



**SPECIAL MEETING AGENDA  
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  
6:00 P.M.**

NOTICE IS HEREBY GIVEN that a special meeting of the SANTA MONICA PUBLIC LIBRARY BOARD will be held at 6:00 P.M., on TUESDAY, JULY 16, at SANTA MONICA MAIN PUBLIC LIBRARY, 601 SANTA MONICA BLVD, SANTA MONICA, CA 90401, in the ADMINISTRATION CONFERENCE ROOM, SECOND FLOOR, for the purpose of only conducting the following business:

Levine Act Disclosure. Pursuant to the Levine Act (Govt Code Section 84308), any party to a permit, license, contract, or other entitlement before the Santa Monica Public Library Board is required to disclose on the record any contribution, including aggregated contributions, of more than \$250 made by the party or the party's agents within the preceding 12 months to any City official. Participants and agents are requested to make this disclosure as well. The disclosure must include the name of the party, participant, or agent, and any other person making the contribution; the name of the recipient, the amount of the contribution, and the date the contribution was made.

Call to Order

Roll Call

Please note that Agenda Items may be reordered during the meeting at the discretion of the body.

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

- c. Annual election of Library Board Chair and Vice Chair
    - i. Erica Cuyugan, Director of Library Services
  - d. Presentation and update of Main Library Workspace
    - i. Greco Venegas, Principal Librarian
  - e. Presentation and update of Zip Books pilot
    - i. Stephanie Archer, Librarian III
  - f. Secretary's Report
    - i. Erica Cuyugan, Director of Library Services
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
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
  - 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

Adjournment

**STANDARDS OF BEHAVIOR THAT PROMOTE CIVILITY AT ALL PUBLIC MEETINGS:**

- Treat everyone courteously
- Listen to others respectfully
- Exercise self-control
- Give open-minded consideration to all viewpoints
- Focus on the issues and avoid personalizing debate
- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions
- Hate has no place in Santa Monica. The City opposes abusive or threatening hate speech, intolerance, or dehumanization, and supports basic civil respect and human decency.

All board and commission meetings are recorded and posted on the City's website as part of the official meeting record.

**This agenda is available in alternate formats upon request.** The Santa Monica Public Library is wheelchair accessible. If you require any special disability related accommodations (i.e. sign language interpreting, access to an amplified sound system, etc.), please contact

the Administration Office, Santa Monica Public Library at (310) 458-8606 or [priscilla.bouvet@santamonica.gov](mailto:priscilla.bouvet@santamonica.gov) at least 7 days prior to the scheduled meeting.

**Translation service available upon request.** Please contact Please contact the Administration Office, Santa Monica Public Library at (310) 458-8606 or [priscilla.bouvet@santamonica.gov](mailto:priscilla.bouvet@santamonica.gov) at least 72 hours prior to the scheduled meeting. This agenda is subject to change up to 72 hours prior to a regular meeting and 24 hours prior to a special. Please check the agenda for prior to the meeting for changes.

**Transportation Information:** City of Santa Monica Big Blue Bus Lines 1, 5, 7, 8 and the Metro Expo Line serves the Main Library. Parking is available in the Main Library underground parking structure (validation free), surface parking lot and street parking off 6th Street, 7th Street and Santa Monica Blvd.

# Library Board, Santa Monica Public Library Secretary's Report July 2024

## Citywide

On June 25, City Council adopted the FY 2024-25 operating budget and the 2025-27 Biennial Capital Improvement Program. On July 23, Council will be reviewing a tax measure to be placed on the November ballot to enhance public safety and homelessness. Departments are no longer being asked to examine reallocating resources as previously directed.

## Santa Monica Public Library

### Services

**New collection alert!** Staff ideas brought forward for new collection pilots are scheduled to be introduced by January 2025. This includes a video game library and bike tool lending kit. The video game library will allow patrons to checkout video games, providing another way to access educational and entertaining materials in a new format. The bike tool lending kit will provide patrons the opportunity to borrow tools that will help them fix and keep their bicycles up to date.

**Fun fact:** 3,000 items were added to the library's collection last month.

**California State Parks Passes.** Funding for the passes has been secured until the end December 2025. An additional 20 more passes have been added to the library's collection to be available for summer use. The library saw a total of 374 checkouts of the park passes last fiscal year.



**Montana Avenue Branch has self-service hours!** On Tuesdays and Thursdays, before regular hours begin at noon, Montana Ave. Branch will provide self-service hours from 10am – noon. Patrons need to apply for self-service access separately and have a valid SMPL card with no outstanding fees. Hours: Tuesday & Thursday,

10am - noon (self-service) and noon – 8pm (full-service); Saturdays, 10am – 5pm (full-service).

### Programming

#### Youth Services

**Countdown to Kinder Club: Colors.** On June 1, a Kindergarten readiness program for 2-5 year olds and their caretakes, participated in mixing colors and creating a rainbow sky masterpiece to take home. Families were able to take home a backpack modeled after the library's Reading-to-Go kits, that included 2 books on colors, color paddles, and an informational sheet on how to continue learning at home. The program was funded by LEAF/Family Literacy grant.





### Summer Reading Program Outreach at Franklin Elementary School.

Library staff made 18 presentations to 470 students and teachers in grades TK-5th grade. During their presentations they provided an overview of this year's Summer Reading Program and incentives for reading. The kids were so excited to see the squishies and pull-back, build-it cars- some even visited the library the same day.

### Adult Services

On June 4, the library partnered with Chrysalis and held a **Resume Workshop**, where they shared information on resume requirements and tips, and answered questions from a very engaged group of attendees.

On June 6, the **Lyric Chorus of SMC Emeritus College Sang Welcoming the Summer** and welcomed 42 attendees. Tom Gerhold and the SMC Emeritus College's Lyric Chorus performed a variety of popular Broadway showtunes to welcome the season of Summer. Eager concert goers sang along to Frank Sinatra, the Beatles, and "Always Look on the Bright Side of Life" from "Spamalot".

### Branch Services

**Pico Branch 10<sup>th</sup> Anniversary.** On Saturday, June 29, the Pico Branch celebrated its 10th anniversary with a special event in Virginia Avenue Park. The three-hour event opened with Santa Monica Youth Orchestra's Mariachi Band and closed with the bossa nova music of the Angelo Metz Quartet. Seventeen community groups had outreach kiosk filled with giveaways and information. A tote bag screen printing station allowed attendees to print a customized tote, a total of 250 tote bags were distributed. Refreshment stations gave out empanadas, paletas, horchata, and aqua fresca. It is estimated that the event saw 400-500 attendees!



**Juneteenth Celebration.** This month the community celebrated Juneteenth at Virginia Avenue Park, where Santa Monica Poet Laureate Anne Carmack, and a group of her poet friends spoke. The library provided 50 giveaway copies of a black poetry anthology, courtesy of the Friends of the Library. Anne recruited attendees for the poetry reading by walking through the festival and offering books and program details to attendees.

**Literacy Program.** The library will be introducing a new ESL flagship at Fairview Branch. Staff have been preparing ESL tutors and coordinating the first training sessions, to begin reaching out to the community and sharing the new services available.

[July Calendar of Events](#)

By Erica Cuyugan, Director of Library Services



**REGULAR MEETING AGENDA  
SANTA MONICA PUBLIC LIBRARY BOARD**

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

**THURSDAY, APRIL 11, 2024  
MEETING BEGINS AT 6:00 P.M.**

**Call to Order**

Chair Meister called the meeting to order at 6:05 p.m.

**Roll Call**

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

Present: Boardmember Lucien Plauzoles, Chair Judith Meister, and Boardmember Jason Lin

Absent: Vice Chair Dana Newman and Boardmember Antonio Spears

Also present: Erica Cuyugan, City Librarian  
Cecilia Tovar, Assistant City Librarian  
Priscilla Bouvet, Executive Admin. Assistant

## 2. Special Agenda Items

- a. Poet Laureate update
  - i. Karen Reitz, Librarian III – Adult & Neighborhood Services

Reitz shared the process and selection of Santa Monica's first Poet Laureate, Anne Carmack. A total of 30 applications were received and reviewed by a committee that included members from the Library and Friends Board, Recreation and Arts Department staff, and Teen Council library volunteers. To celebrate, library staff created Poetry Take and Make Kits, and planned a reception for the community to meet Anne Carmack.

- b. Arts & Literacy Festival
  - i. Emily Burton, Librarian III – Youth & Family Services

Burton invited board members to the Arts & Literacy Festival which would include storytimes, robotic activities, and performers.

- c. Secretary's Report (not agendized)
  - i. Erica Cuyugan, Director of Library Services

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

- Proclamations for National Library Week and National Poetry Month presented by City Council
- Human Library
- Introduction of Limited Use Card

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

- a. Staff recommends approval of the following Library Board meeting minutes:
  - i. February 8, 2024
  - ii. March 14, 2024

No discussion. Items tabled for the June meeting.

## 5. Staff Administrative Items

- a. Review and approve recommended changes to the Library Rules of Conduct brought forward by the City Attorney's Office.
  - i. Erica Cuyugan, City Librarian



## MOTION

Plauzoles moved and Lin seconded the motion to approve recommended changes in concept to the Library Rules of Conduct. The motion was approved by the following vote:

AYES: Plauzoles, Meister and Lin

NOES: None

ABSTAINING: None

ABSENT: Newman and Spears

- b. Review and approve recommended changes to the Library Film Policy brought forward by Administration.
  - i. Erica Cuyugan, City Librarian

Cuyugan introduced recommended changes to the Library Film Policy to align with City practices and First Amendment rights.

## MOTION

Plauzoles moved and Lin seconded the motion to approve recommended changes to the Library Film Policy. The motion was approved by the following vote:

AYES: Plauzoles, Meister and Lin

NOES: None

ABSTAINING: None

ABSENT: Newman and Spears

## 6. Library Board Member Discussion Items

- a. Report back on discussion with Laurie Brenner regarding Santa Monica Daily Press Letter to the Editor: What has happened to the Santa Monica Library?
  - i. Judith Meister, Chair

Meister reported on a discussion she had with Ms. Brenner regarding her Letter to the Editor in the Santa Monica Daily Press, and primary concern for delays in making new books available. Cuyugan also had the opportunity to connect with Ms. Brenner and provide insight on the library's budget, and the processing and circulating of materials. The use of volunteers was discussed in order to provide support, but ultimately not something the library can pursue due to staff limitations and resources available.

## Adjournment

Boardmember Plauzoles adjourned the meeting at 7:05 pm.

Attest:

Approved:

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Erica Cuyugan

Judith Meister

Secretary

Chair