

SANTA MONICA PUBLIC LIBRARY BOARD



Minutes of the REGULAR Meeting of February 2, 2012 To Be Approved

Call to Order	A REGULAR meeting of the Library Board was called to order by Vice Chair Gene Oppenheim, at 7:05 p.m., Thursday, February 2, 2012 at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica.	
Roll Call	PRESENT:	Boardmember Ken Breisch, Vice Chair Gene Oppenheim, Boardmember Kathie Sheldon, and Boardmember Dan Stern
	ABSENT:	Chairperson Ken Blackwell
	ALSO PRESENT:	Susan Annett, Principal Librarian for Branch and Public Services; Greg Mullen, City Librarian; Rachel Foyt, Administrative Analyst
Public Input	No report.	
Approval of the Library Board Minutes	Motion by Boardmember Dan Stern, seconded by Vice Chair Gene Oppenheim to approve the minutes of the Library Board meeting of January 5, 2012. The motion was approved by the following vote: AYES: Boardmember Ken Breisch, Vice Chair Gene Oppenheim, Boardmember Kathie Sheldon and Boardmember Dan Stern NOES: None ABSENT: Chairperson Ken Blackwell	
Report from the Friends of the Library, a Library Support Group	Mr. Mullen, City Librarian, gave a report on the Friends of the Library January Board meeting. The Friends Board decided to purchase Directors and Officers Insurance coverage from United States Liability Insurance Company. Current and future Friends volunteers will complete the City of Santa Monica volunteer process which includes being fingerprinted. The Friends approved funding for a Battle of the Bands event to be organized by Erica Cuyugan, Young Adult Librarian and the Teen Council.	

**Friday Hours in the
Branch Libraries**

Susan Annett, Principal Librarian for Public and Branch Services, reported that beginning Friday, April 13 the Santa Monica Public Library Branches will be open from 12 noon until 5:30 p.m. The additional day of branch library service will provide greater access to materials, computers, programs and public space within convenient distance to Santa Monica's neighborhoods.

Some challenges include: staffing the increased 17% in branch service hours without increasing staff; meeting the expanded public service needs without diminishing other library services; and training staff in a broader range of duties, such as circulation policies and procedures and reader's advisory.

Board discussion followed.

**Update on the
Santa Monica
History Museum
Lease Compliance**

Mr. Mullen reported that the City Attorney's Office received a letter from Louise Gabriel, President of the Santa Monica History Museum. The letter was a response to the noncompliance letter sent by the City of Santa Monica City Attorney's Office to the Museum in December.

Library staff met with Museum staff on January 18, prior to the meeting Museum staff submitted: an operations plan; an image collection digitization and online access report; resumes for Louise Gabriel, Andrea Engstrom and Mary Pat Cooney; and bylaws amended as of February 9, 2011.

The Museum staff did not deliver an annual report and digitization of image collection is behind schedule. The supplemental report projects that the initial collection of 1,800 images will be online by the end of February 2012.

Mr. Mullen proposed that the Museum staff deliver an annual report by March 1 that includes:

- Program accomplishments, challenges and changes
- Assessment or evaluation of programs and services
- Statistical report on visitors, activities, events and programs
- Financial report, including status of funding, revenue, expenditures, budget and forecast
- Special programs and participation in local events
- Board development, participation and activities, including the number of board meetings, attendance, significant policy decisions, vacancies, etc.
- Facility maintenance report
- Goals and objectives for the next year
- Outreach and promotion

Additionally the Library staff and/or the Library Board would like to have a demonstration of the Museum's online image collection.

Board discussion followed.

Review and Discussion of Library Card Registration Policies

The Board reviewed the library card registration policy including the acceptable forms of identification to obtain a library card and the types of library cards issued.

Nationwide Current Library Trends - Review of Library Journal Articles

The Board reviewed several library journal articles on e-books, e-readers, academic databases and book groups.

Secretary's Report

Update on Library Services and Programs

Library staff hosted a site visit for Polaris staff to develop the profile and policy definition for the database which will help run the new integrated library system.

The Ocean Park Branch will add a board games component to its chess program to create a Family Chess and Games program.

Update on Library Staffing

Interviews of the twelve candidates for the Principal Librarian for Information Management position were held in January. Mr. Mullen made an offer to one candidate.

Recruitment is beginning for the Library Service Officer Supervisor position.

Pre-Supervisory Training is offered by the Human Resources Department to help prepare staff for being supervisors. Four Library staff members completed the latest ten week training session: Rachel Foyt, Administrative Analyst; Lou Enriquez, Library Service Officer; Bobby Tsui, Reference Librarian and Binh Le, Computer Systems Specialist. Binh Le is an Information Systems Department staff member who is stationed full time at the Library.

Update on Library Facilities and Equipment

The Montana Ave. Branch is closed for carpeting, painting and interior improvements from January 16 through February 24.

Library staff asked Edison to do an energy audit to evaluate the impact of the opening of the Santa Monica History Museum on the energy bill. The Edison report suggests a variety of energy saving measures.

The schedule for the Pico Branch Library has shifted. The Branch construction is scheduled to start in June 2012 and completion is projected for September 2013.

Update on Library Security and Safety	A new Library Service Officer Supervisor position has been approved by the City Manager's Office. Recruitment is beginning for the new position.
Library Statistics	Staff distributed the December 2011 Library statistics. Board discussion followed.
What Are You Reading?	The Boardmembers discussed the books they are reading.
Agenda Building	The Library Board asked that the following items be included in the next Library Board agenda: an update on the Santa Monica History Museum lease; a report on Citywide Reads; an update on upcoming programs and a tour of the improvements at the Montana Ave. Branch Library.
Adjournment	Vice Chair Gene Oppenheim adjourned the meeting at 8:30 p.m.

Attest:

Approved:

Greg Mullen
City Librarian

Gene Oppenheim
Library Board Vice Chair