

**APPROVED**



**SPECIAL MEETING MINUTES  
JOINT MEETING OF THE SANTA MONICA PUBLIC LIBRARY BOARD FRIENDS OF  
THE SANTA MONICA PUBLIC LIBRARY**

**SANTA MONICA MAIN PUBLIC LIBRARY  
601 SANTA MONICA BLVD  
SANTA MONICA, CA 90401  
COMMUNITY ROOM,  
SECOND FLOOR**

**WEDNESDAY, FEBRUARY 21, 2024  
MEETING BEGINS AT 7:00 P.M.**

**Call to Order**

Chair Meister called the meeting to order at 7:03 p.m.

**Roll Call**

The following persons were recorded in attendance by the Recording Secretary:  
List in order called during the meeting.

Present: Boardmember Antonio Spears, Boardmember Jason Lin, Vice Chair Dana Newman, Chair Judith Meister and Boardmember Plauzoles

Absent: None

Also present: Erica Cuyugan, City Librarian  
Priscilla Bouvet, Executive Admin. Assistant  
Rachel Foyt, Sr. Admin. Analyst  
Rachel Ginnerty, Friends President/Treasurer

Kent Lewis, Friends Vice President  
Ben Ballard, Friends Recording Secretary  
Tara Crow, Literacy staff  
Phillip Bell, Friends volunteer  
Colin Kirkpatrick, Friends volunteer

## 2. Special Agenda Items

- a. Literacy Education for Adults and Families (LEAF)
  - i. Tara Crow, Literacy Program Assistant

Crow gave a presentation on recent LEAF programs that received funding from the Friends. The first being the Year-end Celebration for tutors and learners, and graduation for the Career Online High School program participants. Funding provided by the Friends allowed staff to provide food catering, decorations, small giveaways making the programs extra special for participants.

Literacy staff also partnered with the Geffen Playhouse to allow tutors and learners to attend and connect with one another. Through funding with the Friends, they were able to pay for post-play refreshments allowing participants to share their experience with the group and build relationships.

- b. Secretary's Report
  - i. Erica Cuyugan, City Librarian

The following components of the Secretary's Report were highlighted:

- State of the City
- Library MLIS Cohort
- Rain damage to the MLK Jr. Auditorium
- Teen Leadership Council
- Montana Open House
- Upcoming events: Financial Literacy Day and Pico 10<sup>th</sup> Anniversary
- Santa Monica History Museum

Foyt shared activities being planned for the Pico 10<sup>th</sup> Anniversary which include a poem reading from the new Poet Laureate, delicious food, community mural, children's programming and so much more.

c. Main Library Café Design Project update

i. Erica Cuyugan, City Librarian

The Margaret Sullivan Studio design team is scheduled to hold an in-person March 6<sup>th</sup> presentation to staff and stakeholders to present early design concepts.

Cuyugan shared type of programming that could take place in the Café, such as cooking demonstrations, events, space for catering, keeping space a community hub and flexible.

Ginnerty shared Friends desire to have nutrition related programming and space to have events.

**3. Consent Calendar:** All items will be considered and approved in one motion unless removed by a member for discussion.

- i. June 8, 2023, minutes
- ii. December 14, 2023, minutes
- iii. January 11, 2024, minutes

**MOTION**

Spears moved and Newman seconded a motion to approve the minutes for the June 8, 2023, December 14, 2023 and January 11, 2024 Library Board meetings. The motion was approved by the following vote:

AYES: Spears, Lin, Newman, Meister and Plauzoles

NOES: None

ABSTAINING: None

ABSENT: None

**5. Library and Friends Board Member Discussion Items**

a. Discussion of collaborative opportunities: Poet Laureate Program, National Library Week or a fall event.

i. Judith Meister, Chair

Spears and Bell shared community event being planned designed bar style trivia night with an Oscar's theme, to be held at the Main Library. Mocktails would be made available, along with popcorn and Bookstore book giveaways. Date selected: March 14 selected between 5:30-7:30pm

Ginnerty shared Friends goal to look for ways to engage volunteers outside the Bookstore through one-off events. Events would allow potential volunteers to see the type of library program the Friends support.

Another idea included a Poetry Crawl in advance of the Poet Laureate workshop. Planning continues to be developed.

- b. Request to form ad hoc committee for collaborative program or event
  - i. Judith Meister, Chair

No discussion.

### Adjournment

#### MOTION

Plauzoles moved and Lin seconded a motion to adjourn the meeting at 8:15 p.m. The motion was approved by the following vote:

AYES: Spears, Lin, Newman, Meister and Plauzoles

NOES: None

ABSTAINING: None

ABSENT: None

Attest:



Erica Cuyugan

Secretary

Approved:



Judith Meister

Chair