



**City of Santa Barbara  
Public Library**

**LIBRARY BOARD**

Minutes of the Special Board Meeting of July 23, 2013 held at the Central Library

BOARD MEMBERS PRESENT:	Dianne Duva; Eric Friedman; Jonathan Glasoe; Susette Naylor; Christine Roberts
BOARD MEMBERS ABSENT:	None
COUNCIL LIAISON PRESENT:	None
STAFF PRESENT:	Irene Macias, Library Director; Scott Love, Library Services Manager; Jace Turner, Senior Librarian
CALL TO ORDER:	The meeting was brought to order in the Faulkner Gallery at 12:04 p.m. on July 23, 2013.
CHANGES TO AGENDA:	None
MINUTES OF PREVIOUS MEETING:	Minutes of June 25, 2013 were approved.
PUBLIC COMMENTS:	None
ANNOUNCEMENTS:	The next meeting will be on August 27, 2013 at 12:00 p.m. in the Faulkner Gallery West at the Central Library, 40 East Anapamu Street.

**Discussion**

Susette Naylor questioned reference in the June 25 minutes to the HLAC as a body involved in review of the plans. Maria Gordon confirmed that the term had been used in discussion but only as shorthand reference when distinguishing the City and County review processes. Members confirmed that the HLC (City) will review the Plaza plans. The old, historic part of the Museum sits on County land and is leased by the City. Any portion of the plan covering this area potentially falls within the remit of the County's HLAC.

Eric informed the Board that he would recuse himself from Agenda Item 4 to avoid a conflict of interest with his professional employment.

Susette asked if Doug Campbell would be attending the meeting. Irene let the Board know that Doug had been unable to fit it into his schedule. Irene has attended all the meetings and would be able to answer questions or to pass them on as needed.

*1. Library Plaza Project Update*

Work on the Plaza Project has resumed intensely since July 1<sup>st</sup>. Irene has asked Paul Casey, head of the City's Community Development Department, for Peggy Burbank to be assigned again as Project Manager, her role when the Project was receiving RDA funding. Meanwhile, in the absence of a Project Manager, Irene has attended all the many related meetings and some of those concerning the Museum project. Discussion has been about how the Museum and Library could work together on common goals. The City will respond in ongoing discussions to concept design ideas not yet in the Museum plan, including geo-thermal heating and air conditioning and an underground vault to hold a fuel cell to supply energy needs. Irene answered a question from Diane about the fuel cell, letting the Board know that it is essentially underground equipment to generate electricity. It would help the Museum achieve their aim of a very high LEED (green) rating and make the building of a rooftop events pavilion more likely. The Museum has proposed that a fuel cell could be placed under the concrete area between the Museum and the Library. The City is willing to consider the idea. In the meantime, the City is moving forward with the Library's plans for the Plaza.

The scope of the project has expanded to include all the grounds around the building. The original plan went from the bus stop on Anacapa, north to the corner, then down to the edge of the Faulkner Gallery and a planter. It did not include the lower plaza, the bike racks, Library Lane or the driveway next to the parking structure. Susette asked if the proposal should be revised to reflect the new scope. Irene answered that this was so, and that she had brought the matter up to Paul Casey who will talk about it to Peggy Burbank. It may be necessary to re-submit the application. Irene responded also to a question from Susette that the architect Doug Campbell has fully agreed to include the new scope without exceeding the agreed amount. Answering Susette in regard to progress on the week-by-week timetable, Irene let the Board know that the schedule has been revised and she will email this to the Members.

Irene showed the Board a copy of the architect's plans to date, which outlines the Project concept without holding it to any particular plan or theme. A major issue exists in that the Library needs to make the entrance [by the parking structure] accessible as part of the City's ADA transition program. This also addresses a focus of public meetings. The Museum has plans to make the Paseo area more pedestrianized, but both traffic redirection and narrowing the driveway by the parking structure may not be feasible. However, it may be possible to widen the sidewalk on the driveway by almost two feet. Answering Susette, Irene confirmed that such widening would extend into the drip line of two trees and might involve a request to remove these trees. Project architects Campbell and Campbell are proposing a ramp to the landing level and doors. Where there are presently two landings, one landing would be widened and the stairs moved over completely to the other side [removing the other landing] to accommodate a wheelchair. Issues arising include door opening clearance, which necessitates a very tightly calculated plan. Alterations to planters would be needed. The sidewalk would become bigger and more attractive as well as accessible.

The Plaza plan will remove barriers around the historic door. The door will not be used since this would necessitate interior changes costing millions of dollars. Three trees near the Anapamu St. entrance have been landmarked. The plan proposes bringing back reflecting ponds from the original landscape design. Maintenance for such ponds with very low water levels is much less costly today. However, the City, including the Parks and Recreation Department, which maintains the grounds, will need to review the plan. Fundraising for the Project could potentially include an endowment for maintenance. Presently, La Arcada pays for maintenance of the fountain thanks to an undertaking by Mr. Peterson, Library lover and former La Arcada owner. The grading changes associated with the pools and planters would also help to meet accessibility requirements. Grass will be

replaced by another, sustainable surface, possibly permeable pavers, that would make the plaza an attractive and flexible venue for events. La Arcada would be more visible as a result of changes. The plan is to avoid widths that would necessitate a rail along the center of the area. One-in-twelve ramps would make the space accessible.

Irene pointed out where the Museum proposes an art receiving facility and a staff exit that would require a landing. There was a discussion about the possible impacts of the Museum of Art's plan on the library plaza plan. Irene confirmed Eric's summary that there is no change to the original plan to flatten out the grassed area and open it to more events. Christine expressed concern that activities related to the new art receiving area could disturb events. Scott and Irene confirmed that they expect the Museum will continue to be good neighbors, providing long advance notice of any activities that could cause disruption. The Museum has had to pass on highly prestigious exhibitions because they have been unable to meet contract requirements. The aim is to take the next iteration of plans to the HLC on August 28<sup>th</sup>. Susette noted that she was not comfortable that at present no Board meeting is scheduled before this date. The committee needed to fulfill its oversight responsibility and the 27<sup>th</sup> would not allow enough time for the architect to revise drawings. Eric moved forward on the agenda to decide on a date for the next meeting.

Susette wanted to ensure substantive input and as a new Board Member, did not have full knowledge of the project. Irene suggested that Susette could come to a future meeting with Doug Campbell. Susette outlined that it is the Board's role to do all it can to ensure the project is not delayed or postponed or thrown back and money not used up due to a fixed schedule. No consensus was found for a date prior to the 27<sup>th</sup>. Susette noted that it was key that the plans would become public information upon submittal of the plans to HLC on the 14<sup>th</sup> or earlier for the meeting on the 28<sup>th</sup>. Eric affirmed that as long as the Board adhered to the long held agreement to flatten out the lawn area to make it more usable, more public space, retaining the fountain, this would be in line with the Board's role in the past. Susette was concerned about how the board appears to the public in terms of its review and oversight and about perception of her role given her background as an expert. She would follow Irene's and Eric's suggestion and approach Doug Campbell as a private citizen. With no consensus on an earlier date, Eric proposed restoring the August 27<sup>th</sup> meeting so concerns could go on the record before the HLC meeting. Susette could report, make recommendations and raise any concerns. Susette raised the point that Doug Campbell would need to present the project background about the City and County to HLC. A motion was made and approved to restore the August 27<sup>th</sup> meeting.

## ***2. Children's Library Project Update***

Irene reported that the fundraising campaign was moving forward with the focus on forming a working committee and finding co-chairs who can assist with solicitations for gifts. Anne Towbe's and Peter MacDougall's invitation to stellar community members, also potential donors, to serve on the campaign's honorary committee had an excellent response, with many willing to lend their name. There is no activity on the construction project. The Library is still waiting to reach the \$1.5M target for moving forward with Final Design, but a check was received for \$450,000 for the project as the bequest mentioned by Irene in a previous meeting.

## ***3. Budget Update***

The Library is likely to close the fiscal year under budget. Irene will review the final numbers and present the performance measures tracked and reported quarterly to the Board during the September meeting. Discussion continues about how to spend the additional County funds.

## ***New Business***

### ***4. Recommendation to approve County Contract***

*Discussed after first item and part of second under Agenda Item 6.*

Eric Friedman recused himself. A motion was passed approving the recusal. Discussion moved forward to Agenda Item 5. Minor changes have been made to the contract with the County. Members were directed to page 3 of the contract, item e., as the main change made as an addition that allows the County as the largest funding contributor to the Library System a way to affect the spending of individual library reserves. A change was made also at the top of page 10 where the Library's budget submission date would be May 1<sup>st</sup> instead of March 1<sup>st</sup>. A motion was passed to approve the agreement.

*Following discussion of Item 4., Diane left the meeting (1:08pm)*

## **5. Review of Meeting Room Rules**

*Scott Love returned from half hour staff interview.*

Members confirmed that they each had a copy of the revised Library Meeting Room Rules. Changes were made from July 1, mainly revising the distinction between different types of groups from non profit and for profit to open and closed room use and whether or not organizations ask for donations. Closed meetings and/or meetings where money is accepted would be booked at the higher rate. A charge is made of \$25 per hour outside Library opening hours. Meeting room users are informed that staff perform security duties only, ensuring rules are followed, and do not provide meeting assistance. Overstayers are now charged. Diane asked about associated costs. These were part of the budget review presented in an earlier meeting.

Irene described two different philosophies: 1) meeting rooms serve to make money; 2) meeting rooms provide a community gathering place for the exchange of ideas and for civic engagement and meetings are free and open to the public. Some Libraries choose to base their provision exclusively on 2). Santa Barbara Library mixes the two philosophies by charging for meetings that are free and open to the public, but charging a higher rate for meetings that are not free and open to the public. It's hoped that the rule changes will address some of the meeting room problems that have arisen and lessen the time spent on meetings by the Executive Assistant and the Accounting Technician. Irene and Scott responded to a question about meeting room revenues, noting that these amounted to \$30,000 to \$34,000 per year. Irene assured Board Members that Library meetings are covered by liability insurance without a requirement for individual groups to carry their own insurance – a requirement, as pointed out by Eric, that exists for other City activities.

Susette pointed out that Rule 12 is confusing: Nonprofit organizations may hold an unpredicted *closed* session within a public meeting. This could occur with groups such as the Art Association, which hold board meetings at the Library. The rule needs clarification. Rule 5, stipulates that applications for meeting rooms and exhibit spaces may be made no more than 12 months in advance whereas side room bookings require no more than 60 days advance notice. Scott clarified that this avoids preventing exhibitions that use all three rooms. Which libraries are indicated needs to be clarified. The rules also need revision to ensure it is clear that those without computers receive the same treatment in terms of, for example, delivery of booking confirmations. Scott responded to a request for clarification of the meaning of "authorized individual reserving room:" Applicants must be over 18 and a stipulated point of contact for the booking organization in question. This avoids the problem of meeting organizers agreeing to the rules while another individual unaware of the rules runs the event. Diane and Eric asked about alcohol consumption and whether or not this is allowed in closed meetings. Maria to look into this and follow up. A motion was approved to bring this matter back to the next meeting.

*Eric left and Jonathan took over the chair for the remainder of the meeting, which continued with the first and part of the second item under Agenda Item 6.*

## **6. Library Director's Report**

*(First item and part of second item discussed after Agenda Item 4.)*

**Black Gold Cooperative:** The Cooperative has hired a consultant (funded by a State Library grant) to develop potential new service models and funding contribution models. The consultant will present her final report to the Administrative Council on Thursday, July 25. Irene outlined how the present contributions formula is based on a 30 plus year old model where factors included, for example, the number of patrons as an issue of computer storage, which is no longer expensive. Different models make Black Gold more expensive for some libraries and less for others. Irene has been leading the effort to make the model fair, although an incidental result of several models is that Santa Barbara would pay somewhat less. A vote on the different models will be taken by the directors of each of the six contributing libraries, Santa Maria, Lompoc, Santa Barbara, Paso Robles, San Luis Obispo and Santa Paula.

**Summer Reading Program:** This is due to end soon. The library has achieved excellent program participation. The figures for sign ups were distributed. Irene showed a local television news clip of a very popular Zoo-to-You animal conservation event at Goleta. The Board recommended including the clip as part of the Library's annual presentation. The filmed event is an example of a Summer program that also includes entertainment from puppeteers to magicians and musicians booked for events that rotate through all the library branches. Each event, costing about \$300 to \$400 is paid for by the Friends of the Library for the respective branch. Irene confirmed that many of the children attending continue on into the Library for books, many as participants of the Summer reading program, which offers a free book from Granada Books and a second one as a further reward funded by Sara Miller-McCune. Christine recommended that the program should continue in the new Children's Library and Susette suggested that as well as receiving a book, children might be offered the chance to give one to a child in a deprived country.

**Personnel:** Recruitment for a full-time Library Assistant I at Goleta Library closed with more than 220 applications, taking a lot of time to screen. Irene responded to questions, letting the Board know the process needs to follow civil service rules. As part of a promotional recruitment, interviews are being conducted today for a Librarian II position at Central Library with a decision hoped for by the end of the week. Irene answered Board Members' questions, letting them know that the position is new, with additional funding to make the position full time; Maria Gordon is the new Executive Assistant for the Library Department having joined in early July.

### **Future Agenda Items**

Christine suggested the Board could explore The Little Free Library Network [<http://www.littlefreelibrary.org/build.html>]. She knows someone who would be happy to talk to the Board about this at a future meeting.

### **Announcements**

The meeting was adjourned at 1:20pm

Minutes include changes requested at the meeting on August 27<sup>th</sup>. Respectfully submitted by Maria Gordon.