



Santa Barbara Public Library System

LIBRARY BOARD

Minutes of the Board Meeting of October 27, 2015 held at the Central Library

BOARD MEMBERS PRESENT:	Jonathan Glasoe; Milt Hess; Susette Naylor; Christine Roberts, Will Tomlinson
BOARD MEMBERS ABSENT:	None
COUNCIL LIAISON PRESENT:	None
STAFF PRESENT:	Pam Antil, Assistant City Administrator; Paul Casey, City Administrator; Jessica Cadiente, Acting Library Director; Maria Gordon, Executive Assistant
CALL TO ORDER:	The meeting was brought to order in Faulkner Gallery West at 12 noon on October 27, 2015.
CHANGES TO AGENDA:	None
MINUTES OF PREVIOUS MEETING:	Minutes of September 22, 2015 were approved.
PUBLIC COMMENTS:	None
ANNOUNCEMENTS:	

Old Business

1. Library Director Recruitment – Paul Casey, City Administrator

Paul Casey introduced Pam Antil as Assistant City Administrator and outlined the recruitment process, the Director position as one appointed by the City Administrator, Jessica Cadiente appointed meanwhile as Acting Director. Following an initial screening, an interview panel would be formed with the Library Board Chair or designee invited to participate; it was agreed at the end of discussion that Glasoe join the panel. With the Library as one of the 50% of City Departments under her remit, Pam Antil would also join the panel. Following final interviews, background checks, etc., Casey would recommend a candidate for approval by the Council. Casey had met with Library staff, supervisors and managers to gain a view of the current state of the Library and of the challenges and opportunities for the Director; he would welcome Board member input. In discussion, it was clarified that relocation and temporary housing assistance would be available, and that the incoming Director would help to define the mission statement and shape the Library management team. Members requested that as a strategic plan was developed, it should include more services for the 50+ population and development of this population as a resource. The Chair thanked Pam Antil for attending before she left at this point.

2. Budget Update

Jessica Cadiente reported spending from the General Fund was in line at 22% for the first quarter, revenues at 6%, County funds pending; no first quarter adjustments. For the Children's Library the sum of \$82,400 remaining from change order contingency would pay for the future Chumash mural; Mithun Foundation contribution of \$97,500 to the endowment as a naming opportunity; \$25,000 from the Orfalea Foundation and \$10,000 from the Circle of Friends Preschool; funds raised to date approximately \$4.7 of the \$5.6 million goal with remainder designated to the Children's Library endowment; Campaign to close in March 2016; Eric Friedman now Chair of the Santa Barbara Public Library Foundation.

3. Library Performance Measures (P3 Reports)

Paul Casey responded to Milt Hess that measures of items outside Library control were used for tracking, evaluation of resulting staff response, forecasting and to inform decisions about resource allocation. Jessica Cadiente added that project management training had begun to ensure proactive outcome-based projects; Milt Hess proposed that measures more fully reflect a “balanced score card” approach with financial, customer, internal business processes (efficiency), learning & growth; Jessica Cadiente reported that it was planned for the next P3s to include a training academy and that every evaluation included a professional development component. Christine Roberts proposed resurrecting the public meeting where attendees could show their expectations of the Library as input for management. *[Paul Casey left following discussion.]* Jessica Cadiente responded to Will Tomlinson that “evidence-based software tools” referred to tools that data mine the Library’s collections and their use, confirming that this could include, e.g., types of books, their age, and wear.

4. The Future: The Library Board, the Friends of the Library, the Santa Barbara Public Library Foundation and a Plan for the Library Going Forward

4a. Review of Section 807 of the City Charter re: Library Board Powers and Duties

4a. The Board reviewed Section 807 as its job description. Glasoe reported how Paul Casey in his recent meeting with two Board representatives had clarified how the Board could contribute to the selection of the new Director. Discussion followed with members agreeing that the Board was not restricted in terms of gathering input. Susette Naylor proposed that representatives of the Friends of the Library and the Santa Barbara Public Library Foundation attend a Board meeting once or twice a year to give input; she also requested a timeline for permits and other actions relating to the Library Plaza. Brief discussion followed. Roberts informed the Board that she had agreed to extend her term until July 2016 and to replace herself; members agreed they all needed to recruit a new member. Discussion followed about recruiting working parents and members of the 50+ age group. Jessica Cadiente agreed to look at the possibility of including recruitment advertising in the Library’s newsletter.

5. Change to Library Board Meeting Time, Duration and Location: motion and vote

[This issue was discussed as continuous with Item 4.] After discussion, it was agreed that there was no reason to change the meeting time and duration, but that a month’s notice could be given if more than one hour was needed for discussion of any particular item. Milt Hess proposed, and members agreed on setting a time limit on items such as the Library Director’s Report, the Report to be centered on bullet point, non-agenda items.

New Business

6. Library Director’s Report

Jessica Cadiente reported that discussions on the mission statement and preparation for strategic planning had begun; several vacancies remained, including Library Services Manager and Youth Services Librarian, Youth Services Library Technician position opened that day; HLC had approved external ash trays and no smoking signs; the Library meanwhile retaining its beat officer to police external premises, building monitors now absorbed within Library staff, all Library staff charged with the responsibility of maintaining a safe environment at the Library, and police now able to issue citations; Library and Museum of Art (SBMA) staff had met earlier in the month where the SBMA had presented a cost share analysis; the new transformer would trigger Phase 1 [of the Plaza Project] in the form of ADA accessibility at the South Entrance; improvements to the North side of the main floor and lighting improvements would begin in 2016; staff to participate in a day long training by Edmund Otis on handling difficult situations; staff meetings to become quarterly - approval obtained to keep Library closed until noon - to afford a longer time for training and participation in project teams.

Board /Staff Communications

Christine Roberts let the Board know she would not be able to attend the November meeting.

Future Agenda Items

Library mission statement review; report on progress on Youth Services literacy research.

Next Meeting: November 24, 2015, Faulkner Gallery West, Central Library

Meeting adjourned 1:05pm

Minutes respectfully submitted by Maria Gordon.