



LIBRARY JOINT POWERS AUTHORITY BOARD

Thursday November 7, 2013
Downtown Branch Meeting Room
224 Church St. Santa Cruz CA 95060

6:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA OF NOVEMBER 7, 2013
3. ORAL COMMUNICATIONS
4. STAFF RECOGNITION
5. CONSENT AGENDA
 - A. Approve Minutes of October 7 (PG.5-10)
6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT
7. STAFF REPORTS
 - INFORMATION ITEMS*
 - A. Facilities Master Plan: Update from City/County Administrators Group (PG.11-13)
 - B. Snapshot Stories (PG.14-15)
8. BOARD MEETING CALENDAR
 - A. The Board will consider its current meeting schedule and may revise it as necessary.

9. NEXT MEETING

The next regularly scheduled meeting is Monday December 2, 2013 at 6:30 pm at the Scotts Valley Branch Library.

10. ADJOURN

The Library Joint Powers Authority Board will adjourn from the Regular Meeting of November 7, 2013 to the Regular Meeting of December 2, 2013 at 6:30pm at the Scotts Valley Branch Library Fireside Room.

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the Library Administration Office at 427-7706 at least five days in advance so that we can arrange for such special assistance, or email subfinders@santacruzpl.org.



STAFF REPORT

DATE: November 7, 2013
TO: Library Joint Powers Board
FROM: SCPL Recognition Committee
CC: FSCPL
RE: Staff Recognition Monthly Report

SUMMARY

The Library has instituted a way to recognize staff formally and on an on-going basis. The committee will be recognizing these individuals monthly in a report to the LJPB.

Mission

Staff are our most valuable resource and as such, are deserving of ongoing recognition to feel connected and to keep morale high. The Staff Recognition Committee is charged with developing ways to accomplish this purpose.

NOMINATIONS

Elaine Andersen

Elaine has been tremendously supportive to the effort to streamline work in CMS. She is always willing to put in extra time and energy to support her coworkers. She always keeps her commitments and makes her appointments and shares her meticulously accumulated information. When testing new procedures, her ability to accurately repeat elaborate tasks and record results has saved an enormous amount of troubleshooting time. (Nominated by C. Campbell).

Peggy Stone

Peggy is always positive and supportive. She also likes to fix things (her latest handy work – people counter). (Nominated by G. Wells).

Briana Garcia

I recently subbed at the Aptos Branch and had a chance to work with Briana. She is a very supportive and kind person. (Nominated by G. Wells).

Howie Kimel

Howie played two pieces for the LJPB on the new baby grand piano. This was much appreciated by everyone in attendance. We are so fortunate to have someone with Howie's talent on our staff who is willing to share that talent so generously. (Nominated by T. Landers).

Paula Contreras, Jim Tarjan, Julie Richardson, Sue Graziano, Leslie Auerbach

These individuals have begun the process of reviewing and refreshing the DTN Reference collection. I appreciate the time they are taking to do this right. (Nominated by S. Bodamer).

Howie Kimel

Howie was instrumental in setting up Baker & Taylor Title Source III so staff could add patron requests directly to order carts. He will continue to play an active role during this testing phase. (Nominated by S. Bodamer).

Tinka Anderson

Accomplishing the fiber project with AT&T. Not the easiest company to work with and tremendous benefit to the public and staff. (Nominated by T. Landers).

Chantel Van Pelt, Max Lopez, Natalya Dreszer and Emily Galli

For creating an incredible pumpkin entry to the City's Halloween contest. And, a literary one at that – Where the Wild Things Are. You done us proud! Thanks. (Nominated by T. Landers).

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

Downtown Branch Meeting Room
224 Church Street, Santa Cruz, CA 95060

October 7, 2013

6:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Supervisor Zach Friend, Supervisor Bruce McPherson, Councilmember Cynthia Mathews, Councilmember David Terrazas, Councilmember Michael Termini, Citizen Member Dick English, Citizen Member Martha Dexter, Citizen Member Nancy Gerdt

Absent: Councilmember Jim Reed

Staff: Teresa Landers, Library Director; Marcus Pimentel, Finance Director

II. APPROVAL OF MEETING AGENDA OF OCTOBER 7, 2013

Supervisor Friend moved, seconded by Councilmember Termini

That the Board approve the Agenda of October 7, 2013 with the following changes: move item 5 after item 3 and item 10 A after item 4.

**UNAN
Absent: Reed**

III. ORAL COMMUNICATIONS

Director Landers mentioned that UCSC publishes a calendar for its students and the Library has two very nice ads on the back and inside with a coupon for the Friends Bookstore included as well.

V. STAFF RECOGNITION AND NEW STAFF MEMBERS INTRODUCTION

Director Landers introduced the new Library IT Manager Lynne Sansevero as well as the two new AMERICORPS volunteer coordinators, Hanna Pitz and Jason Pell. Councilmember Terrazas especially recognized Janis O'Driscoll for her tireless work on creating partnerships with different community groups. Through the many programs and artworks inside and outside she makes a tremendous difference on how the community perceives the library.

IV. PRESENTATION: DEBUT OF "NEW" DONATED BABY GRAND PIANO

Howie Kimel, staff member, performed two short pieces by Paul Simon, "Old Friends" and Irving Berlin "God Bless America".

X. OTHER BUSINESS

A. FMP Steering Committee Report

Councilmember Mathews gave a short report on the background and findings of the Facilities Master Plan Steering Committee. The committee recommends the establishment of a sunset for the ad hoc committee and also to direct the Library Director to continue the work with the administrators of the various jurisdictions as well as address the longer term structure of the JPA. The FMP steering committee could further refine emerging issues based on what the administrators bring forth. The Board discussed the process and the recommended next steps that need to be taken. Citizen Member Gerdt and Supervisor McPherson brought up the issues of public input and the Brown Act. Supervisor Friend clarified that the process is completely legal as per County Counsel. There is a large precedent for having working groups. Working groups consisting of elected members with monthly reports in a Brown Act meeting and the ability to direct the Library Director and the administrators allows for the most effective way of moving forward. Councilmember Mathews commented that the proposed process is rich in transparency and public input when the reports come back from the administrators. It is fully compliant with the Brown Act. The City Attorney who advises the Library Board also agreed with the process. Councilmember Termini agreed that the committee structure is what makes the process efficient.

Supervisor Friend moved, seconded by Councilmember Termini

That the Board approve to

- 1) sunset the ad hoc FMP steering committee in March 2014;**
- 2) define that the ad hoc committee's primary purpose is working on the facilities master plan;**
- 3) direct the Library Director to work with and meet with administrators of the four jurisdictions to discuss the library facilities master plan, the JPA and other necessary elements for the facilities plan, to gather additional information, explore options and provide recommendations and that the administrators bring that back to the ad hoc committee in January 2014 as outlined. The ad hoc committee will work on these recommendations and report back to the LJPB prior to their sunset;**
- 4) direct the Library Director to provide monthly reports to the entire LJPB on meetings with administrators and ad hoc committee;**
- 5) ad hoc committee members can bring staff as necessary/desired for this work.**

**Ayes: Friend, Mathews, Dexter, Termini, Terrazas, English
Nays: Gerdt
Abstain: McPherson
Absent: Reed**

Note: The wording of this motion is taken from the written version supplied by Supervisor Friend.

VI. MEMBER REPORTS

The Finance Subcommittee is going to meet every other month going forward.

VII. CONSENT AGENDA

Supervisor McPherson moved, seconded by Citizen Member English

That the Board approve the Consent Agenda of October 7, 2013.

**UNAN
Absent: Reed**

A. Approve Minutes of September 9, 2013

B.

That the Board approve process for recruiting for a new Citizen Member for Library District 2.

**UNAN
Absent: Reed**

C.

That the Board approve accepting the grant from the COE in the amount of \$16,875 to continue to provide tutoring for library patrons under 18 years of age and amend the budget for Fiscal Year 2013-2014. (Resolution #2013-14)

**UNAN
Absent: Reed**

D.

That the Board approve the revised Meeting Room Policy (LJPB Policy 315) and Procedures as two separate documents; including instituting a fee for use of the baby grand piano with the fees collected designated for an ongoing piano maintenance fund.

**UNAN
Absent: Reed**

VIII. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Sharon Maxwell, Boardmember of the FSCPL, reported that

In September 2013, FSCPL...

- Hosted Aptos Chamber of Commerce Mixer at the Aptos Library
- Invited Chapter representatives to our board meeting for reports
- Scotts Valley Chapter hosted Hops & Harvest fundraiser on October 5th. The event was very well attended and netted \$8000.
- Bookstore continues to bring in approx. \$3000 per month

FSCPL plans include...

- **October 22, 2013** We will be at Shadowbrook Restaurant and receive a third of sales from patrons who say they support the Friends. Reservations are suggested.
- **November 8 and 9, 2013** Annual Fall Book Sale at the Civic. November 8 will be a members only night and will also feature wine, music, crafters and more!

IX. STAFF REPORTS

- A. Monthly Narrative Report: September 2013
Director Landers high-lighted that the 3M Cloud Library E-Book platform went live on October 1. This is another source besides Overdrive for E-Books.
- B. Statistical Reports
- C. July and August Financial Snapshot
Finance Director Pimentel gave a short summary of the snapshots. The Board reviewed the reports.
- D. Handicapped restrooms at Downtown Library
- E. Contract with Polaris for new ILS.

LIT manager Lynne Sansevero expressed her insights about Polaris. She spoke to several library systems about their actual use of Polaris and received excellent feedback. Polaris provides excellent support and the contract looks good. She is positive that it is the right choice for the Santa Cruz Public Libraries. As a side benefit, with Polaris, the intention is to bring back Interlibrary loan and to also be able to take credit cards. Director Landers responded to a few questions by Board members. Councilmember Mathews suggested a special celebration for the “go live” date.

Councilmember Mathews moved, seconded by Councilmember Termini

That the Board

- 1) approve the contract with Polaris for \$225,485 and direct the Library Director to sign it;**
- 2) authorize the Library Director to make additional expenditures related to the migration to a new ILS; not to exceed an additional \$50,000.**

UNAN

Absent: Reed

XI. WRITTEN COMMUNICATIONS

- A. Patron Written Comments
- B. Security Incidents Log
- C. Website Statistics
- D. Articles About Santa Cruz and California Libraries
- E. Articles on Libraries Nationwide
- F. Library Sales Tax and Property Tax Revenue
- G. Summary Presentation of Library Survey Results

XII. BOARD MEETING CALENDAR

The Board agreed to change the date of the next meeting to November 7, 2013 at 6:30 pm at the Downtown Branch Library and to a limited agenda for an informational meeting only on the Facilities Master Plan implementation progress.

XIII. NEXT MEETING

The LJPB will adjourn from the Regular Meeting of Monday, October 7, 2013 to the next regularly scheduled meeting on Thursday, November 7, 2013 at 6:30 pm at the Downtown Branch Library.

IVX. ADJOURN

The regular meeting adjourned at 7:26 p.m.

Respectfully submitted,

Helga Smith, Clerk of the Board

All documents referred to in these minutes are available in the Library Office.

Status Update for Facilities Master Plan (FMP) Implementation November 7, 2013

Overview

The Cities/County Administrator's Committee (CCAC) has met twice since the October LJPB meeting where the charge was given to the CCAC to:

- work out the details involved in the renewal of the LPA agreement,
- refine the costs and options for individual facility projects and phasing
- review financial options and recommend a possible structure for a revenue measure

A meeting is scheduled for the morning of November 7 so the results of that meeting will be reported on at the December LJPB meeting.

The issues to be resolved have been identified and a schedule developed with the goal of submitting a report to the FMP Steering Committee in January as requested by the LJPB.

A project management software has been adopted to track progress and manage files.

Schedule item	Item Owner	Plan date	Actual or scheduled	Comments
Info Request: Branch Hours and staffing	Teresa	10/17/13	10/17/13	Completed
Info Request: Costs by branch	Nicole & Marcus	11/07/13	11/07/13	
Review and edit LPA agreement	CCAC	11/08/13	11/08/13	
Refine costs in plan	Teresa	11/18/13	11/18/13	Pending contract with Michael Zelver
Understand financing options	Teresa & Marcus	11/18/13	11/18/13	
Define project options	CCAC	12/05/13	12/05/13	
Review & edit LFA agreement	CCAC	12/06/13	12/06/13	
Report to LJPB FMP steering committee	CCAC	01/09/13	01/09/13	

Details

Some members of the committee requested information about the branches, their costs, hours etc. That information is being gathered and provided as it becomes available. Most costs are unallocated. Marcus Pimentel and Nicole Coburn (County) are working on this with Teresa's staff providing staffing costs by branch.

The differences between the three main agreements have been discussed and it is likely all three will be touched by this review process. The LPA agreement deals with governance, the Library Financing Authority agreement deals with funding and includes Watsonville, and the MOU between the LPA and the City of Santa Cruz outlines the business relationship for the operation of the Library system.

In the review of the LIPA Agreement the key points that need to be addressed were identified as:

- Enumerating the specific powers of the LJPB
- What should be the governance and operations models. There are 5 other JPA Library Systems in California. The committee is going to look at these and see if there is a preferred model.
- Should there be minimum service levels?

At this point everything is on the table and the committee is delving more deeply into these issues.

Teresa was directed to work with Michael Zelter and Mike Termini to review the costs as presented in the plan. This process is beginning with a definition of scope and a proposal from Mr. Zelter which has not yet been received.

FMP Implementation Plan
Santa Cruz Public Libraries

2013

August

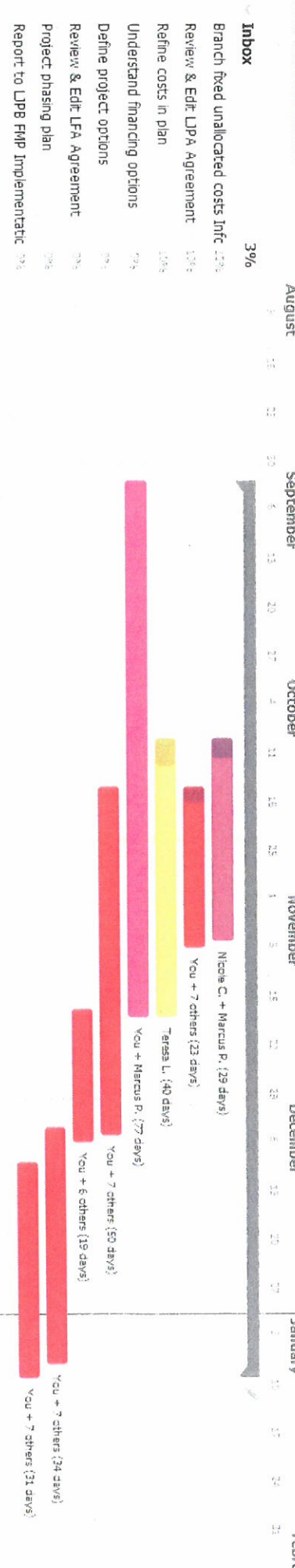
September

October

November

December

2014
January
February



Snapshot Stories



your photos • your stories • your history • your library

Bring your family photos of:

SC Wharf • Beach • Boardwalk

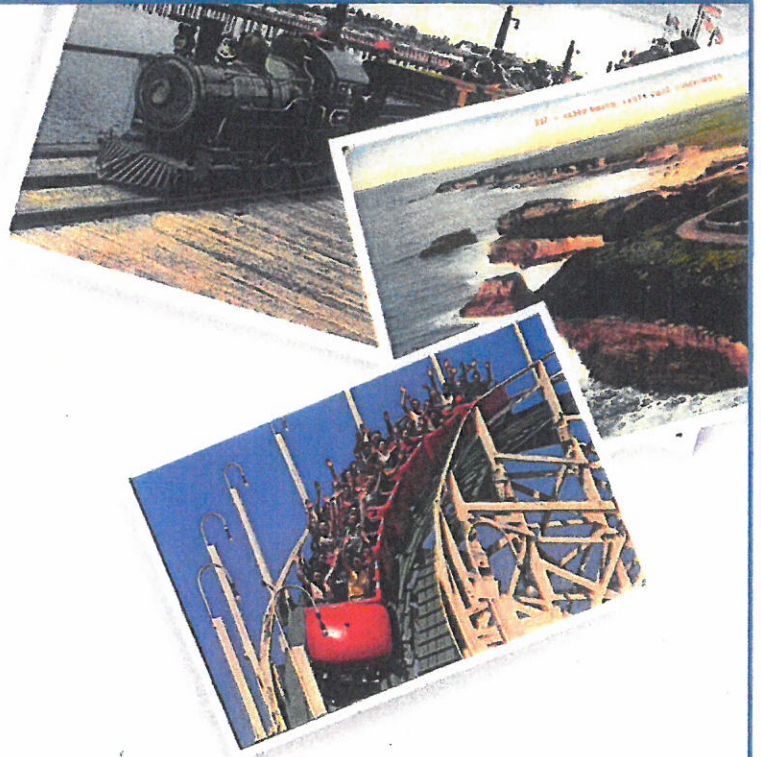
Share your story about life in Santa Cruz County by bringing in *your family's historical photos* taken at the Beach, Boardwalk, or the Santa Cruz Municipal Wharf.

Your photos will be scanned and returned to you along with a USB flash drive containing an electronic copy of the photo. Your images will become part of the Santa Cruz Public Libraries' *Local History Photo Collection*.

Together, our photos tell the world the unique story of our local and regional history. Do you have photos from other locations in Santa Cruz? Start digging them out! This event is the first in a series that we will host throughout the county!

For more information please contact the Program Team at pro@santacruzpl.org or (831) 427-7717.

A partnership of the *Santa Cruz Public Libraries*, *SC Museum of Art & History* and *UCSC McHenry Library*.

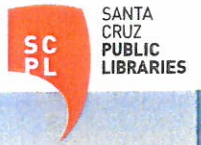


SATURDAY
Nov. 9, 2013
11am - 3pm



Santa Cruz Museum of Art & History
705 Front Street, Santa Cruz, CA 95060

Memorias Visuales



tus recuerdos • tus photos • tu historia • tu biblioteca

Trae photos de tu familia en:

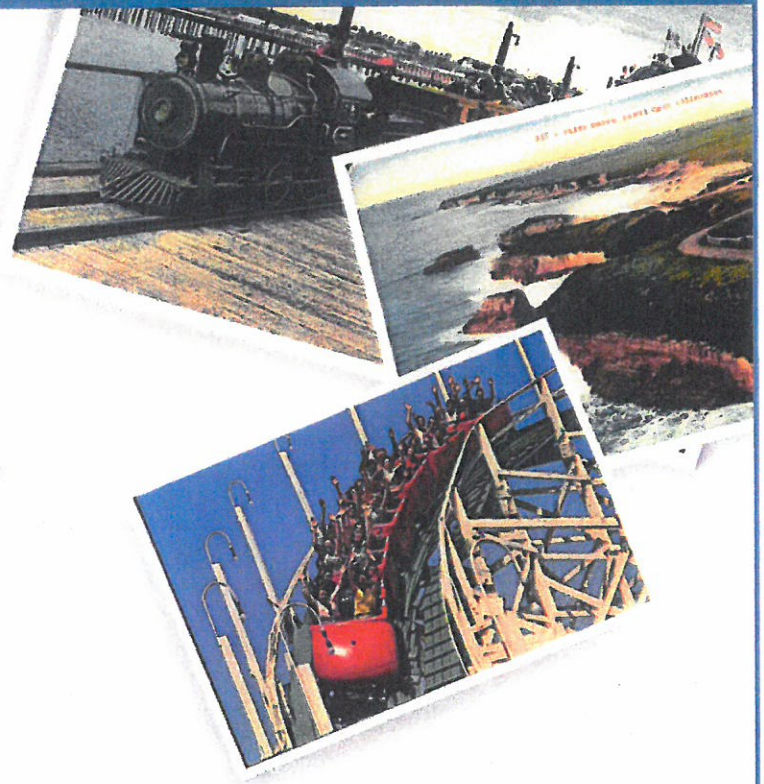
El Muelle • La Playa • Boardwalk

Comparte tu historia sobre la vida en el condado de Santa Cruz al traer las fotos de tu familia en la playa, el Boardwalk, o en el muelle de Santa Cruz. Tus fotos serán escaneadas y te las regresaremos junto con una unidad de memoria portátil USB que tendrá una versión electrónica de tu foto. Tus imágenes serán parte de la colección fotográfica de la historia local almacenada por las bibliotecas públicas.

Nuestras memorias visuales compartirán con el mundo una imagen única sobre nuestra historia local y regional. Tienes fotos de otros lugares en Santa Cruz? Empieza a buscarlas! Éste será el primer evento de una serie que presentaremos a través del condado!

Para más información, comunícate con el equipo del programa a través de pro@santacruzpl.org o al (831) 427-7717.

Un proyecto de colaboración de
Santa Cruz Public Libraries,
SC Museum of Art & History y UCSC McHenry Library.



SÁBADO

Noviembre 9, 2013



11am - 3pm

Santa Cruz Museum of Art & History
705 Front Street, Santa Cruz, CA 95060