



**MINUTES
SPECIAL MEETING OF THE
SANTA MONICA PUBLIC LIBRARY BOARD
THURSDAY, SEPTEMBER 3, 2020
7:00PM**

**SPECIAL MEETING VIA
TELECONFERENCE PURSUANT TO
EXECUTIVE ORDER N-29-20 ISSUED BY,
GOVERNOR GAVIN NEWSOM**

Call to Order

Chair Lucien Plauzoles called the meeting to order at 7:08 p.m.

Roll Call

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

Present: Chair Lucien Plauzoles, Vice Chair Arlene Hopkins, Boardmember Michael Klein, Boardmember John Hart and Boardmember Marcia Ferreira (arrived at 7:11 p.m.).

Also present: Director of Library Services, Patty Wong; Priscilla Bouvet, Executive Administrative Assistant; Rachel Foyt, Senior Administrative Analyst; Greco Venegas, Principal Librarian for Information Management Division; Lou Enriquez, Library Service Office Supervisor.

(This is a special Library Board meeting. Public comment is restricted to only items listed on the agenda.)

1. Reports of Staff Liaisons/Members:

- A. Secretary's Report, Patty Wong, Director of Library Services**
 - a. Update on City of Santa Monica and Library Budgets
 - b. Update on Library Operations
 - c. Update on Library Partnerships
 - d. Update on Library Safety and Security

Report from Director Wong.

Issued letter and letter forwarded to CMO and City Manager.

Formula for allocating funds from Measure SM has not been made available.

An interim Pandemic Organizational Chart has been created with two staffing groups (Blue and Purple Team). Separate teams are to prevent the possibility of shutting down the entire system should a staff member contract virus.

Transition to drop-in Curbside Service with goal of accommodating more patrons. No appointment will be necessary once patron has received email notification.

Library is working on towards its focus of patron services, programming, outreach and economic recovery.

The Library Foundation and Friends of the Santa Monica Public Library will meet to explore alternative funding opportunities. With the possibility of The Library Foundation assisting with fundraising within the Friends organization.

Ocean Park Branch and Fairview Branch remain closed. Library leadership has expressed desire to have staff presence. The City Attorney's Office is reviewing the Friends City Operating Agreement in order to amend and allow operating on other Library property.

Library staff are working with the Santa Monica History Museum on reopening plans. The Police Department has expressed a desire to have staff presence near 7th Street to discourage loitering.

Klein inquired to the use of materials at closed library locations and time needed to sequester materials returned.

Hart asked about the Curbside Service notification system and plans for voting services. Ms. Wong reported the Library's no plan to provide direct in-person voting assistance.

Plauzoles inquired to plans for reopening the Library's public restrooms. Ms. Wong shared no immediate plans to reopen due to safety and security issues. Hopkins expressed concerns for reopening restrooms to non-library users and challenges for maintaining restrooms clean and safe for patrons.

Plauzoles inquired to plans for making computers available and safety precautions.

2. Approval of Minutes:

- A.** Staff recommends that the Library Board approve the minutes of the July 9, 2020 Regular Library Board meeting.

MOTION

Hopkins moved and Klein seconded a motion to defer approval of minutes of July 9, 2020 Regular Library Board meeting for incorporation of the broadband discussion under Future Agenda Items. The motion carried unanimously

3. New Business:

- A.** Approve in concept updates to the Library Rules of Conduct due to precautions needed to reduce the risk of spreading Coronavirus (COVID-19) and ensure customer and staff safety.

Board discussion. Amendments to Library Rules of Conduct related to COVID-19 presented. To include face coverings, social distance, facility capacity, public restroom use, guidelines for questioning visitors related to testing and symptoms and authority alignment (State of California, Los Angeles Public Health Department and City of Santa Monica). Review process to include cross-referencing language and roles with other libraries, and feedback from City Attorney's Office and Police Department.

Ferreira expressed the following concerns: New expenses (staff and supplies needed) brought on by new enforcement requirements; and imposition of staff for new monitoring and enforcement requirements such as mask wearing. Ferreira expressed preference to minimally open than impose staff with enforcement, resulting in an unpleasant experience for patrons.

Hopkins urged that additional time be taken to amend the Rules of Conduct and consider the following: Residents are priority, making the library accessible without straining staff with enforcement. Hopkins expressed not opening the Library at the capacity as originally planned but consider that more monitoring, controlling, sanitizing will be needed with half the staff available.

Plauzoles inquired to plans for the Main Library's patio and food service. Ms. Wong shared the City's plans and goal of using space for programming should space not be filled.

Hopkins inquired to efforts to include loitering as part of amendments to the Rules of Conduct and the inquired to the Library's status for obtaining surveillance cameras.

Motion by Vice Chair Hopkins, seconded by Ferreira, to approve amendments to the Library Rules of Conduct in concept including proposed changes due to precautions needed to reduce the risk of spreading Coronavirus (COVID-19) and ensure customer and staff safety. The motion carried by the following vote:

AYES: Plauzoles, Klein, Ferreira, Hopkins, Hart

NOES: None

ABSTAINING: None

ABSENT: None

- B.** Review response received re: Library Board letters sent to Acting City Manager, Lane Dilg and Mayor McKeown and City Council. Discuss and approve next steps to meet with Ms. Dilg.

Board discussion. Special meeting dates and questions reviewed in preparation to meet with Acting City Manager, Lane Dilg. Hopkins requested additional time to reflect on questions to address Ms. Dilg. Board to forward suggested questions to library staff for distribution.

Motion by Klein, seconded by Hopkins, to have a Special meeting on September 16, 2020 at 4pm. The motion carried by the following vote:

AYES: Plauzoles, Klein, Ferreira, Hopkins, Hart

NOES: None

ABSTAINING: None

ABSENT: None

4. Future Agenda Items:

- A. Invitation to Gary Carter, Community Broadband Manager, Information Systems to attend a future board meeting
- B. Project plan to digitize Library's historic collection, strengthen the Library's historic collection and preservation for future Board meeting; Ability to collect films and home movies
- C. Discussion of net neutrality – Internet service providers should treat all content equally. They should not be able to “fast lane” some data while blocking or discriminating against another material
- D. Continued from Library Board Meeting December 5, 2019. Board discussion of the 2020/2021 goals – Library Board as communicators for the Library to all identifiable communities, agencies, officeholders, non-governmental organizations, and volunteer groups. Discussion of identified target groups, officials, and agencies to whom the messages of the Library can be taken.
- E. Invitation to Kathleen Rawson, CEO of Downtown Santa Monica, Inc. to address board on Promenade 3.0.

The Board prioritized future Library Board agenda items.

Invitation to Gary Carter Community Broadband Manager, Information Systems and Joseph Cevetello, Chief Information Officer has been extended and is pending availability.

Agendize discussion of net neutrality for October.

Remove discussion of 2020/2021 Board goals.

Extend invitation to Kathleen Rawson, CEO of Downtown Santa Monica, Inc. for the October 1, 2020 Board Special meeting. Discussion to include potential partnerships.

Adjournment

MOTION

Hopkins moved and Klein seconded to adjourn meeting at 8:41 p.m. The motion carried unanimously.

ATTEST:

APPROVED:

Patricia Wong
Director of Library Services

Lucien Plauzoles
Library Board Chair

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

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Any person wishing to speak to the Library Board may do so under "Public Input," or to address an agenda item by first presenting their name, address and/or affiliation with an organization if any. All remarks shall be addressed to the Library Board as a body, and not to any one member thereof. All persons shall be given three minutes to make a presentation.

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.

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