



**SPECIAL MEETING MINUTES
SANTA MONICA PUBLIC LIBRARY BOARD**

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

**TUESDAY, JULY 16, 2024
MEETING BEGINS AT 6:00 P.M.**

Call to Order

Chair Meister called the meeting to order at 6:15 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, Chair Judith Meister, Vice Chair Dana Newman, and Boardmember Daniel Cody (newly sworn-in).

Absent: Boardmember Jason Lin

Also present: Erica Cuyugan, Director of Library Services
Priscilla Bouvet, Executive Admin. Assistant
Greco Venegas, Principal Librarian – Collections, Technology & Patron Services
Stephanie Archer, Librarian III – Collections & Technology Services

1. **Public Input:** Public input is permitted only on items not on the agenda that are within the subject matter jurisdiction of the body. State law prohibits the body from taking any action on items not listed on the agenda, including issues raised under this agenda item.

2. **Special Agenda Items**

- a. Swearing-In and Oath of Office of new Library board member, Daniel Cody
 - i. Judith Meister, Chair

Daniel Cody was appointed to the Library Board, and took the oath of office and was sworn in.

- b. Introduction of Library Boardmembers
 - i. Judith Meister, Chair

Board members briefly introduced themselves and shared a little about their background.

- c. Annual election of Library Board Chair and Vice Chair
 - i. Erica Cuyugan, Director of Library Services

MOTION

Spears moved and Cody seconded nomination to elect Judith Meister as Chair. The motion was approved by the following vote:

AYES: Spears, Meister, Newman, and Cody

NOES: None

ABSTAINING: None

MOTION

Meister moved and Cody seconded nomination to elect Dana Newman as Vice Chair. The motion was approved by the following vote:

AYES: Spears, Meister, Newman, and Cody

NOES: None

ABSTAINING: None

- d. Presentation and update of Main Library Workspace
 - i. Greco Venegas, Principal Librarian

Greco gave an update on the Main Library's pilot Workspace area and shared plans to continue increasing amenities. The Workspace was

opened in 2023 and has been operating for year and has shown continued demand. The space offers a safe, quiet, and space to work, where users can use their own devices or use the laptop lending kiosk to checkout a laptop. In the past year, scanning, printing and copying services have been made available and highly used.

Spears inquired if there were any plans to bring back 3D printing services and technology kits at the library. Greco shared that unfortunately due to reductions, that program is no longer available, including the challenge for staffing, training and noise concerns of 3D printing.

- e. Presentation and update of Zip Books pilot
 - i. Stephanie Archer, Librarian III

Stephanie reported back on the Zip Books pilot program and its success. The program was able to fulfill a total of 191 requests, 31 of those books were returned and added to the library's collection, and 125 books donated to the Friends of the Santa Monica Public Library. Staff will not be renewing this grant but will be seeking other grant opportunities.

- f. Secretary's Report
 - i. Erica Cuyugan, Director of Library Services

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

- Adoption of FY 2024-25 operating budget and 2025-27 Biennial Capital Improvement Program
- Montana Avenue Branch Self-Service hours
- Pico Branch 10th Anniversary celebration
- Literacy program updates

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

Staff recommends approval of the following Library Board meeting minutes:

- a. April 11, 2024 minutes
- b. May 9, 2024 special minutes
- c. June 13, 2024 minutes

MOTION

Meister moved and Spears seconded a motion to approve the April 11, 2024 minutes.

AYES: Spears, Meister, Newman, and Cody

NOES: None

ABSTAINING: None

Minutes for May and June tabled for the August meeting.

4. Public Input On Remaining Agenda Items

5. Library Board Member Discussion Items

- a. Discussion of Council Liaison appointment to the Library Board
 - i. Judith Meister, Chair

Councilmember Christine Parra volunteered to serve as a liaison to the Library Board. Meister shared desire to invite Councilmember Parra to meet the Library Board.

- b. Discussion and update to Council’s request to explore reductions to FY 2024-25 Budget (non-staff and salaries)
 - i. Judith Meister, Chair
 - ii. Erica Cuyugan, Director of Library Services

Erica shared an update on Council’s previous request to explore budget reductions that would affect the library, including other departments. Council has shifted their direction and has asked city staff to explore a parking tax that could otherwise raise additional revenue.


Adjournment


MOTION

Newman moved and Spears seconded motion to adjourn meeting at 7:26 pm. Motion passed unanimously.

Attest:

Approved:

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Signed by:

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Erica Cuyugan

Judith Meister

Secretary

Chair