of the Santa Monica Library Board was called to order by Chair, Marc Morgenstern, at 4:30 p.m., Thursday, February 2, 2017 at the Main Library, Administration Conference Room, 601 Santa Monica Blvd., Santa Monica.
- Roll Call**
- PRESENT:** Boardmember Victor Davich, Chair Marc Morgenstern, Boardmember Lucien Plauzoles, Boardmember Kathleen Sheldon, and Vice Chair Bryce Snell
- ABSENT:** None
- ALSO PRESENT:** Erica Cuyugan, Acting City Librarian; Rachel Foyt, Senior Administrative Analyst
- Public Input** None.
- Approval of the Library Board Minutes** Motion by Boardmember Kathleen Sheldon, seconded by Boardmember Lucien Plauzoles to approve the minutes of the Library Board meeting of January 5, 2017. The motion was approved by the following vote:
- AYES: Boardmember Victor Davich, Boardmember Lucien Plauzoles, Boardmember Kathleen Sheldon, and Vice Chair Bryce Snell
- NOES: None
- ABSTAINING: Chairperson Marc Morgenstern
- ABSENT: None
- Update on the Search for the Santa Monica Public Library Director** Erica Cuyugan, Acting City Librarian reported to the Board that Patricia Wong accepted an offer of employment as Santa Monica Public Library Director. Ms. Wong is currently the Director of the Yolo County Library system and will be starting work in Santa Monica in early March.
- Library Board Tour of the Main Library, 601 Santa Monica Blvd. with a briefing from Library Division** The Library Board toured the Main Library located at 601 Santa Monica Blvd. Ms. Cuyugan led the Board on a tour of Library Administration and detailed the responsibilities of the division. Administration oversees facilities, security, the Library Service Officers, the Principal Librarians, the Library budget, human resources, and all administrative functions.

**Managers Detailing  
the  
Responsibilities of  
Each Division**

Greco Venegas, Principal Librarian of Information Management Division; Janice Wein, Librarian II; Kara Steiniger, Librarian III; Kelly Wortham, Librarian I and Jerel Quinto, Lead Systems Analyst for Information Systems Division talked to the Board about the duties and responsibilities of the Information Management Division. Information Management oversees processing, acquisitions, and information technology.

Janice Wein, Librarian II explained the material selection and ordering process.

Board discussion followed.

Kara Steiniger, Librarian III spoke to the Board about the steps involved in processing new material and creating catalog records.

Jerel Quinto, Lead Systems Analyst for Information Systems Division explained to the Board about the maintenance and administration of Library information technology. In addition to supporting 225 public computers and 130 staff computers at the Main Library, Mr. Quinto and his division support other types of technology including; two computer labs, a computer training room, 3-D printers, and 25 servers.

Kelly Wortham, Librarian I spoke to the Board about 3-D printing and the development of classes around 3-D printing and 3-D design.

Susan Lamb, Acting Principal Librarian for Reference Services; Andrea Eitsert, Librarian I and Jill Tsutsui, Librarian II Reference Services spoke to the Board about the responsibilities of the Reference Division. A main role for the Reference Division is the selection of material for the Library collection. Ms. Tsutsui explained selection criteria for adult material.

Board discussion followed.

The Board toured the humidity controlled storage room for the Image Archive collection and other ephemera donated to the Library.

Roger Kelly, Youth Services Coordinator spoke to the Board about the role of Youth Services. The Youth Services Division serves youth from babies to teens with a number of programs and collections. There are approximately 65,000 items in Youth Services that circulate 250,000 times a year.

The Board toured the Youth and Teen Service areas, the Youth Activity Room, the Youth Service staff workroom and met Ivy Weston, Teen Services Supervisor and Myleen DeJesus, Librarian I.

The Board met Public Services Staff in the Public Services workroom and heard from Nancy Bender, Librarian III. Public Services is responsible for adult programming. Public Services has added two new staff members due to the

increase in programming and activities. Public Services works with the Branch Managers to coordinate adult programming at the Main and Branch Libraries. Another responsibility for Public Services is the oversight of the new adult literacy program.

The Board met volunteer Melinda Ricker in the volunteer office. Ms. Ricker explained her volunteer duties.

The Board toured the Circulation workroom and met with Circulation Representatives Patty Carranza, Circulation Supervisor and Cheryl Thompson, Library Assistant II.

The Board followed the route a book takes from Library book return to shelf.

The Board asked questions about placing material on hold and the process staff follows in order to fill the hold.

The Board met with Dan Ter Veer, Library Services Officer, about the responsibilities of the Library Service Officers.

The foremost task for the Library Services Officers is safety and security at the Main and Branch Libraries and enforcement of the Library Rules of Conduct. The Library Services Officers are also responsible for deliveries to the Branch Libraries, lost and found, and meeting room set ups for room rental clients.

**Agenda Building  
for the Next  
Meeting**

The Board would like to include in the next agenda a meeting at the Pico Branch Library, consideration of a fee for hold items and a list of neighborhood organization meeting dates.

**Adjournment**

On the order of the Chair, Marc Morgenstern, the meeting was adjourned at 6:40 p.m.

Attest:

Approved:



Erica Cuyugan  
Acting City Librarian

Marc Morgenstern  
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.