



MINUTES
SANTA MONICA PUBLIC LIBRARY BOARD
SPECIAL MEETING

SPECIAL MEETING VIA
TELECONFERENCE PURSUANT TO
ASSEMBLY BILL NO. 361 SIGNED BY,
GOVERNOR GAVIN NEWSOM

THURSDAY, MAY 5, 2022
7:00 P.M.

Call to Order

Chair Plauzoles called the meeting to order at 7:12 p.m.

Roll Call

The following persons were recorded in attendance by the Recording Secretary:

List in order called during the meeting.

Present: Chair Plauzoles, Boardmember Arnold, Boardmember Meister (joined at 7:47pm) and Boardmember Schmidt

Absent: Vice Chair Ferreira

Also present: Erica Cuyugan, Interim City Librarian
Rachel Foyt, Sr. Administrative Analyst
Karen Reitz, Librarian III
Jennifer Boyce, Librarian III

Chair Plauzoles reordered agenda Items at his discretion of the body.

2) Consent Calendar -

a. Staff recommends approval of the following Special Library Board meeting minutes:

i. March 3, 2022

MOTION

Arnold moved and Schmidt seconded a motion to approve the minutes for the March 3, 2022 Special Library Board meeting as amended. The motion was approved by the following vote:

AYES: Plauzoles, Arnold and Schmidt

NOES: None

ABSTAINING: None

ABSENT: Ferreira and Meister

1) Special Agenda Items

a. Library Programming Presentations

i. Karen Reitz, Adult & Neighborhood Services - Librarian III

Reitz highlighted library programs for adults taking place in the summer. Programs included:

- Virtual book groups
- Financial literacy workshops
- Summer concerts at Pico Branch: Soundwaves
- Special programs honoring Asian American Pacific Islander (AAPI) Heritage Month
- Special programs on behalf of Mental Health Awareness Month
- Summer Reading Program
- Santa Monica Reads
- Two author programs influenced by Joan Jidion

ii. Jennifer Boyce, Youth & Family Services - Librarian II

Boyce shared this year's work with Virginia Avenue Park at the annual Arts and Literacy Festival. Youth Services staff produced a series of successful activities for the festival such as a greenhouse

bug tunnel, bug themed storytimes, book giveaways and a butterfly release. There was approximately over 2,000 attendees.

Staff have been working to prepare for this year's Summer Reading Program "Oceans of Possibilities" which is running from June 4 – August 6. Reading and activity challenges include giveaways and reading prizes. This year's community reading goal is 300,000 minutes.

Other programming updates:

- In person programming
- LGBTQ+ Pride programming
- Special programming at the Annenberg Community Beach House, Music Center's Traveling Program and Ukulele workshops

Meister inquired to the number of staff added in order to provide all the programs noted. Cuyugan shared that a total of three librarian positions have been restored and the creation of one position (program specialist) for youth services. Adult services saw one position (librarian) restored and one position (literacy assistant) created. The creation of new positions were for areas where a need was identified.

b. Secretary's Report

i. Erica Cuyugan, Interim City Librarian

Highlighted the following items:

- Upcoming May 10th Council Proclamation of AAPI Heritage Month. Cuyugan will be speaking on the history of AAPI and sharing a little of her experience
- California State Library Park passes providing access to 200+ state parks are available for checkout
- The Library will be co-sponsoring a Drag Queen Story Time for Pride Month
- Soundwaves music series returns this summer
- LSOs continue to engage with individuals observed to be unhoused encountered before open hours. Team has been involved in planning for the restoration of seating and reopening efforts
- Successful book giveaways at Arts and Literacy Festival

- Santa Monica History Museum new exhibition Broadway to Freeway: Life and Times of a Vibrant Community Examines Mid-20th Century Community of Color
- Board member participation at events and programs are a great opportunity to meet staff and support community

Plauzoles shared the Friends Bookstore opening date of May 26, 2022.

3) Staff Administrative Items

- a. Board and Commissions transition to in-person meetings update
 - i. Erica Cuyugan, Interim City Librarian

Cuyugan shared City directive for advisory boards to continue meeting virtually with the option to return to in person if a will is present.

Consensus to switch to in person, if possible by the July 7, 2022 meeting.

- b. Review revised Library Board Rules of Order and Procedure in compliance of the June 8, 2021 City Council adoption of revised resolution of bylaws for boards, commissions, and task forces in Santa Monica

The following comments and questions were noted:

Rule 1 - Rules of Order: No change

Rule 2 - Composition of Board: No change

Rule 3 - Time and place for holding a regular meetings

Revision accepted to change regular meetings to the second Thursday of each month and meeting to 6pm.

Rule 4 - Quorum and Action

- *"However, in the case of a quasi-judicial hearing, if only three members are participating, the applicant or appellant shall be entitled to request and receive a continuance of the hearing, until such time as Five members are participating".*

Arnold shared opinion that section would not apply as the Board does not have a quasi-judicial role.

- *"Standing subcommittees established pursuant to this section are required to hold meetings in compliance with the Ralph M. Brown Act..."*

Plauzoles expressed concern for section, noting that it would create a challenge.

- Multiple references to Secretary.

Plauzoles questioned references to Secretary. Cuyugan clarified that the references to Secretary refer to a staff role. Plauzoles requested a section be added to the Rules of Order defining the Secretary's role.

- *"The Chair shall serve as an ex-officio member of all committees"*

Meister asked for clarification and meaning of ex-officio in the context for voting rights, whether voting rights applied. Request for City Attorney's Office to clarify.

- *"Either Council or Santa Monica Public Library Board with the consent of Council may establish advisory groups made up of nonmembers to advise the Santa Monica Public Library Board on designated areas of business. Advisory groups established pursuant to this section are required to hold meetings in compliance with the Brown Act and in accordance with these Rules"*

Plauzoles shared concern of section requiring nonmembers serving in an advisory group to abide to Brown Act as burdensome. Request for City Attorney's Office to clarify.

Rule 5 - Attendance: No change

Rule 6 - Meetings to be Public - Exception for Closed Sessions: No change

Rule 7 - Agenda

- Section (b)

Plauzoles asked for clarification on reference to 2 days and withdrew question.

Rule 8 - Categories and Order of Business

- Section (d) Special Ceremonial Agenda Items

Plauzoles requested the administration of oath of office to be included as an item.

- Section (i) Administrative Proceedings

Plauzoles questioned whether section was valid since Board does not make quasi-judicial decisions.

Arnold requested for CAO to review and determine if it should be included.

Rule 9 – Preparation of Minutes: No changes

Rule 10 – Approval of Minutes: No changes

Rule 11 – Presiding Officer: No changes

Rule 12 – Powers and Duties of Presiding Officer: No changes

Rule 13 – Sworn Testimony and Subpoena Power: No changes

Rule 14 – Rules of Debate: No changes

Rule 15 – Protest Against Santa Monica Public Library Board: No changes

Rule 16 – Disclosure for Quasi-Judicial Matters: No changes

Rule 17 – Public Testimony:

- Section (d) Special Time Limits for Applicants and Appellants for Public Hearings

Arnold and Meister commented that section would not be relevant due to Board not having a quasi-judicial role.

Rule 18 – Rules of Conduct and Safety: No changes

Rule 19 – Entitlement to Vote and Failure to Vote: No changes

Rule 20 – Voting Procedure: No changes

Rule 21 – Disqualification for Conflict of Interest: No changes

Rule 22 – Tie Vote: No changes

Rule 23 – Changing Vote: Not changes

Rule 24 – Procedure on Agenda Items Requiring a Motion: No changes

Rule 25 – Presence of City Staff at Santa Monica Public Library Board Meetings

- Plauzoles asked for an exception to be noted for personnel related items.

Rule 26 – Record of Meetings: No changes

Rule 27 – Interpretation and Modification of these Rules: No changes

Rule 28 – Failure to Observe Rules of Order: No changes

All rules requiring additional clarification to be submitted to the City Attorney's Office for comments.

c. Discussion of upcoming budget advocacy opportunities

- i. Lou Plauzoles, Chair

ii. Erica Cuyugan, Interim City Librarian

Cuyugan shared upcoming advocacy opportunities related to the Library's budget. On May 24, 2022 Council is scheduled to have its budget study session. The Library continues to ask for funding during every budget cycle opportunity, noting that the priority is to open all locations. Cuyugan reminded the Board that any time budget discussions are taking place is a good opportunity to remind Council and community members for additional library funding.

Meister requested staff to highlight points that board members can use when advocating for additional funding for the Library.

Adjournment

Chair Plauzoles adjourned the meeting at 9:30 p.m.

Attest:

Approved:

Erica Cuyugan

Lucien Plauzoles

Secretary

Chair