

**Library Board, Santa Monica Public Library  
Secretary’s Report  
September 2022**

**Citywide:**

Over the Labor Day holiday weekend, Santa Monica opened Virginia Avenue Park as a community cooling center allowing residents for a safe place for relief from the heat during peak hours.

**Santa Monica Public Library Operations:**

**Operations**

On August 24, the Santa Monica City Council approved funding to extend operating hours at the Library. Primarily weekly Saturday service at Pico and Montana Branch libraries. Expanded hours are scheduled to begin in the Fall, changing from 84 hours per week to 116 hours per week across all five library locations. Funding approved was made available through the deferring of a number of Capital Improvement Projects citywide providing the Library with additional one-time funding.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Main</b>		11:00 AM - 7:00 PM					
<b>Pico</b>			12:00 PM - 7:00 PM	12:00 PM - 7:00 PM	12:00 PM - 7:00 PM	10:00 AM - 5:00 PM	10:00 AM - 5:00 PM
<b>Montana</b>			12:00 PM - 7:00 PM		12:00 PM - 7:00 PM		10:00 AM - 5:00 PM
<b>Ocean Park (Open +)</b>				12:00 PM - 7:00 PM		10:00 AM - 5:00 PM	

**Pico Branch Study Rooms**

Dedicated study room hours are now available for students at Pico Branch from 3:00-5:00pm on Tuesdays and Fridays, and 3:00-6:00pm on Wednesdays and Thursdays. These hours are primarily for SMMUSD K-12 students.

**Programming**



September is National Library Card Sign-up Month. During the month new/renewing card members can receive an image file from the Library archives at [digital.smpl.org](http://digital.smpl.org) by emailing [library@santamonica.gov](mailto:library@santamonica.gov) to indicate their interest.

In celebration of Library Card Sign Up Month, this month’s **Take & Make Kit** highlights all the benefits of having a library card. Included in the kit are a bookmark to color (and box of crayons), and a craft to make a pouch to hold a library card. Also included in the kit is a Hands-on Learning at Home sheet and book list created by our Literacy Center staff.

Join the library in celebrating **National Literacy Month**. Libraries provide literacy resources for children, youth and adults, playing a crucial role in the education and development of individuals at all proficiency

levels. The Library provides a community space where families across generations can enjoy programs, resources, and services in reading and learning.

**Hispanic Heritage Month** is September 15 – October 15. The City will celebrate achievement and contributions of Hispanic Americans. It will begin by recognizing Hispanic Heritage Month at the September 13 Council meeting where a proclamation will be made. Library staff have compiled a [list of books of Latino authors](#) published in 2022.

**Banned Books Week is September 18 – 24.** Launching in 1982, highlighting the value of free and open access to information during a time where books in schools, bookstores and libraries were being challenged. On September 13, Council will be recognizing Banned Books Week and Library Board Chair, Judith Meister will be accepting the proclamation on behalf of the Library Board and Santa Monica Public Library. Join and support one of the following Library sponsored programs in support of Banned Books Week:

- Movie screening of *Perks of Being a Wallflower* (2012) on Wednesday, September 21 4:30 to 6:30 p.m. at Pico Branch Library. A screening of Stephen Chbosky's frequently banned, coming-of-age novel, Rated PG-13. Ages 13-18 only.
- Staff pick list from [most frequently banned or challenged books](#) from the 2017-2021 ALA top 10 banned books lists available as part of the Library's collection.



On September 29, the Santa Monica Public Library resumes its **Literacy Program walk-in tutoring services**. Every Thursday from 1:00pm-3:00pm, Library patrons will be able to meet with Library volunteers and staff to work on their reading, writing and technology needs. Tutors will be able to assist patrons with tasks such as completing job applications, formatting resumes, writing emails, composing formal letters, reading documents, filling out forms, navigating government websites, and can provide basic technology assistance.

**Santa Monica Reads 20th Anniversary** was a huge success! The most attended event was *Slouching Towards Los Angeles* where a collection of essays by Editor Steffie Nelson and contributors Michelle Chihara, Jori Finkel and Stacie Stukin were discussed. A total of 55 attendees joined the program.

To view all the programming taking place this month, see September [Calendar of Events](#).

## Safety and Security

The month of August has been filled with engaging with individuals threatening assault, causing a disturbance and misusing library facilities. Majority of incidents are taking place outside library grounds. Library Services Officers (LSOs) engaging with individuals before they enter the library to reduce violations. LSOs continue to plan for the libraries scheduled changes in its hours of operations set to begin in the Fall, restoring of seating, increasing areas of access which is expected to bring an increase of incidents. LSO Supervisor continues to work with the City's Police Homeless Liaison Program team to address and lessen incidents related to homelessness.

**August 2022-** Data below only reflects incidents and not day-to-day rule violation interactions

**27** monthly incidents (27 major/ 0 minor)

22 Incidents involving people who appear to be homeless

18 incidents at Main / 9 Branches

5 calls in to police

5 active bans

68 People who appear homeless prior to opening (encampments found)

## Partnerships:

**Friends of the Santa Monica Public Library** – Bookstore and online sales continue to be strong. In order to prepare for next year's summer reading program, the Friends have begun to reach out to their membership with a request to help support summer reading 2023. The Friends are continuously recruiting for volunteers to help support, work in the bookstore, raise funds, and build awareness about the Library. Visit [friendsofsmpl.org](https://friendsofsmpl.org) for more information, or email [friendsofsmpl@gmail.com](mailto:friendsofsmpl@gmail.com) to get involved!

WHEREAS, the freedom to read is essential to our democracy, and reading is among our greatest freedoms; and

WHEREAS, privacy is essential to the exercise of that freedom, and the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others; and

WHEREAS, the freedom to read is protected by our Constitution; and

WHEREAS, Americans still favor free enterprise in ideas and expression, and can be trusted to exercise critical judgment, to recognize propaganda and misinformation, and to make their own decisions about what they read and believe, and to exercise the responsibilities that accompany this freedom; and

WHEREAS, intellectual freedom is essential to the preservation of a free society and a creative culture; and

WHEREAS, the American Library Association's Banned Books Week: Celebrating the Freedom to Read is observed during the last week of September each year as a reminder to Americans not to take their precious freedom for granted; and

WHEREAS, Banned Books Week celebrates the freedom to choose or the freedom to express one's opinion even if that opinion might be considered unorthodox or unpopular and stresses the importance of ensuring the availability of those unorthodox or unpopular viewpoints to all who wish to read them;

WHEREAS, the Santa Monica Public Library supports the freedom to read by offering a curated collection of materials in print and electronic format chosen for the Santa Monica community by knowledgeable staff; now, therefore, be it

RESOLVED, that the Santa Monica Public Library and its Library Board join the American Library Association in celebrating Banned Books Week, September 18-24, 2022, and be it further

RESOLVED, that the Santa Monica City Council encourages all libraries and bookstores to acquire and make available materials representative of all the people in our society; and be it further

RESOLVED, that the Santa Monica City Council encourages people to read freely, now and forever.

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Adopted by the \_\_\_\_\_  
Date  
City, State



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

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

**THURSDAY, JULY 7, 2022**  
**7:00 P.M.**

Call to Order

Chair Plauzoles called the meeting to order at 7:02 p.m.

Roll Call

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

List in order called during the meeting.

Present: Chair Lucien Plauzoles, Boardmember Abby Arnold, Boardmember Judith Meister and Boardmember Laurel Schmidt

Absent: None

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

1) Special Agenda Items

a. Election of Officers: Chair and Vice Chair

Chair Plauzoles nominated Judith Meister for Chair and Abby Arnold for Vice Chair.

MOTION

Plauzoles moved and Arnold seconded motion to nominate Judith Meister as Library Board Chair. Nomination accepted. The motion was approved by the following vote:

AYES: Arnold, Plauzoles, Meister and Schmidt

NOES: None

ABSTAINING: None

ABSENT: None

MOTION

Plauzoles moved and Schmidt seconded motion to nominate Abby Arnold as Vice Chair. Nomination accepted.

AYES: Arnold, Plauzoles, Meister and Schmidt

NOES: None

ABSTAINING: None

ABSENT: None

b. Library Budget Update

i. Norma Angel, Sr. Budget Analyst

Ms. Angel provided a budget recap, highlighting increases in staffing and budget over the last four fiscal years. Showing an increase of approximately 55% in restoration. The Library's restoration priorities have been implemented by shifting library hours to provide afterschool support, reopening access to the 2nd floor at the Main Library, expanding hours at Ocean Park Branch, going Fine Free for All, reopening Pico and Montanan Branch, and reopening study and meeting rooms at Main and Pico Branch.

Library leadership is working on finalizing a proposal that will allow the activation of branch facilities, weekly Saturday service and evening hours with one-time funding approved by Council.

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

Highlighted the following from the report:

- New City Attorney, Doug Sloan started with the City on June 6
- Santa Monica participated in the Summit of the Americas
- Santa Monica observed the Juneteenth Holiday for the first time officially
- Library hosted programs for Pride Month
- Reopening of study rooms
- Council approved one-time funding during Exception-Based Budget for FY2022-2023
- Summer Reading Program kicked off with Polynesian dancers, arts and crafts, and a Soundwaves concert at Pico Branch
- Safety and security statistics for June show 25 monthly incidents and 80 engagement opportunities with individuals on library grounds prior to opening
- Friends Bookstore discussing future outdoor sales

## 2) Consent Calendar

- a. Staff recommends approval of the following Special Library Board meeting minutes:
  - i. May 5, 2022

### MOTION

Arnold moved and Schmidt seconded a motion to approve the minutes for the May 5, 2022 Special Library Board meeting as amended. The motion was approved by the following vote:

AYES: Plauzoles, Arnold, Meister and Schmidt

NOES: None

ABSTAINING: None

ABSENT: None

### 3) Continued Items

- a. May 5, 2022 at 8:25pm: Review and adopt 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 rules were reviewed and/or edited:

#### Rule 2. Composition of Board.

Identifies City Librarian as the Secretary of the Board.

#### Rule 3. Time and Place for Holding Regular Meetings.

Edit to sentence "...but may, by majority vote, provide for more frequent ~~regular~~ special meetings."

#### Rule 4. Quorum and Action.

Delete non-applicable section "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."

Staff recommendation to delete sentence "The Chair shall serve as an ex-officio member of all committees." as it would only allow for an additional member to join committee without violating Brown Act.

### MOTION

Meister moved and Plauzoles seconded a motion to approve deletion of "The Chair shall serve as an ex-officio member of all committees.". The motion was approved by the following vote:

AYES: Plauzoles, Arnold, Meister and Schmidt

NOES: None

ABSTAINING: None

ABSENT: None

#### Rule 6. Meeting to be Public.

Clarification provided that rule does not allow for Board to conduct a closed session per the Brown Act.

#### Rule 7. Agenda.

Change to section (d) location of new posting location at Santa Monica Institute.

Rule 8. Categories and Order of Business.

Change to section (d) Removed proclamations and added oath of office per Board's request.

Change to section (e) Change from Director's Report to Secretary's Report.

Change to section (i) Remove entire section non-applicable section titled "Administrative Proceedings".

Change to section (j) Identifying City Librarian and executive officer for Library policies adopted by Board.

Rule 16. Disclosure for Quasi-Judicial Matters.

Removing as not applicable to Board.

Clarification of section (c) No time limits apply for staff members or Board or Commission members reporting to Board.

Removing section (d) Special time limits for applicants and appellants for public hearings.

MOTION

Meister moved and Schmidt seconded a motion to approve and adopt Rules of Order as amended. The motion was approved by the following vote:

AYES: Arnold, Plauzoles, Meister and Schmidt

NOES: None

ABSTAINING: None

ABSENT: None

**4) Library Boardmember Discussion Items**

- a. Request by Boardmember Abby Arnold to discuss national trends related to book bans

Arnold, Schmidt and Meister expressed interest in advocating against any attempts to stop access to information at libraries and encouraged staff to share feedback received and use the Library Board as support.

Adjournment

Chair Plauzoles adjourned the meeting at 8:10 p.m.

Attest:

Approved:

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Erica Cuyugan

Secretary

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Lucien Plauzoles

Chair

RULES OF ORDER AND PROCEDURE FOR THE SANTA MONICA SANTA  
MONICA PUBLIC LIBRARY

**RULE 1. RULES OF ORDER.**

Except as otherwise provided by these rules (“Rules”), the City Charter, the Municipal Code, or applicable provisions of state law, the procedures of the Santa Monica Public Library Board shall be governed by the latest revised edition of Roberts Rules of Order.

These rules, or any one of them, may be suspended by a vote of two-thirds (2/3) of the members present.

**RULE 2. COMPOSITION OF BOARD**

The Santa Monica Public Library Board shall consist of five members appointed by City Council as pursuant to the requirements of the Charter of the City of Santa Monica. It shall appoint a Chair and Vice Chair at the first regular meeting of the fiscal year and remain in office until their successors are elected. The City Librarian shall act as Secretary to the Board and shall not have a vote in its proceedings.

**RULE 3. TIME AND PLACE FOR HOLDING REGULAR MEETINGS.**

The Santa Monica Public Library Board establishes the second Thursday of each month as the day for holding regular meetings, but may, by majority vote, provide for more frequent special meetings. The regular meeting shall commence at 6:00 p.m. If any such Thursday falls on any day designated by law by the City Council as a day for public feast, Thanksgiving, or holiday, such regular meeting shall be rescheduled at the discretion of the Library Board. The Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica, CA 90401 is established as the place for holding its regular meetings.

**RULE 4. QUORUM AND ACTION.**

Three members of the Santa Monica Public Library Board shall constitute a quorum for the transaction of business. Action shall be taken by a majority vote of the entire membership of the Santa Monica Public Library Board.

Whenever any member questions the presence of a quorum, the presiding officer shall forthwith direct the Secretary to call the roll, each member shall respond when his or her name is called and the Secretary shall announce the result. Such proceedings shall be without debate, but no member who is speaking may be interrupted by a question as to the presence of a quorum.

The Santa Monica Public Library Board may also establish standing subcommittees of its members to address designated areas of business on the Santa Monica Public Library Board behalf and may establish ad hoc committees to formulate reports or recommendations on particular matters. All subcommittees shall be appointed by the Chair and duties shall be approved by the Library Board by action. Standing subcommittees established pursuant to this section are required to hold meetings in compliance with the Ralph M. Brown Act (the "Brown Act"), California Government Code Sections 54960 et seq., and in accordance with these Rules.

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.

#### **RULE 5. ATTENDANCE.**

Attendance at Santa Monica Public Library Board meetings is expected of all members. An absence is defined as a failure to attend at least two-thirds of a meeting and includes both excused and unexcused absences. Members who have two unexcused absences out of six consecutive regular meetings shall automatically be deemed to have resigned. An absence is considered unexcused when a member does not communicate their absence to the Chair or liaison of the body prior to the scheduled meeting. If a member has more than two excused absences from regular meetings, the member shall receive a warning from the Chair. If the member misses another two regular meetings, the liaison shall inform the City Clerk's office, who will then inform the City Council. Boardmembers are asked to confirm attendance upon receiving meeting agenda and packet.

**RULE 6. MEETINGS TO BE PUBLIC - EXCEPTION FOR CLOSED SESSIONS.**

As required by the Brown Act, all regular, adjourned regular, and special meetings of the Santa Monica Public Library Board shall be public. Other than qualifying instances under the Brown Act for the Personnel Board, no board, commission, or task force is authorized to conduct closed sessions.

**RULE 7. AGENDA.**

The Staff Liaison shall prepare the Agenda as follows:

(a) The Liaison shall consult with the Chair and/or Vice-Chair in the preparation of the Agenda.

(b) The Agenda and all available supporting documents shall be provided to all members on the Monday preceding the scheduled meeting to which it pertains or as soon thereafter as possible, but no later than 72 hours prior to a regular meeting or 24 hours prior to a special meeting, as required by the Brown Act.

(c) Any member may request that any matter within the jurisdiction of the Santa Monica Public Library Board be reviewed for placement on the Agenda in consultation with the Staff Liaison and Chair. Members must submit proposed agenda items by 5:00 p.m. on the Thursday preceding the scheduled meeting in order to ensure that matters will be agendized for the following meeting. Subject to Brown Act requirements, items submitted after the deadline will be agendized for the following meeting, if possible.

(d) The Staff Liaison shall submit the Agenda to the City Clerk's Office for posting in a timely manner, to be posted as required by the Brown Act, no later than 72 hours prior to a regular meeting or 24 hours prior to a special meeting. Copies of the Agenda shall be posted at the Santa Monica Institute public windows inside the Civic Parking Structure and opened Library locations. Online posting of the Agenda shall be done in addition to physically posting agendas in the lobbies of City Hall and the Santa Monica Institute. The City Clerk shall maintain on file in his or her office declarations establishing compliance with the posting requirements.

(e) No action shall be taken on any item not appearing on the posted Agenda unless the item is added to the Agenda in the manner authorized by California Government Code Section 54954.2(b).

- a. Upon a determination by a majority vote of the Library Board that an emergency situation exists, as defined in Government Code Section 54956.2.
- b. Upon a determination by a two-thirds vote of the members of the Library Board present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the Agenda being posted.
- c. The item was posted in compliance with the Brown Act for a prior meeting of the Library Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(f) Matters directed to be placed on the Agenda at the direction of members shall be listed on the Agenda in the order of receipt by the Staff Liaison.

(g) Written requests to the Santa Monica Public Library Board shall be referred to the Staff Liaison or his/her designee. Written requests being agendized shall be scheduled for consideration at the earliest convenient meeting, taking into consideration the length and content of meeting agendas. Members of the public submitting written requests shall be advised of how their requests are being handled. Agendized communications shall be listed on the Agenda in order of receipt. No communication shall be placed on an Agenda if it contains material that:

- (1) Is profane.
- (2) Is potentially slanderous or libelous.
- (3) Advocates or opposes the candidacy of any person or party for any elective office.
- (4) Is primarily an advertisement or promotion or has as a substantial purpose, the advancement of any cause the major benefit of which is private and not public.

Members of the public submitting written requests to the Santa Monica Public Library Board are encouraged to limit their submissions to one per meeting.

**RULE 8. CATEGORIES AND ORDER OF BUSINESS.**

The business of the Santa Monica Public Library Board shall be conducted in the order and manner specified below. The order may be changed by a majority vote of those present. The following is the order of business:

(a) Call to Order.

(c) Roll Call.

(d) Special Ceremonial Agenda Items. This item includes proclamations, commendations, oath of office, introductions of special guests, and presentations and reports by other non-City public entities or legislative bodies.

(e) Secretary's Report. This item shall consist of a report from the Director of Library Services (or designee) of the Santa Monica Public Library on actions taken and upcoming actions to be taken relating to areas of interest to the Santa Monica Public Library Board.

(f) Consent Calendar. The Consent Calendar shall consist of the approval of minutes of previous meetings and other routine items which do not necessitate a separate public hearing and which are determined in the Agenda preparation process to be relatively non-controversial. The consent calendar shall be considered as one item regardless of the number of matters appearing on it and may be approved by a single vote. The title to the individual consent items need not be read unless a request to do so is made by any member. Members of the public shall have no more than one opportunity to address the Santa Monica Public Library Board concerning any and all items on the consent calendar. Members of the public shall be heard prior to consideration of the Consent Calendar. Members may request to have individual matters removed from the Consent Calendar so that they may be heard on those matters. All matters remaining on the Consent Calendar may be approved by a single vote. Any items removed from the Consent Calendar shall be considered separately in the order of their appearance on the Agenda. Removed items may be heard immediately following the consent calendar

(g) Study Session. During Study Sessions staff will present information regarding a complex matter that will be subject to deliberation and decisions in the future. No action will be recommended or taken as part of the Study Session.

(h) Continued Items. This item includes agenda items of a previous meeting not considered at such meeting. The Santa Monica Public Library Board may vote by a majority of its members to have a carry-over item placed on a subsequent agenda as a continued item.

(j) Staff Administrative Items. This category will include policy matters to be considered by the Santa Monica Public Library Board.

The City Librarian shall be the executive director of the policies adopted by this Board including the direction and supervision of all staff members in the performance of their duties, the submission to this Board of monthly and annual reports, and recommendation to the Board of such policies and procedures as in the opinion of said City Librarian will promote the efficiency of the Library in its service to the people of the community.

(k) Public Hearings. This item consists of public hearings required by specific provisions of law.

(l) Resolutions. A resolution will be considered under this item only if the substance makes extensive public input advisable, or if it should be considered after another item on the Agenda, otherwise the resolution will be considered on the Consent Calendar.

(m) Written Communication. This item allows the Santa Monica Public Library Board to consider issues raised by written submissions from the public.

(n) Member Items. Items requested by members for discussion and possible action.

(o) Public Input. This item allows members of the public to address the Santa Monica Public Library Board on matters that are within their subject matter jurisdiction. No formal action may be taken on any matter under this item unless the item is specifically agendaized.

**RULE 9. PREPARATION OF MINUTES.**

The Secretary of the Santa Monica Public Library Board shall have exclusive responsibility for preparation of the Minutes, and any directions for corrections in the Minutes shall be made only by majority vote of the Santa Monica Public Library Board.

**RULE 10. APPROVAL OF MINUTES.**

Minutes of a Santa Monica Public Library Board meeting may be approved without reading if the Secretary has previously furnished each member with a copy and unless a reading is ordered by a majority vote of the Santa Monica Public Library Board.

**RULE 11. PRESIDING OFFICER.**

The Chair shall be the Presiding Officer at all meetings of the Santa Monica Public Library Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the Secretary shall call the Santa Monica Public Library Board to order and a temporary Presiding Officer shall be elected by the members present to serve until the arrival of the Chair or Vice Chair or until adjournment.

**RULE 12. POWERS AND DUTIES OF PRESIDING OFFICER.**

(a) Participation. The Presiding Officer may move, second, and debate from the chair, subject only to such limitations of debate as are imposed upon members by these rules, and shall not be deprived of any of the rights or privileges of a member by reason of his or her acting as the Presiding Officer.

(b) Duties. The Presiding Officer shall (1) preserve order at all meetings of the Santa Monica Public Library Board, (2) state (or cause to be stated) each question coming before the Santa Monica Public Library Board, (3) announce the decisions of the Santa Monica Public Library Board on all subjects; (4) decide all questions of order subject to the right to appeal rulings on questions of order to the entire Santa Monica Public Library Board, and (5) encourage all persons present at the meeting to conform their conduct to the City's Civility Policy.

**RULE 13. SWORN TESTIMONY AND SUBPOENA POWER.**

The power and process to request that a person appearing before the Santa Monica Public Library Board on any matter shall be sworn and the power and process for the Santa Monica Public Library Board to issue a subpoena is provided in the Municipal Code section 2.32.060.

**RULE 14. RULES OF DEBATE.**

(a) Getting the Floor. A member desiring to speak shall gain recognition by the Presiding Officer.

(b) Questions to Staff. Every member desiring to question City staff shall address his or her questions to the Staff Liaison or designated staff. Members of the City staff, after recognition by the Presiding Officer shall hold the floor until completion of their remarks or until recognition is withdrawn by the Presiding Officer.

(c) Interruptions. A member who has the floor shall not be interrupted when speaking unless he or she is called to order by the Presiding Officer, a point of order or a personal privilege is raised by another member or the speaker chooses to yield to a question by another member. If a member is called to order, he or she shall cease speaking until the question of order is determined.

(d) Points of Order. The Presiding Officer shall determine all points of order subject to the right of any member to appeal to the Santa Monica Public Library Board. If an appeal is taken, the question shall be: "Shall the decision of the Presiding Officer be sustained?" The Presiding Officer's decision may be overruled by a two-thirds vote of the members then present.

(e) Point of Personal Privilege. The right of a member to address the Santa Monica Public Library Board on a question of personal privilege shall be limited to cases in which the member's integrity, character, or motives are questioned or where the safety or welfare of the Santa Monica Public Library Board is concerned.

(f) Privilege of Final Comment. The member moving the adoption of a resolution, or motion, shall have the privilege of speaking last on the matter after all other members have been given an opportunity to speak.

(g) Motion to Reconsider Actions. A motion to reconsider any action taken by the Santa Monica Public Library Board may be made only by one of the members on the prevailing side and may be seconded by any member. Such motion may be made at any time and shall be debatable. A motion by a non-prevailing member or a request by a member of the public for reconsideration may be made only if one year has passed since the action was taken.

(h) Calling for the Question. A question may be called by majority vote of those present. However, neither the moving party nor the party seconding any motion may call for the question, each member shall be afforded one opportunity to speak on each item before the question is called, and a question may not be called to interrupt or cut off a particular speaker.

(i) Limitation of Debate. Members shall limit their remarks to the subject under debate. No member shall be allowed to speak more than once upon any particular subject until every other member desiring to do so has spoken. Prior to beginning deliberation, the Santa Monica Public Library Board may, by a two-thirds vote of those present, limit the amount of time that each member may spend stating his or her views on a particular agenda item.

**RULE 15. PROTEST AGAINST SANTA MONICA PUBLIC LIBRARY BOARD ACTION.**

Any member shall have the right to have the reasons for his or her opposition to any action of the Santa Monica Public Library Board entered in the Minutes. Such opposition shall be made in the following manner: "I would like the Minutes to reflect that I opposed this action for the following reasons..."

**RULE 16. PUBLIC TESTIMONY.**

(a) Scope. Pursuant to the Brown Act, public testimony is permitted on all agenda items, and the public shall have an opportunity to comment on any matter which is not on the Agenda but is within the Santa Monica Public Library Board jurisdiction. However, members of the public do not have the right to give testimony outside the scope

of or unrelated to the agenda item under consideration. Additionally, members of the public should strive to avoid unduly reiterating their own or others' testimony.

(a) Registration. Any member of the public wishing to address the Santa Monica Public Library Board regarding any item on the Agenda for public comment shall register with the Staff Liaison prior to the start of the meeting, if possible, but no later than prior to the hearing on that item. Any request received after the start of the hearing shall be considered late and may only be heard with Santa Monica Public Library Board's approval.

(b) Manner of Addressing the Santa Monica Public Library Board. After being recognized by the Presiding Officer, each member of the public addressing the Santa Monica Public Library Board shall go to the lectern, state his or her name and whom he or she is representing, if he or she represents an organization or other person. Each member of the public is encouraged, but not required, to also state his or her address, neighborhood, or city of residence. All remarks shall be addressed to the Santa Monica Public Library Board as a whole and not to any individual member. After a public hearing has been closed, no member of the public shall address the Santa Monica Public Library Board on the matter under consideration without first securing Santa Monica Public Library Board approval.

(c) Time Limits. Except on Written Communication, members of the public shall limit their remarks to three minutes per agenda item unless the Santa Monica Public Library Board grants additional time by majority vote. For purposes of these Rules, the Consent Calendar shall be considered one item. Persons speaking on another's written communication and persons submitting late requests to speak, who receive permission to speak shall be limited to one minute. On Written Communication, those speaking on another's item may speak only if the person raising the matter appears and testifies. If the person who raises the item does not appear and testify, the matter shall be received and filed and persons wishing to speak on the matter may give their testimony during Public Input. A member of the public wishing to speak on more than one item shall limit his or her remarks to a total of six minutes per meeting unless the Santa Monica Public Library Board grants additional time by majority vote. A member of the public may allocate time

between items in one-minute increments up to two minutes. Testimony given as an applicant or appellant does not count toward the six-minute maximum. A member reporting to the Santa Monica Public Library Board on behalf of a Board or Commission shall not be subject to these rules on time limits; however, the Santa Monica Public Library Board may limit the duration of such reports.

**RULE 17. RULES OF CONDUCT AND SAFETY.**

When the Santa Monica Public Library Board is in session, all persons present must preserve safety and order and should strive to conform their conduct to the City's Civility Policy. Members of the public should sit in the audience seating area, unless addressing the Santa Monica Public Library Board or entering or leaving the meeting room, should not block the aisles with personal belongings, and should not bring audible equipment into the meeting room, including cellular telephones that could cause a disruption.

Any person who disrupts the meeting shall be called to order by the Presiding Officer. Disruption shall include but not be limited to, blocking the audience or camera view of the proceedings. If such conduct continues, the Presiding Officer may request the removal of the person from the meeting room.

**RULE 18. ENTITLEMENT TO VOTE AND FAILURE TO VOTE.**

Every member is entitled to vote unless disqualified by reason of a conflict of interest. A member who abstains from voting consents to the decision made by the voting members.

**RULE 19. VOTING PROCEDURE.**

Any vote of the Santa Monica Public Library Board, including a roll call vote, may be registered by the members answering "Yes" for an affirmative vote or "No" for a negative vote upon his or her name being called by the Staff Liaison. The Chair shall vote last.

**RULE 20. DISQUALIFICATION FOR CONFLICT OF INTEREST.**

Any member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state or have the Presiding Officer state the nature of

such disqualification and shall leave the dais prior to Santa Monica Public Library Board consideration of the matter. A member stating such disqualification shall not be counted as part of a quorum and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

**RULE 21. TIE VOTE.**

Tie votes shall be lost motions.

**RULE 22. CHANGING VOTE.**

The vote of a member may be changed only if he or she makes a timely request to do so immediately following the announcement of the vote by the Staff Liaison or the Presiding Officer and prior to the time that the next item in the order of business is taken up.

**RULE 23. PROCEDURE ON AGENDA ITEMS REQUIRING A MOTION.**

The following procedure shall be followed in connection with any Agenda item requiring a motion:

- (a) Staff Liaison reads the title.
- (b) Presiding Officer calls for a staff report.
- (c) Members question City staff.
- (d) Santa Monica Public Library Board receives Public testimony.
- (e) Santa Monica Public Library Board deliberates.
- (f) A member makes a motion, another member seconds the motion, and the Santa Monica Public Library Board debates it, with the maker of the motion having the opportunity to speak last.
- (g) The Presiding Officer or Staff Liaison restates the motion.
- (h) The Santa Monica Public Library Board votes on the motion.
- (i) The Presiding Officer or Staff Liaison announces result.

**RULE 24. PRESENCE OF CITY STAFF AT SANTA MONICA PUBLIC LIBRARY BOARD MEETINGS.**

The Staff Liaison shall attend and be present during all Santa Monica Public Library Board meetings and give necessary service and advice.

**RULE 25. RECORD OF MEETINGS.**

All public meetings of the Santa Monica Public Library Board shall be recorded. The recording shall be made by the Secretary and retained in accordance with the City's record retention schedule. The use of other recording or television equipment is permitted so long as it is not disruptive of the meeting.

**RULE 26. INTERPRETATION AND MODIFICATION OF THESE RULES.**

These rules shall be interpreted liberally in order to provide for the optimum in the free interchange of information and public debate without an unnecessary waste of time or duplication of effort. These rules may be amended by City Council resolution.

**RULE 27. FAILURE TO OBSERVE RULES OF ORDER.**

These rules of order and procedures govern the conduct of Santa Monica Public Library Board meetings. These rules are intended to expedite the transaction of the business of the Santa Monica Public Library Board in an orderly fashion and are deemed to be procedural only. Failure to strictly observe these rules shall not affect the jurisdiction of the Santa Monica Public Library Board or invalidate any action taken at a meeting that otherwise conforms to law.