



**City of Santa Barbara
Public Library**

LIBRARY BOARD

Minutes of the Board Meeting of March 25, 2014 held at the Eastside Library

BOARD MEMBERS PRESENT:	Eric Friedman; Jonathan Glasoe; Susette Naylor; Christine Roberts
BOARD MEMBERS ABSENT:	Milt Hess
COUNCIL LIAISON PRESENT:	None
STAFF PRESENT:	Irene Macias, Library Director; Scott Love, Library Services Manager; Maria Gordon, Executive Assistant
CALL TO ORDER:	The meeting was brought to order in the Faulkner Gallery at 12:06 p.m. on March 25, 2014.
CHANGES TO AGENDA:	None
MINUTES OF PREVIOUS MEETING:	Minutes of February 25, 2014 were approved.
PUBLIC COMMENTS:	None
ANNOUNCEMENTS:	The next meeting will be on April 21, 2014 at 12:00 p.m. NB: State of the Library meeting – televised: change from usual venue to: Council Chambers, City Hall, 735 Anacapa Street

Old Business

1. Library Plaza Project Update

Irene Macias reported that a new Professional Services Agreement was needed with Campbell and Campbell following exhaustion of the RDA funds. A contract for approximately \$24,000 will serve to take the project through to HLC approval. City Council appropriated \$100,000 for final design and the monies are in the Capital Outlay fund. A request has been submitted for an additional \$75,000 to take the project through to finished design. Goal is to complete final design by the end of the 2015-16 financial year. Irene Macias responded to a question about project billing from Susette Naylor. Discussion followed about financial responsibility for any time extension that might occur as a result of changes requested by the Museum of Art. Irene Macias reported on the Museum's continued desire for planting to leave wall space for screenings and for steps from the Plaza to the Lower Courtyard, the latter not possible due to Library delivery traffic. In addition, California Green Building Code standards restrict potable water features, and possible City drought regulations could affect plans for the non-potable water feature planned for the plaza. The previous, smaller design may need to be brought back and be subject to HLC review. Eric asked if both preferred and alternative designs could be processed simultaneously. Discussion followed, noting the need to be mindful of the public message regarding water use.

Irene Macias distributed and reviewed a summary of Points of Discussion with the Museum of Art. Brief discussion followed.

2. Children's Library Project Update

Irene Macias reported on the March 11 presentation to the City Council, which covered both the initial relocation and refurbishment phase and the second phase that would incorporate an elevator and therefore changes on all three floors, entailing an additional \$7 million in costs; an exterior elevator on the non-historic part of the building may be a less costly option. Brief discussion of the elevator followed. Irene Macias reported that the architect will shortly renew work.

In terms of fundraising, Irene Macias reported that several gifts of \$250,000 and other smaller gifts have come in, bringing the total raised to date to over \$3 million. The fundraising target is \$5.6 million, of which \$2 million will go toward an endowment fund, \$3.6 toward construction and fundraising costs.

3. Budget Update

Irene Macias reported that the Library is on track to come in slightly under budget this fiscal year. Now making changes to the adopted budget for the second year of the City's two year (2014-2015) budget process. Three basic changes are planned: 1) adjustment to account for County's continuing restoration of per capita funding; 2) adjustment for revenue cut owing to ending of holds charge; 3) adjustment to account for the change in the Black Gold contribution formula: Santa Barbara contribution goes down, however, the Library's payment will increase owing to a 20% increase in the Library's share of downloadable materials.

Irene Macias referred member to copies of the 2013 presentation for the State of the Library meeting, and asked members to let staff know of anything they would like to see included in the 2014 presentation on April 21st. Members agreed that the video shown last year could be shown again – this time with broadcast on television – with updated statistics and possibly new music. A copy of the budget will go to members. The presentation will include a link to the budget.

New Business

4. Director's Report

Irene reported that the Library's presentation at the State of the City Breakfast had gone very well. The Mayor had talked about the plans for the Plaza and the Children's Library and about many of the services provided by the Library. Irene referred members to the copies distributed of the March Newsletter, which shows the high amount and variety of programming.

5. Confidentiality of Library Records – Privacy Policy

Irene Macias reported that she was following the San Luis Obispo County decision to install filters. Brief discussion followed about filters and screens. Susette Naylor moved to accept the Library Patron Privacy Policy; Christine Roberts seconded. Following no further discussion, the motion passed unanimously.

Board/Staff Communications

None

Future Agenda Items

6. Opening Remarks

Eric Friedman requested that members meet a few minutes before the televised April 21st in order to prepare for the first televised State of the Library meeting. The agenda will include opening remarks to cover protocol. Members agreed with Susette's suggestion to obtain and include on the Library website a copy of the Library

section of the Mayor's State of the City address. Irene Macias suggested and members agreed that the meeting could include a short presentation by the Youth Services Supervisor and the Eastside Library Supervisor. A press release and flyer will go out about the meeting and notice will be posted on the Library and on the Friends web site and on Facebook.

Next Regular Meeting:

City Council Chambers, City Hall, April 21st, 2014, 6pm

The meeting was adjourned at 12:56pm. Branch Supervisor Marivel Zambrano-Esparza led Board members and staff on a tour of the Eastside Library.

Minutes respectfully submitted by Maria Gordon.

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)

DRAFT

California Government Code
Title 1. General
Division 7. Miscellaneous
Chapter 3.5 Inspection of Public Records
Article 1. General Provisions

Section 6267

6267 Registration and circulation records of library supported by public funds

All patron use records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed by a public agency, or private actor that maintains or stores patron use records on behalf of a public agency, to any person, local agency, or state agency except as follows:

- (a) By a person acting within the scope of his or her duties within the administration of the library.
- (b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
- (c) By order of the appropriate superior court. As used in this section, the term "patron use records" include the following:
 - (1) Any written or electronic record, that is used to identify the patron, including, but not limited to, a patron's name, address, telephone number, or e-mail address, that a library patron provides in order to become eligible to borrow or use books and other materials.
 - (2) Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources information requests, or inquiries.

This section shall not apply to statistical reports of patron use nor to records of fines collected by the library.

Section 6254

6254 Records exempt from disclosure requirements

Except as provided in Sections 6254.7 and 6254.13, nothing in this chapter shall be construed to require disclosure of records that are any of the following:

<...>

(j) Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on the borrowers.