



**CITY OF SANTA BARBARA  
LIBRARY BOARD**

**Central Library**

Faulkner Gallery – West, 40 East Anapamu Street, Santa Barbara, CA 93101

**Thursday, October 12, 2017**

**MEETING**

**12:00 p.m.**

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES – of September 14, 2017**

*Recommendation: That the Library Board waive the reading and approve the minutes of Thursday, September 14, 2017.*

**CHANGES TO THE AGENDA**

**PUBLIC COMMENT:** Any member of the public may address the Library Board for up to two minutes on any subject within the jurisdiction of the Board that is not scheduled for a public discussion before the Board.

**NEW BUSINESS**

**1. Update on Big Read!**

*Recommendation: That the Library Board receive an update on the Big Read!*

**2. Library Board Meeting Schedule**

*Recommendation: That the Library Board adopt the updated Library Board Meeting Schedule.*

**3. November Library Board Meeting**

*Recommendation: That the Library Board consider a change of date for November meeting.*

**4. Review of Meeting Room Rules**

*Recommendation: That the Library Board review the updated Meeting Room Rules.*

**ADMINISTRATIVE REPORTS**

**5. Budget Update**

*Recommendation: That the Library Board accept the financial status of the Library as of September 30, 2017.*

**6. Library Director's Report**

*Recommendation: That the Library Board receive the monthly Library Director's Report.*

**BOARD/STAFF COMMUNICATIONS**

## **FUTURE AGENDA ITEMS**

**Next Regular Meeting:** Thursday, November 9, 2017 at 12:00 p.m., Faulkner Gallery, West

## **ADJOURNMENT**

**AMERICANS WITH DISABILITIES ACT:** In compliance with the Americans with Disabilities Act, if you need special assistance to gain access to, comment at, or participate in this meeting, please contact the Library Administration Office at (805) 564-5608. If possible, notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements in most cases.

**REPORTS:** Copies of materials related to an item on this agenda, including materials submitted to the Library Board after distribution of the agenda packet, are available for public inspection at the Administration Office of the Central Library, 40 E. Anapamu St. during normal business hours. Agendas and reports are also posted online at <http://www.santabarbaraca.gov/gov/brdcomm/dm/library/default.asp>.



**CITY OF SANTA BARBARA  
LIBRARY BOARD**

**Central Library**

Faulkner Gallery – West, 40 East Anapamu Street, Santa Barbara, CA 93101

**Thursday, September 14, 2017**

**MEETING**

**12:00 p.m.**

**MINUTES**

**CALL TO ORDER**

Chair Milt Hess called the meeting to order at 12:00 p.m.

**ROLL CALL**

Board Members present: Milt Hess; Will Tomlinson; Susette Naylor; Joan Young; Susan Ryan

Board Members absent: N/A

City Council Liaison: Absent

**APPROVAL OF MINUTES – of August 10, 2017**

*Recommendation: That the Library Board waive the reading and approve the minutes of Thursday, August 10, 2017.*

**ACTION:** Library Board approved the recommendation unanimously.

**CHANGES TO THE AGENDA**

No changes were made.

**PUBLIC COMMENT:**

No one wished to speak.

**NEW BUSINESS**

**1. Library Board Meeting Schedule**

*Recommendation: That the Library Board review the schedule of the Library Board meetings and propose new schedule.*

**Discussion:**

Library Board discussed the current meeting schedule. Library Board member asked that July and December be added to the calendar to provide continuity and keep the Board members up to date. The Library Board discussed different options: end of July and then regular meeting in August; June and late July, no August; and making July and December optional or on as needed basis.

**ACTION:** Library Board proposed that the July and December meetings be added to the schedule and made optional or as needed.

## 2. Library Organizational Chart

*Recommendation: That the Library Board review the Library Organizational Chart.*

Documents:

- Library Organizational Chart

Speakers:

Staff:

- Jessica Cadiente, Library Director

Discussion:

Library Board reviewed the Library's Organizational Chart. The Library Director explained how the new organizational chart was unified and no siloes/fractures were in place. The Library Director also explained that all Librarian positions require an MLS degree, and that FTE meant full time equivalent and is what the hourly hours are compared to.

**ACTION:** The Library Board reviewed and accepted the Library Organizational Chart.

## 3. County Library Solicitation Status

*Recommendation: That the Library Board review the status of the solicitation for consultant to study the County Libraries.*

Speakers:

Library Board Chair:

- Milt Hess

Discussion:

Chair Milt Hess let the Library Board members know that the committee formed by the County of Santa Barbara to review the proposals was formed. The four proposals that were received have been reviewed, and none addresses the County's unique issues. The schedules proposed by the consultants varied from three months to four and half months. The interviews of the consultants are set for September 20, 2017. In the interviews the committee hopes to get answers for the questions that were not answered in the proposals. County of Santa Barbara is providing funding in the amount of \$50,000 - \$70,000.

**ACTION:** Library Board accepted the status of the solicitation for consultant to study the County Libraries.

## ADMINISTRATIVE REPORTS

### 4. Budget Update

*Recommendation: That the Library Board accept the financial status of the Library as of August 31, 2017.*

Discussion:

Library Director reported to Board that as of August 31<sup>st</sup> the Library was under budget and it was due to salary savings for the year.

**ACTION:** Library Board accepted the financial status of the Library.

## 5. Library Director's Report

*Recommendation: That the Library Board receive the monthly Library Director's Report.*

Speakers:

Staff:

- Jessica Cadiente, Library Director

Discussion:

Personnel:

Filled: Librarian (2) external candidates

Senior Library Technician (1) internal promotion

Library Technician (3) – 1 internal promotion and 2 external candidates

Recruitments:

Assistant Library Director – start 09/18/2017

Librarian – 1 – medical

1 – Eastside – third recruitment

1 – Carpinteria – third recruitment

Office Specialist – interviews scheduled

Facility:

The hedges around the Anapamu entrance will be removed by Parks and Recreation.

ADA Project:

On schedule and should be completed by late September.

Programming:

- Santa Barbara Public Library selected as Student Success Initiative Pilot Site – the long term goal is for all students to have a library card
- Community Relations Librarian was on "Our View" a local TV program featuring the Library
- 100 year birthday party 08/27/17
- Centennial Speaker Series
  - October 21, 2017 – SB Music Club concert
  - October 22, 2017 – History Talk
  - November 4, 2017 Centennial Gala
- Big Read, Station 11 will kick off November 1, 2017
- Eastside and Goleta Libraries will commemorate the Mexican War of Independence on September 16, 2017
- September 15, 2017 – Digital Storytelling at the Santa Barbara Public Library: Real Life by Real People
- September 20, 2017 – Panel Discussion on voting rights – Central
- Mental Health First Aid classes – 100 participants from Carpinteria, Goleta, Central and Eastside
- Mental Health Resources Fair – 19 organizations participating and approximately 100 attendees
- Teen Parent Workshop on Suicide, Dating Violence, Sexual Assault and Bullying Prevention
  - September 27, 2017 – Central
  - October 4, 2017 – Carpinteria
- New evening storytime for families launches at SBPL, Tuesdays at 5:30 p.m.
- Santa Barbara Public Library Expands Successful K-6 Homework Help Program
- Lotería programming started at Eastside Library through a grant with California Humanities.

Technology:

Deployed WiFi landing page at Central

CENIC: Re-configured servers and staff PC's at all branches in preparation for CENIC cutover

**ACTION:** Library Board received the monthly Library Director's Report.

**BOARD/STAFF COMMUNICATIONS**

N/A

**FUTURE AGENDA ITEMS**

Agreement between City of Santa Barbara Library and Santa Barbara Museum of Art  
Communication subcommittee

**Next Regular Meeting:** Thursday, October 12, 2017 at 12:00 p.m., Faulkner Gallery, West

**ADJOURNMENT**

Chair Milt Hess adjourned the meeting at 1:33 p.m.



**CITY OF SANTA BARBARA**  
**LIBRARY BOARD REPORT**

**AGENDA DATE:** October 12, 2017  
**TO:** Library Board  
**FROM:** Administration Division, Library Department  
**SUBJECT:** Santa Barbara Reads Activities

**RECOMMENDATION:** That the Library Board receive an update of the events and community engagement efforts surrounding Santa Barbara Reads.

**DISCUSSION:**

In preparation for the community-wide Santa Barbara Reads implementation a variety of events and engagements are being planned and carried out related to the book *Station Eleven* by Emily St. John Mandel. This year's Santa Barbara Reads is an NEA Big Read program, supported by funding from the National Endowment for the Arts in partnership with Arts Midwest.

Community members will be able to pick up a free copy of the book to keep at all Library branches. As well, *Station Eleven* will be available for checkout in various formats from the regular Library collection.

Along with reading the book, the Santa Barbara Public Library will be partnering with the Santa Barbara County Office of Arts & Culture, Santa Barbara City College, Santa Barbara Unified School District High Schools, DramaDogs, City of Santa Barbara Office of Emergency Services, Santa Barbara Museum of Art, and others, to host book discussions and other engaging community events at all Santa Barbara Public Library locations and throughout the community.

Events range in themes and target audiences so as to appeal to and engage all swaths of the greater Santa Barbara community. From the kick-off event wherein attendees can volunteer to be part of an improve reading of *Verily a New Hope* (a Shakespearean version of *Star Wars: A New Hope*) to a panel discussion on pandemic preparedness and response in Santa Barbara to a community-wide writing contest, all events will touch on themes brought forth in *Station Eleven*. The programming will culminate in a talk and discussion with the author on December 5 at the Marjorie Luke Theatre.

From November 1 through December 5 Santa Barbara Reads will offer a chance for the community to reflect on what is important to us, what we would miss if the material things in our world were no longer available to us, and what elements of culture we would strive to preserve in the wake of cataclysmic events.

**Conclusion:**

- Programming for Santa Barbara Reads are confirmed and printed materials with the full schedule will be available prior to the month of November.
- For Santa Barbara Reads, staff across branches and departments are engaged in planning and executing over 40 events from November 1 through December 5.
- The events scheduled and availability of the book for Santa Barbara Reads will engage thousands of individuals in the greater Santa Barbara community at library locations and throughout the city.

**PREPARED BY:** Jennifer Lemberger, Programming & Marketing Librarian





**CITY OF SANTA BARBARA  
LIBRARY BOARD  
Meets at the Central Library\*  
Faulkner Gallery West  
40 East Anapamu Street, Santa Barbara**

**The CITY OF SANTA BARBARA LIBRARY BOARD meets  
every second Thursday of the month, at 12:00 p.m., *\*apart from:***

*<sup>1</sup>March 09, 2017 – noon, Eastside Library, 1102 East Montecito Street, Santa Barbara*  
*<sup>2</sup>April 27, 2017 – 6pm, State of the Library meeting, Faulkner Gallery, Central Library*

**January 12, 2017**

*February 09, 2017*

*\*<sup>1</sup>March 09, 2017*

*\*<sup>2</sup>April 27, 2017*

**May 11, 2017**

**June 08, 2017**

*No meeting in July, 2017*

**August 10, 2017**

**September 14, 2017**

**October 12, 2017**

**November 09, 2017**

**December 14, 2017 (optional)**

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## RULES FOR USE OF THE MEETING ROOMS Santa Barbara Public Library

***Meeting rooms are available to local non-commercial organizations and individuals located within the service area of the Santa Barbara Public Library. The Santa Barbara Public Library and the City of Santa Barbara have no affiliation with any organization paying for use of the meeting rooms or galleries spaces at any library facility.***

### **Purpose:**

The purpose of the library meeting rooms is to support the services, activities, and function of the Santa Barbara Public Library System. The Santa Barbara Public Library System provides public access to meeting rooms to encourage library use and to facilitate the library's role as a center of community activity.

### **General Rules for Use of Meeting Rooms:**

1. Authorized individual reserving the room must be 18 years of age and show valid government issued identification.
2. Applicant must be in attendance for the entire time the reservation is in effect.
3. The meeting room is to be used for stated purpose only.
4. No person(s) or group may assign its reservation to another group.
5. The meeting rooms are available on a first-come, first-served basis. Library meetings take precedence over all other use. The Library reserves the right to change meeting rooms or cancel use of meeting rooms by an outside organization if the Library Director determines the space is needed for Library purposes. As much notice as possible beforehand will be provided to the group(s) affected by a change.
6. Authorized individuals and groups shall agree to comply and accept all policies, rules and regulations pertaining to the use of Library property. The Santa Barbara Public Library System's Rules of Conduct is accessible online at [www.sbplibrary.org](http://www.sbplibrary.org) and incorporated herein by reference. Any violation of said policies, rules and regulations shall be cause for event cancellation and immediate departure from the Library. Authorized individuals or groups shall be solely responsible for the conduct of members or participants in any activity authorized to be held and for the use of all properties, equipment or other resources therein; and shall agree to be responsible for any damages, mistreatment or theft of Library property or exhibited materials, and to pay the cost of any repairs or replacement therefore.
7. For groups composed primarily of minors, applicant agrees to have one adult in attendance in a supervisory capacity for every five (5) minors.
8. Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the following disclaimer: "***The Santa Barbara Library does not advocate or endorse the viewpoints of the meetings or meeting room users***".
9. Publicity notices/public fliers promoting a meeting must be shown to the library director or his or her designee for approval prior to distribution to ensure disclaimer is present.
10. Applicant wishing to put up displays or decorations must first obtain permission to do so. Items shall not be taped or tacked to painted walls.
11. Only library programs and library co-sponsored programs will be advertised on Library calendar.
12. Flyers or notices relating to the meeting may only be posted on the Library community board.. Posting of flyers or literature of any kind - on library doors, walls, posts, windows or grounds is not allowed at any time.

13. The sponsoring organization will be solely responsible for providing and operating its own equipment, displays and other materials used at the meeting, including audio-visual equipment.
14. Authorized individuals and groups shall report to Library staff any irregularities, serious problems or emergencies related to the use of the meeting room as soon as possible. **If no staff is present during an emergency, individuals or groups should immediately call 911.**
15. Library staff is not available to supervise, nor help with any non-library activities or meetings.
16. The use of chairs, tables and/or lectern may be reserved, subject to availability, on the *Application for Use of Meeting Room*. No equipment or furnishings (tables, chairs, etc.) shall be removed from the premises of the meeting room. The sponsoring organization will be responsible for setting up chairs and other equipment, for restacking chairs at the close of the meeting, and for leaving the room as they found it.
17. Library open hours are accessible online at [www.sbplibrary.org](http://www.sbplibrary.org). With prior arrangement, meeting rooms may be used during non-open hours. Meeting rooms are available (7) seven days a week, between the hours of 8 a.m. and 10 p.m.
18. The set-up and break-down of the event is considered as part of the rental time. Tables, chairs, etc. will be in the meeting room prior to the "start time." Set up may not occur prior to this time. The room must be cleared by the end of the rental period.
19. Smoking is not allowed on Library property.
20. To ensure fire safety, at no time shall any exits be covered or obstructed during the event.
21. Refreshments may be served. The serving of refreshments is subject to a charge in accordance with the Santa Barbara City Council Resolution on fees charged for use of City facilities. Fees are listed on the Application for Use of Meeting Room. Alcohol may be served, providing a one-day alcohol license is presented with application. Contact the Department of Alcoholic Beverage Control at (805) 289-0100 for details. Proof of said license will be required at all times during the event.
22. Meetings and events must be open to the public with the exception of certain City, County, State or Federal Government meetings. **Doors to the meeting rooms must remain open at all times unless Library Administration agrees or requests to close the doors to reduce excess sound into the Library.** *If prior arrangements have been made to hold a private meeting, or meeting requiring a charge or suggested donation, and you have paid in accordance with the Santa Barbara City Council Resolution on fees charged for use of City facilities, then this rule does not apply.*
23. Meeting rooms are available only for non-commercial purposes. Meetings must be open to the general public, and be free of any charge and/or solicitations for commercial transactions or membership other than library sponsored.
24. The meeting rooms may not be used for the sale or exchange of goods and services other than library sponsored.
25. Groups are not allowed to show films unless they present written proof that the group has public performance rights to show the film in the Library.
26. Permission may be withheld from person(s) or groups that have caused damage to the meeting room, caused a disturbance, or failed to comply with the Library's rules and regulations.

### **Applying for Use of Meeting Rooms:**

1. The Library Director or designee will approve or disapprove the application. If received by mail, a confirmation and appropriate forms are emailed to you.
2. Approval for use of meeting room or exhibit space is not confirmed until the Library Director or designee has signed the application form and full payment has been received. **Full payment must be made at the time of application. Checks should be made payable to the Santa Barbara Public Library.** Event dates will not be held or confirmed before an application is approved.
3. The Library must be informed of any cancellations. Refunds will be given with written notice of

cancellation no less than seven (7) days prior to the event.

4. Permission to use the meeting rooms or galleries is not transferable.
5. Reservations may be made no more than three (3) months in advance. No group may consider the Library its permanent meeting place or use the Library as its mailing address.
6. Reservations are limited to a maximum of three (3) separate dates within a six (6) month period for a program/workshop series.

**Additional Rules Specific to the Central Library:**

1. The driveway next to the Library is a FIRE lane. Parking must be in the garage or a designated parking space on the street. Any vehicle in the fire lane will be *ticketed or towed immediately*.
2. The exterior doors to the Library may never be “propped open.” If access is after or before library hours, a designated door monitor must be at the entrance to the building.
3. Reservations may be made no more than three (03) months in advance for the Faulkner Main Gallery and the Faulkner East and Faulkner West.
4. If an event is booked during non-open hours, a Library staff member will allow the authorized individual access to the building during the contracted times.
5. If use of room includes non-open hours, the Library requests that the application and payment be made at least two (2) weeks in advance.