



**MINUTES
SPECIAL MEETING OF THE
SANTA MONICA PUBLIC LIBRARY BOARD
THURSDAY, MAY 13, 2021
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 7:06 p.m.

Roll Call

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

Present: Chair Lucien Plauzoles, Vice Chair Arlene Hopkins, Boardmember John Hart, Boardmember Marcia Ferreira and Boardmember Michael Klein (arrived at 7:26 p.m.)

Also present: Patty Wong, Director of Library Services; Erica Cuyugan, Assistant City Librarian; Norma Angel, Sr. Administrative Analyst; and Priscilla Bouvet, Executive Administrative Assistant

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

1. Approval of Minutes:

- A. Staff recommends that the Library Board approve the minutes of the April 1, 2021 Special Library Board meeting.

MOTION

Hart moved and Plauzoles seconded a motion to approve minutes of April 1, 2020 Special Library Board meeting as written. The motion was approved by the following vote:

AYES: Plauzoles, Hopkins, Hart, Ferreira

NOES: None

ABSTAINING: None

ABSENT: Klein

2. New Business:

- A. Presentation of [FY2021-23 Biennial Proposed Budget](#), timeline and impact on Library facility operations. Followed by questions and answers.

Staff member Norma Angel and Patty Wong presented the Library's Biennial Proposed Budget for fiscal year 2021-2023. Angel gave an overview of the Library's fiscal and personnel budget and revisions. Highlighting reduction of permanent and temporary employees due to City budget cuts. Proposed budget included adoption of new division names and descriptions: Administration and Business Services, Collections, Technology and Patron Services, and Community Engagement and Programming. Council budget study sessions scheduled for May 25 and 26 will provide departments with the opportunity to present their proposed budgets and answer Council questions.

Hart questioned placing of positions and whether enough staffing remained to open the branches. Wong provided clarification noting that positions were reduced from 112 to 47 and funding had not been restored. Budget reductions dictated how operations had to be relooked and adjusted.

Wong presented the Library's biennial budget proposal requests: 1) Ongoing funding for library page support, 2) Support Youth and Families through new classification, 3) Expanded hours and services at the branches and 4) Ongoing annual maintenance funds for Open + and cameras.

Member of the public Jeff Schwartz written comment read out loud.

Hopkins inquired to rationale for implementing Open + at Ocean Park Branch. Wong explained that utilizing the Open + self-service model would be the only means to opening a branch that would otherwise remain inoperable due to staffing levels. Noting the Library was 1 out of 10 libraries who was awarded a grant by the California State Library to implement Open + features.

Wong shared purpose for requesting the Youth Services Program Specialist position and need for youth and family specialization. Providing clarification on the City's rehire process, structure, challenges, and efforts to request additional funding. Plauzoles inquired if previous librarians would be eligible to apply for the Youth Services Program Specialist position, Wong noted that all previous librarians with youth services experience would be able to apply.

Ferreira commented that ongoing funding costs were not noted when staff presented on Open + and inquired to whether future funding would be needed. Per Wong ongoing maintenance funding would be needed.

Staff member Erica Cuyugan gave an overview of the Main Library's central functions such as providing large public space for gathering and programs, use of meeting and study rooms; home to the largest collection and comprehensive youth area with programming space; largest offering of public computer space; hub for receiving materials, cataloging and processing; home to administration and security services; housing of IT and maintenance supplies and equipment; and home to Friends bookstore and Santa Monica History Museum. Adjustments from lighting, water, landscaping, maintenance/cleaning, after hours security to HVAC use were made during the Library's closure. Staff have been working with Public Works and the City's Safety Officer to ensure safety standards are met. Recommendation by Hopkins to re-examine HVAC safety standards as precaution measure.

- B. Presentation of the Library's Reopening Plans for June – September. Followed by questions and answers.

Staff member Susan Lamb gave an update for the Main Library's reopening on June 1st and new library hours of operation. Reopening will include access to the 1st floor, limited services (self-checkout stations, hold pick-ups, browsing of collection and virtual programming), 50 max occupancy, 30-minute limit for services, and computer access. Hours of operation will include four days a week, plus one Saturday per month. The opening of Ocean Park Branch Open + will follow on July 6th.

- C. Review and approve in concept a temporary amendment 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.

An addendum to the Library Rules of Conduct was presented which included specific language and COVID-19 safety rules that would be implemented for the foreseeable future.

Ferreira moved and Hopkins seconded a motion to approve in concept a temporary amendment 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. The motion was approved by the following vote:

AYES: Plauzoles, Hopkins, Hart, Ferreira

NOES: None

ABSTAINING: Klein

ABSENT: None

- D. Discussion of Library Board legislation advocacy opportunities in support of library services, funding, and strengthening of the Library's role in the city.

Agenda item tabled.

Adjournment

Chair adjourned meeting at 9:12 p.m.

Plauzoles moved and Hopkins seconded a motion to adjourn. The motion was approved by a unanimous vote.

ATTEST:

APPROVED:

Erica Cuyugan
Interim 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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