



City of Santa Barbara
Public Library

LIBRARY BOARD

Minutes of the Board Meeting of October 23, 2012 held at the Central Library

BOARD MEMBERS PRESENT:	Eric Friedman; Catherine Radecki-Bush; Christine Roberts
BOARD MEMBERS ABSENT:	Dianne Duva; Jonathan Glasoe
COUNCIL LIAISON PRESENT:	None
STAFF PRESENT:	Irene Macias, Library Director; Scott Love, Library Services Manager; Jace Turner, Senior Reference Librarian
CALL TO ORDER:	The meeting was brought to order in the Faulkner Gallery at 12:00 p.m. on October 23, 2012.
CHANGES TO AGENDA:	None
MINUTES OF PREVIOUS MEETING:	June 26, 2012 minutes were approved. Subject to lack of quorum, approval of the August 28, 2012 minutes and the September 25, 2012 minutes were deferred to the next regular meeting.
PUBLIC COMMENTS:	Citizens Marge Cahn and Amy Walker commented on the Library Patron Suspension Policy.
ANNOUNCEMENTS:	The next regular meeting will be November 27, 2012 at 12:00 p.m. in the Faulkner Gallery.

Old Business

Children's Library Project

Library Director Irene Macias reported that the Capital Campaign for the Children's Library Project continues in the quiet phase, and that she hopes to have news of a leadership gift at the next Library Board Meeting. She announced that the Santa Barbara Public Library Foundation held its first board meeting on October 11, 2012 and the Board approved the bylaws and the application for federal nonprofit status, which was subsequently mailed to the IRS.

Irene informed the Board that the Library has asked LPA, Inc., the architect who did the preliminary design for the Children's Library, for an estimate for creating a flythrough. She stated that it will be very helpful in educating the community to understand the project. Irene stated that she has re-engaged the Public Works Department for developing a timetable for going back to City Council to request final design, which was

scheduled for last year but postponed due to the need to raise funds. The Public Works Department requires time to renegotiate the contract.

Board member Catherine Radecki-Bush inquired whether the Library has funding for the flythrough. Irene responded that there are funds remaining in the contract from the preliminary design which can be utilized for this purpose.

Budget

Irene announced that with 31.5 percent of the 2012/2013 fiscal year gone by, the Library is over budget at 33.3 percent in revenues and under budget at 26.6 percent in expenditures. She stated that the Library still has the payment to Bibliotheca outstanding. Eric inquired approximately how much the payment to Bibliotheca will affect the expenditures. Library Services Manager Scott Love stated that the Central Library owes approximately \$75,000 to \$78,000 to Bibliotheca.

New Business

Review of Capital Improvement Program Update

Library Services Manager Scott Love informed the Board that as part of the two year budget process the Library is updating the list of capital improvement projects requested by the department. He stated that currently there are six projects on file, and the Library is contemplating adding one additional project. Scott distributed a handout to the Board outlining the following capital improvement projects and provided a brief overview of each: 1) Central Library Building Renovation, 2) Central Library Children's Section Remodel, 3) Central Library Exterior Paint Project, 4) Central Library Roof Terrace Renovation, 5) Central Library Plaza Renovation, 6) Major Recarpeting Project for the Central Library, and 7) Automated Materials Handling System.

Board member Catherine Radecki-Bush requested clarification in relation to the Automated Materials Handling System on whether the conveyor system uses the same technology for checking out materials as it will for checking them back in. Scott responded yes.

Board Chair Eric Friedman inquired what impact the potential landmarking of the library building to be considered by the City Council might have on the capital improvement projects, specifically the roof terrace renovation and plaza renovation. Scott responded that landmarking of the building impacts the façade of the building. Irene stated that she will obtain clarification on the roof terrace renovation. Scott mentioned that the potential landmarking may also have an impact on the automated materials handling system project, as one consideration of the project is the installation of book drops on the exterior walls of the library.

Approval of the Amended Library Rules of Conduct

Scott Love distributed the amended Library Rules of Conduct to the Board and provided an overview. Irene informed the Board that the amended Library Rules of Conduct are substantially the rules that have been in place, with the addition of consequences and language clarification.

Catherine Radecki-Bush inquired on the procedure in regards to written documentation for a patron's first violation of the Rules of Conduct. Scott informed the Board that on the first violation, the patron is handed a copy of the Rules of Conduct and a library building monitor documents the violation.

Board Chair Eric Friedman recommended that when possible, when dealing with an individual who is violating the rules of conduct, it may be beneficial to ensure that two staff members are present in order that a third party is witness to the conversation. Scott stated that the library is developing procedures in relation to implementing the rules of conduct, and that the procedure of a second staff member being present as situations escalate is currently being followed.

Christine Roberts moved that the Board approve the Amended Library Rules of Conduct. Catherine Radecki-Bush seconded the motion. The Board passed the motion unanimously.

Approval of the Library Patron Suspension Policy

Scott Love distributed the Library Patron Suspension Policy to the Board and provided an overview of the policy. Citizen Marge Cahn commented on educating youth in the community on homelessness. Citizen Amy Walker commented on the Library Patron Suspension Policy.

Catherine Radecki-Bush inquired whether individuals are permitted to obtain a copy of incident reports setting forth which rule they violated. Scott Love responded yes.

Christine Roberts inquired how the Rules of Conduct are made available to the public. Scott responded that they are currently posted online and in several locations within the Library.

Irene Macias informed the Board that the policies are for all the libraries within the Santa Barbara Public Library System.

The Board discussed the Library rules violation incident described by citizen Amy Walker, specifically the matter of unattended personal items and addressing conflict that occurs between Library users.

Eric Friedman inquired on the Patron Suspension Policy section VI, subsection a. in regards to the period of time after issuance of a 7-day suspension when patrons who continue exhibiting disruptive behavior may be subject to a suspension of one to six months. Scott explained that there is no definitive time period afterwards when the one to six month suspension may be applied, and that the severity of the behavior and right to a hearing panel are relevant variables in assuring due process for the patron.

Eric commented that he feels all patrons and residents who use the library have a certain expectation when using the library, and that it is the City's responsibility to have clearly written rules of conduct, as well as clearly defined outcomes if one should violate the rules of conduct. He mentioned the processes available if a patron should disagree with a staff member's assessment at any time and voiced his support for the policy. Catherine Radecki-Bush concurred with Eric's statements and stated that she likes that the patrons have the ability to appeal decisions.

Catherine Radecki-Bush moved that the Board approve the Library Patron Suspension Policy. Christine Roberts seconded the motion. The Board passed the motion unanimously.

Library Director's Report

Irene Macias announced that the Friends of the Central Library were recently recognized with a Best Friends award for outstanding publicity and marketing materials by United for Libraries, a division of the American Library Association that includes Friends of the Library members and library trustees. She applauded the Friends of the Central Library for this national achievement.

Irene Macias stated that at past meetings the Board has discussed the ongoing issues with Bibliotheca relating to the self-check machines at the Central, Eastside and Goleta branches. She reiterated that initially the Library was assured that the machines would have the capability of accepting credit card payments, but that the machines could not meet the security requirements of the City's credit card merchant. She stated that the Library and Bibliotheca have been in negotiations and they have provided a solution that will allow for credit card payments. Christine Roberts inquired whether the credit card payments will be possible online, or only at the kiosks. Scott confirmed that credit card payments are accepted online, but the proposal is specifically for the self-check machines. Scott provided additional details regarding features of the software.

Irene stated that the Library has had no personnel changes during the month.

Eric stated that last month the Board discussed that Disney books are available on an application for iphones and ipads and requested clarification on their availability. Reference Librarian Jace Turner stated that the interactive books are available only on Mac or PC computers.

Announcements

The meeting was adjourned at 12:51 pm.

The next meeting was scheduled for Tuesday, November 27, 2012 at 12:00 p.m.

Minutes respectfully submitted by Rima Villarreal.