



**CITY OF SANTA BARBARA
LIBRARY BOARD
MINUTES
SPECIAL MEETING**

Thursday, September 3, 2020

12:00 p.m.

CALL TO ORDER

Chair Milt Hess called the meeting to order at 12:01 PM.

ROLL CALL

Board Members present: Milt Hess, Will Tomlinson, Mackenzie Wildman, Susette Naylor

Board Members absent: NA

City Council Liaison: Absent

APPROVAL OF MINUTES – of June 11, 2020

Recommendation: That the Library Board waive the reading and approve the minutes of Thursday, June 11, 2020.

Motion: Board Members Susette Naylor/Will Tomlinson to approve the minutes of Thursday, June 11, 2020.

Vote: Unanimous roll call vote.

ACTION: The Library Board approved the recommendation.

CHANGES TO THE AGENDA

None were made.

PUBLIC COMMENT:

None were made.

LIBRARY SUPPORT ACTIVITIES

Santa Barbara Public Library Foundation

Discussion: The Library Board heard an update from the Foundation Director, Lauren Trujillo, about what the Foundation is currently working on, including working with the Library Director on naming opportunities for the Library Plaza, launching a monthly library giving program called The Page Turners, and presenting with the Library Director to the Santa Barbara AIA Chapter plans for the Library Plaza. The Foundation also announced that they would be sponsoring SB Reads 2020.

NEW BUSINESS

1. October Library Board Meeting Date Change

Recommendation: That the Library Board change the date of the October 2020 meeting.

Speaker: Jessica Cadiente, Library Director

Public Comment: None were made.

Motion: Board Members Susette Naylor/Mackenzie Wildman to cancel the October 2020 meeting.

Vote: Unanimous roll call vote.

ACTION: The Library Board cancelled the October 2020 meeting.

2. Homebound Patron Policy

Recommendation: That the Library Board approve the new Homebound Patron Policy.

Speaker: Jessica Cadiente, Library Director

Discussion: The Library Board received an overview of the Homebound Patron Policy.

Public Comment: None were made.

Motion: Board Members Susette Naylor/Will Tomlinson to approve the new Homebound Patron Policy.

Vote: Unanimous roll call vote.

ACTION: The Library Board approved the recommendation.

3. Library Laptop Lending Policy

Recommendation: That the Library Board approve the new Library Laptop Lending Policy.

Speaker: Jessica Cadiente, Library Director

Discussion: The Library Board received an overview of the Library Laptop Lending Policy, which was updated to allow for external check-out.

Public Comment: None were made.

Motion: Board Members Susette Naylor/Will Tomlinson to approve the new Library Laptop Lending Policy.

Vote: Unanimous roll call vote.

ACTION: The Library Board approved the recommendation.

LIBRARY PLAZA UPDATE:

4. General Update

Recommendation: That the Library Board receive a general update on the Library Plaza.

Speaker: Jessica Cadiente, Library Director

Discussion: The Library Board heard and discussed the status of the Library Plaza. According to the Public Works Department, the Plaza design is on track to receive building permits at the end of September and has hired a subcontractor to work on some geotechnical issues with the retaining wall by the Faulkner Gallery. The Museum has left the property with the exception of still accessing the Paseo and dumpster and the agreement with the Museum for the new permanent location of the dumpster on Museum property has been approved by County Counsel and the City Attorney's office. The Library Board also viewed some initial camera renderings for the Plaza Campaign.

Public Comment: None were made.

ACTION: The Library Board received a general update on the Library Plaza.

5. Naming Opportunities

Recommendation: That the Library Board receive a presentation on possible naming opportunities for the Library Plaza.

Speaker: Jessica Cadiente, Library Director

Discussion: The Library Board received a presentation on possible naming opportunities for the Library Plaza and reviewed and discussed a mock-up of potential areas for naming opportunities as drafted by landscape architects Arcadia in collaboration with the Library and the Santa Barbara Public Library Foundation.

Public Comment: None were made.

ACTION: The Library Board received a presentation on possible naming opportunities for the Library Plaza.

6. Transformer Design Update

Recommendation: That the Library Board receive an update on the Transformer Design.

Speaker: Jessica Cadiente, Library Director

Discussion: The Library Board received an overview on the Transformer and viewed the design renderings that will be submitted to HLC.

Public Comment: None were made.

ACTION: The Library Board received an update on the Transformer Design.

BUILDING AND GROUNDS:

7. Library Director's Report

Recommendation: That the Library Board receive the monthly Library Director's Report, Building and Grounds.

Speaker: Jessica Cadiente, Library Director

Discussion: The Library Board received the Library Director's Report on Building and Grounds.

Although the Library is remaining closed for in-house use, the Library is expanding services offered during Sidewalk Service, including book browsing, printing services, and expanded book drop and Sidewalk Service hours which now include evening and weekend hours. Before the Library reopens, they will need to reopen the bid for a Security agency. The design for the upgrade to the Lower Level is on track and it is hoped that funding can be reinstated for Fiscal Year 2022. The designs for the Elevator are also almost finished. Bike racks have been installed by the Library. Lastly, while the Library has been closed to the public, they were able to replace all of their outdated computers and donate the old ones to Partners in Education for reuse by families without computers.

Public Comment: None were made.

ACTION: The Library Board received the monthly Library Director's Report, Building and Grounds.

PROGRAMS

8. Library Director's Report

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

Speaker: Jessica Cadiente, Library Director

Discussion: The Library Board received the monthly Library Director's Report on Programs. The Library's Summer Reading Program, On the Same Page, was a success with over 1,000 participants. Furthermore, the Library successfully partnered with the local Foodbank to provide Lunch at the Library over the summer. The Library has also been working to better serve their local Spanish-speaking communities, including the launch of a successful new Spanish Conversations Group, a new Monthly Spanish Newsletter, and a new phone line and voicemail specifically for Spanish speakers. There continues to be an increase in Library eCard sign-ups, with many library patrons scheduling meetings with Library Staff on Zoom in order to verify mailing addresses and IDs to get their eCards updated to Full Access Cards. SB Reads 2020 has been confirmed for November. The Library on the Go Van has been ordered with an expected delivery date of April 2021. With the approaching start of the school year, the Library has been promoting their Student Success Cards. Some additional highlighted programs include the Library's new podcast, Cover-to-Cover, the Library's Summer Teen Dungeons & Dragons program, and the Library's Career Online High School program, which will be giving out another 6 scholarships this year. Moving forward, the Library is looking at moving away from Zoom programming and instead putting more Library Staff time into the expanding Sidewalk Services being offered. The Library will also be working on helping the community with upcoming voter information and registration as well as offering classes on how to use various Library services.

Public Comment: None were made.

ACTION: The Library Board received the monthly Library Director's Report, Programs.

COLLECTION AND CIRCULATION

9. Library Director's Report

Recommendation: That the Library Board receive the monthly Library Director's Report, Collection and Circulation.

Speaker: Jessica Cadiente, Library Director

Discussion: The Library Board received the monthly Library Director's Report on Collections and Circulation. The Library has been shifting more money from physical to digital collections than in previous years. This year, the Library's Print Budget was vastly decreased and while Print circulation has currently been decreased due to the pandemic, there is a need to look at future impacts for when the Library reopens. Funding for the purchase of new Books on CD has been stopped. The Library has received grants from the Santa Barbara Foundation via the Santa Barbara Public Library Foundation to enhance Overdrive and other digital collections during the pandemic and from the California Adult Education Program to help enhance digital resources. Furthermore, the Library has resumed local delivery between Santa Barbara Public Library locations. During the closure, the Library has been working on updating and cleaning up their collections, including using an RFID tag wand to help ensure the accuracy between the Library Catalog and what is the Library's collections, and the ongoing relabeling project, with work on the Adult Fiction collection having been completed and now ongoing for the Adult Non-Fiction collection. Moving forward, the Library will be circulating the Book Club in a Bag Kits, Library of Things, and Memory Kits at Sidewalk Service. Lastly, the Library is looking at the possibility of moving to a new catalog due to patron survey feedback indicating the Library's catalog is difficult to use and other efficiency and cost savings possibilities.

Public Comment: None were made.

ACTION: The Library Board received the monthly Library Director's Report, Collection and Circulation.

FINANCIAL

10. Budget Update

Recommendation: That the Library Board accept the financial status of the Library as of August 31, 2020.

Speaker: Jessica Cadiente, Library Director

Discussion: As of August 31, 2020, the Library is at 16.67% of the year in and annual expenditures are at 14%.

Public Comment: None were made.

ACTION: The Library Board accepted the financial status of the Library as of August 31, 2020.

LIBRARY BOARD MEMBER REPORTS

11. Cross-Zone Cardholder Analysis

Recommendation: That the Library Board receive an updated report from the Chair on cross-zone cardholders in Zones 1 and 4.

Speaker: Milt Hess, Library Board Chair

Discussion: The Library Board heard the Chair's analysis on Cross-Zone Cardholders in Zones 1 and 4.

Public Comment: None were made.

ACTION: The Library Board received an updated report from the Chair on cross-zone cardholders in Zones 1 and 4.

FUTURE AGENDA ITEMS

Collection Process, Speaker: Collection Librarian

Next Regular Meeting: Thursday, September 10, 2020 at 12:00 p.m., GoToWebinar.

ADJOURNMENT

Chair Milt Hess adjourned the meeting at 1:45 PM.