



City of Santa Barbara
Public Library

LIBRARY BOARD

Minutes of the Board Meeting of February 25, 2014 held at the Central Library

BOARD MEMBERS PRESENT:	Eric Friedman; Milt Hess; Susette Naylor; Christine Roberts;
BOARD MEMBERS ABSENT:	Jonathan Glasoe
COUNCIL LIAISON PRESENT:	None
STAFF PRESENT:	Scott Love, Library Services Manager; Maria Gordon, Executive Assistant
CALL TO ORDER:	The meeting was brought to order in the Faulkner Gallery at 12:00 p.m. on February 25, 2013.
CHANGES TO AGENDA:	None
MINUTES OF PREVIOUS MEETING:	Minutes of January 28, 2014 were approved.
PUBLIC COMMENTS:	None regarding items not on the agenda
ANNOUNCEMENTS:	The next meeting will be on March 25, 2014 at 12:00 p.m. NB: Change from usual venue to: Eastside Library, 1102 East Montecito Street, Santa Barbara. Tour of the Library to follow meeting.

Old Business

1. Library Plaza Project Update

Public Comment: Mr. Robert Burke read out his comments opposing reconstruction of the plaza for three reasons:

- 1) No taxpayer money should be spent on the project until after vigorous public review of the purpose of the library.
- 2) Due to drought conditions, the plans should include no plant over waist high and only xeriscaping.
- 3) Expenditure on the plaza is not justified when problems remain such as potholes and unsafe sidewalks.

In the absence of the Library Director, Scott Love reported that the Library had made a presentation at the most recent [February 12th] Historic Landmarks Commission (HLC) hearing. The hearing was attended by several neighbors and supporters who spoke in favor of the Library's plans. HLC granted an indefinite continuance based on their feedback involving three main points: 1) concern about the width of the paseo; 2) additional landscaping requested along the Museum wall, and trimmed down landscaping on the Anacapa side; and 3) use

of concrete rather than flagstones. Meetings to follow with Museum staff. Return to HLC expected to occur in the next couple of months. Mr. Burke submitted his comments as above.

Scott Love confirmed for Milt Hess that the Museum's specific points of concern involved: a) ingress through the property; b) width of the paseo and c) plantings along the Library wall. Discussion followed about these points, water usage, costs and timing of the project. Members requested a comparative estimate of present and projected (drought tolerant landscaping) water costs, an updated project timeline and an iterative estimate of project costs.

2. Children's Library Project Update

Scott Love reported that Library staff was working with City Public Works staff on a PowerPoint presentation to go before the Council on March 11th. Final design cost estimate was presently \$293,000, covered by secured, designated funding.

3. Budget Update

Scott Love reported that budget adjustments had been submitted for 2014-2015 with assumption that County per capita funding reinstated for 2013-2014 would remain reinstated. Meeting scheduled for March 4th with City Finance personnel. Budget presentation to City Council date and time pending. Preparation underway for the City TV televised Library Board meeting, City Council Chambers, 6pm on April 21. Eric Friedman asked about the "wish list:" Scott noted that list items include: increased wi-fi bandwidth at Central and Eastside; electrical outlets added to study carrels on upper level; and \$30,000 towards collection materials, particularly as a boost to the Children's Library before the renovation.

New Business

4. Director's Report

Scott Love reported on the following items:

Freegal: The new free and legal music download service and app, covering 28,000 labels, including the Sony catalogue, had gone live on February 24th. The Board listened to a short demonstration of the quality and range of the music provided. Scott Love confirmed for members of the Board that publicity was planned for that week and for a later local news interview. He confirmed the service is commercial free [<http://sbplibrary.org/pdfs/freegalflyer2014.pdf>]. Discussion followed about how first indications were that the service would be very popular and likely lead to increased applications for library cards. Eric Friedman requested that the service should be highlighted in the budget report.

"Single Service Point" Talk/Training: The Friends of the Library had paid for a visit on March 7th by Ruth Barefoot, Special Project Manager at the San Jose Public Library (SJPL). Faced with severe budget cuts, SJPL made major changes to their service model, which led to reduced staff but increased circulation. New service models included: all public services offered from one point of contact; floating staff trained to provide different services; and mobile shelving and display units as part of a "market place" orientation in order to highlight current, new and themed items. Discussion followed about the possibilities afforded by this type of approach, including setting aside a more structured space for tutoring and study rooms.

Downton Abbey – Adult Program: The event on February 23rd had been a big success; 60 people had to be turned away.

State Public Library Director's Forum: Irene Macias had been invited by the Acting State Librarian to be a panelist to talk about library systems and measures to ensure their survival, such as those involving Black Gold.

Homework Help: A staff member has been hired for a Monday through Thursday service. Volunteers sought through a press release. Previously, the Library had offered only unofficial help provided by a work study student.

Website Transfer: The process was at the stage where data was due to be transferred to the new site. The Library was asking the City to push up the schedule since the new Library site [as part of the City's site] was intended to have already been in place.

5. Confidentiality of Library Records – Privacy Policy

Copies of the new policy and the relevant section of the State Public Records Act were distributed. Scott Love provided an overview of the revised Privacy Policy, and described constraints on Police Department and public requests for information in line with the State Public Records Act. Members discussed the issue of rights to privacy of children; current practice reviewed and approved by the City Attorney allows parents of a child with a Library card authorized by a parent, upon proof of identity, to view information about their children up to the age of 12. In response to a question from the Chair, Scott explained that the record of material returned late remains tied to the fines history in order for staff to properly assess the account and talk knowledgeably to patrons. This history remains confidential. Fines can be paid on behalf of a patron, but without knowledge of the amount due. Eric Friedman requested that the Policy be brought back to the Board to approve at the next meeting.

Public Comment: Robert Burke proposed that the wording regarding subpoena [IV. Law Enforcement Access] be changed to “subpoena with specificity.” A short discussion ensued, and Scott Love informed the Board that staff would look into this.

Board/Staff Communications

None

Future Agenda Items

Privacy Policy for Approval

Next Regular Meeting (change from usual venue):

Eastside Library, 1102 East Montecito Street, Santa Barbara, March 25, 2014 at 12:00 p.m. - tour of the Library to follow meeting

The meeting was adjourned at 12:46pm

Minutes respectfully submitted by Maria Gordon.

Library Comments
February 25th, 2014

The library is proposing to reconstruct the plaza. I oppose this for three reasons.

1. The purpose of the library and the plaza has not been exposed to public discourse. The library has transformed into a social services agency, a restaurant, a hotel, and a residence. There are no licensed social service workers on the staff. There are no business licenses posted on the wall. There is no department of health "A" placard in the window. There has been no review by the Architectural Board of Review, no oversight by the Historical Preservation Board, and no licenses issued by city staff. Until a vigorous public debate occurs and this board declares the purpose of what the library is and is not, no taxpayer money should be spent. The people have the right and the library has the duty to declare public policy.
2. The plans and pictures of the proposed library depict many plants and trees. It is as if we were in the middle of an Amazon rain forest. We are in the worst drought in recorded history. Santa Barbara is an arid area in normal times. The library has had three trees designated with sainthood status never to be defamed or defiled with its iconic status. During a recent budget hearing, some of the City Counsel declared that no tree should be planted during these times. This demand of

control over nature rather than cooperation with, is unacceptable. Let there be no plant over waist high and only plants that accommodate xeroscaping.

3. We do not need to spend a million dollars and more on the cosmetic breast implant library plaza surgery when the necessary cleft palate streets and sidewalks public safety surgeries remain undone.

The elixir of democracy is controversy.

The holy grail is the vote.

The spirit divine is the people.

Robert Burke
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Patron Privacy Policy

The Santa Barbara Public Library System (SBPLS) is committed to user privacy, and will keep all such information that it purposefully or inadvertently collects or maintains confidential to the fullest extent permitted by the law. Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, facilities and/or staff assistance is an integral principle of public libraries.

California has some of the nation's strongest protections for library patron records and privacy. Known as the California Public Records Act, and found under the California Government Code, Title 1, Division 7, Sections 6254 (j) and 6267 (a), (b), and (c) refer specifically to registration and circulation records.

I. GENERAL POLICY

- a. The Library will keep all such information that it purposefully or inadvertently collects or maintains confidential to the fullest extent permitted by federal, state and local law, including the California Public Records Act and the USA PATRIOT Act.
- b. Protection of confidentiality extends to information sought or received, and materials consulted, borrowed and received.
- c. Protection of confidentiality includes database search records, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities or services.
- d. The Library does not collect personal information about a library user when a user visits the Library's Web site, registers for a program, or registers for a library card unless the user authorizes the Library to have that information. The user has the option to participate or not participate.
- e. Any information the library user chooses to provide will be used only to provide or improve library services, such as information gathered through voluntary library user surveys.
- f. The Library protects library user account information by placing it on a secure server.
- g. To receive a library card, library users are required to provide identifying information such as name, birth date and mailing address. This identifying information is retained as long as the library user has a library card.
- h. A library user's library record includes current information, items currently checked out, items on hold or requested, as well as overdue materials and any fees.
- i. The Library does not maintain a history of items that a library user has previously checked out when books and materials have been returned on-time.
- j. When fees accrue on a user's account, the Library does maintain records of items that have been borrowed but returned after the due date, and a history of fees paid by a user.
- k. Notes may be added to a library user's account as a means of identifying and documenting discussions staff have had with a user.
- l. Radio Frequency Identification (RFID) information: an RFID chip/tag is limited to the item/patron barcode or an encrypted number, as well as a security bit that indicates if the item is in or out of the library. There is no other identifying information inherent to the RFID chip/tag.

- m. Searching by the barcode of library books and other materials is not available to the public.
- n. The Library's online system offers library user activated features, such as saved searches and reading history. Information gathered and stored using this feature is only accessible to the library user. There is no administrative interface to this information for library staff and, therefore, it is not retrievable by anyone other than the user. The user has the option to delete their search history at any time.
- o. Any future enhancements developed by the software vendors for the Library's online system that may impact user confidentiality will not be activated by the Library.
- p. The Library treats reference questions, regardless of format of transmission (in person, via telephone, fax, email or online) confidentially. Personal identifying information related to these questions is purged on an ongoing basis.
- q. Email is not necessarily secure against interception and may be subject to disclosure requirements of the Public Records Act or other legal disclosure requirements.

II. PATRON ACCESS TO CIRCULATION INFORMATION

In accordance with California State Law (Government Code Section 6267) the Library does not disclose circulation or registration records to anyone other than the individual to whom the records pertain, except under the code's stated conditions. It is the responsibility of all library employees to keep your library record confidential and to protect your record from unauthorized access. To accomplish this we must verify your identity with your library card or a valid picture ID before any information (verbal or paper) can be given out.

III. ACCESS TO CIRCULATION INFORMATION FOR A CHILD OR TEEN

SBPLS treats all patron registration records and all library circulation records as confidential in accordance with California State Law (Government Code Section 6267).

- a. Children Age 12 and Under:
 - i. The Library requires a parent or legal guardian to authorize a child 12 and under to obtain a library card by signing the child's library card application. A parent or legal guardian of a child 12 or under who wishes to obtain information regarding their child's library materials must present valid identification at the time of their request.
 - ii. The Library will disclose that child's current circulation records upon request from the child's parent or legal guardian who:
 - 1. originally authorized the child to obtain a library card, or
 - 2. presents the child's card at the time of the request, or
 - 3. is accompanied by the child to whom the circulation records pertain
- b. Patrons over age 12 are able to apply for and receive library cards without a parent's signature if they meet the library's identification requirements. If your child is age 13 or over, then the Library cannot disclose your child's circulation records without your child being present and giving permission to library staff.

IV. LAW ENFORCEMENT ACCESS

Library records will not be made available to any agency of the state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and

pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT ACT): Sections 214-216 of this Act gives law enforcement agencies expanded authority to obtain library records, secretly monitor electronic communications and prohibits libraries and librarians from informing library users of monitoring or information requests.

V. ADDITIONAL RESOURCES

[American Library Association](#) (Privacy and Surveillance)

[California Public Records Act](#) (from the California Government Code sections 6250 through 6270)

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