



MINUTES
SANTA MONICA PUBLIC LIBRARY BOARD
SPECIAL MEETING

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

THURSDAY, JULY 20, 2023
6:00 P.M.

Call to Order

Chair Meister called the meeting to order at 6:03 p.m.

Roll Call

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

Present: Chair Judith Meister, Boardmember Newman, Boardmember Lucien Plauzoles, and Boardmember Jason Lin sworn-in at 6:04 p.m.

Absent: Boardmember Laurel Schmidt

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

1) Special Agenda Items

- a. Swearing-in and Oath of Office of new Library Boardmember Jason Lin

Jason Lin was appointed to the Library Board by City Council, and took the oath of office and was sworn in.

b. Presentation of the Library's adopted budget as part of the FY2023-25 City Biennial Budget

i. Erica Cuyugan, City Librarian

Cuyugan reported back on the Council's adoption of the City's FY2023-25 Biennial Budget and gave an overview of the library's funding. As previously reported, funding will allow continued restoration of services:

- Expansion of evening hours (Monday – Thursday)
- Saturday service at the Main Library on Saturday
- Permanent and as-needed staffing, including custodial support and supply and expense support
- Funding to implement Poet-Laureate Program

Changes will go into effect in September 2023.

Plauzoles inquired whether custodial support included an increase in staffing. Cuyugan clarified that it did not include permanent or as-needed custodial staff support, but services would be acquired through a 3rd party contractor the city uses. Public Works was one of the departments that experienced the largest budget reductions and has been unable to increase its staffing.

c. Secretary's Report

i. Erica Cuyugan, City Librarian

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

- Loan period for California State Parks Passes is increased to a 4-weeks
- Main Library 2nd Floor Workspace expansion limit increased to 4-hours per day per person
- Human Library series at Pico Branch
- Positive Parenting workshops and Literacy Program
- Youth Summer Reading activities and outreach at schools
- Friends of the Santa Monica Public Library approved funding that will go directly to library programming
- Main Library Café and Courtyard placemaking session with Margaret Sullivan Studios

2) Library Boardmember Discussion Items

a. 2022-23 Boards & Commissions Goals and Accomplishments

i. Judith Meister, Chair

Board identified the following accomplishments for 2022-23:

- 1) Raised awareness of important national library efforts by:
 - Bringing forward and supporting a City Council proclamation in celebration of the freedom of expression during Banned Books week, September 18 – 24, 2022.
 - Recognized National Library Week, April 23-29, 2023, by carrying out a survey for local little libraries.
 - Supporting National Volunteer Week, April 16-22, 2023, by joining efforts with Friends of the Library to recruit new members and volunteers.
- 2) Held a joint meeting with Friends of the Santa Monica Library Board to identify collaborative efforts and ways the Library Board could support the Friends through fundraising, advocacy and programming efforts.
- 3) Initiated effort to recognize little libraries throughout Santa Monica
 - Developed and distributed a survey to library users and Santa Monica neighborhoods.
 - Secured commitment from the Friends of the Library to offer a \$10 coupon that will be used for replenishing books for little library owners.
- 4) Advocated for restoration of library funds and services to the City Council during the FY2023-24 budget process.
- 5) Supported library staff by attending various open houses and programs during the year, such as the Literacy Festival.
- 6) Three board members attended Serving with A Purpose Conference. Board members connected with other library organization trustees/commissions and foundations, learned best practices and resources for advocating for libraries.

b. 2023-24 Library Board Workplan and Presentation to Council

- i. Judith Meister, Chair
- ii. Erica Cuyugan, City Librarian

Board developed their workplan for 2023-24 and identified the following goals:

- 1) Develop Community Outreach process for Board members, volunteers, and library staff to meet with community groups and businesses to raise

awareness of the library's funding needs and to share information about current resources.

- 2) Board identified the following focus areas to create awareness for national library efforts:
 - Banned Books Week
 - Library Card Sign Up Month
 - National Library Week

- 3) Set objective to strengthen relationship with the Friends of the Library by supporting board volunteer recruitment efforts and collaborating to plan at two programs or events in FY2023-24:
 - ☐ Little Libraries recognition event
 - ☐ Second event/program participation to be determined

Board discussed importance of having talking points available so that they can advocate in the community.

The final workplan will be shared at the August board meeting.

Lin expressed interest in supporting written correspondence by advocating for library funding. Cuyugan went over budget cycles and will share when opportunities arise to support the library's budget.

3) Public Input
None

Adjournment

MOTION

Plauzoles moved and Newman seconded a motion to adjourn the meeting at 7:45 p.m. The motion was approved unanimously.

Attest:



Erica Cuyugan
Secretary

Approved:



Judith Meister
Chair