



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
January 9, 2020**



CONVENE:

President David Uwins called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on January 9, 2020 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present

Debra Beadle
Annie Chang
David Uwins

Also Present

Cathy Billings, Library Director
Maida Wong, Public Services Manager
Ellen Torres, Friends Board President
Sean Faye, Administrative Secretary

EXCUSED: Secretary Bianca Richards

PUBLIC COMMENTS:

ACTION ITEMS:

1. Review and approve draft minutes of the regular meeting held December 12, 2019

Friends Board President Ellen Torres requested a sentence in the Trustee Liaison to the Friends' report be clarified to state, "The Friends have approved the Restoration Concert Committee's contribution of \$2K towards the Ray Bradbury Fused Glass Window Project."

Motion by Library Board Vice President Debra Beadle, seconded by Library Board Trustee Annie Chang, to approve the minutes as amended for the regular meeting of the Library Board of Trustees held December 12, 2019.

AYES:	Beadle, Chang, Uwins
NOES:	None
ABSENT:	Richards
ABSTAIN:	None

2. Election of 2020 Officers

This will be tabled to the 2/13/2020 Trustee meeting.

DISCUSSION ITEMS:

3. Introduction of New Trustee Annie Chang

Trustee Annie Chang introduced herself to the Board of Trustees. Annie has a Master's degree in Public Policy from USC and a Bachelor's degree in Political Science from UCLA. Annie is currently the Associate Director for the Nonprofit Finance Fund Advisory Services. Annie has worked as the Senior Program Officer for First 5 Los Angeles, as a Senior Consultant with Deloitte Consulting Human Capital Practice, as a municipal bond campaign consultant, and as a legislative consultant and fellow with the California State Assembly. Annie has 3 young children who are enrolled or will be enrolled in SPUSD.

4. One City One Story

Public Services Manager Maida Wong presented the selection and implementation process for the One City, One Story project. One option would be to survey the community for suggestions and to select a committee to choose the finalist. Another option would be for library leadership to assemble a committee to nominate a book to be presented to the community. A third possibility would be for library staff to select a book without any input from the community. The library staff recommends a committee selecting a short list of titles that could be presented to the community.

Once the book has been chosen, an event would be held to encourage participation and to inform the community about upcoming programming and activities related to the book. The size of the committee and who will serve on it will likely be determined in February. \$5K has been allotted for this project. The main event—likely a talk by the author—would be scheduled in September.

[Public Services Manager Maida Wong left the Library Board of Trustees meeting at 7:48 p.m.]

5. Code of Ethics for Elected and Appointed Officials

The Library Board reviewed the Draft Code of Ethics for Elected and Appointed Officials and discussed their suggestions.

6. Volunteer Recognition Luncheon Topic and Key Note Speaker

Suggestions for the Key Note Speaker and Topic will be collected. This will be continued as a Discussion Item at the 2/13/20 Trustees meeting.

7. Library Staffing Update

Full Time Children's Librarian Judy Neeb and Adult Services/Digital Services Librarian Cynthia Mitchem will start on 1/21/20. Library Aide Interviews were completed on 12/1/19 and the background check has begun for the top 3 candidates. Applications for the Part Time Library Clerk position will be reviewed.

8. Eliminating Library Overdue Fines

Many libraries, including the Los Angeles Public Library, are moving away from collecting fines for overdue materials. The revenue generated from South Pasadena Library fines has been declining each year. Research has shown that overdue fines are punitive and disproportionately impact people facing socio-economic challenges.

BOARD MEMBER COMMUNICATIONS:

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

9. Board President (David Uwins): None to report

10. City Council Liaison: None to report.

11. Friends Representative (Ellen Torres): The Friends Annual Meeting will be held on 1/16/20. New officers will be elected and the budget will be presented. There will be 2 new Board members and Kristen

Dubé will serve as Chief Financial Officer. There will be a new chair for the Tech Fund, where the goal is to raise \$40K for a checkout kiosk for laptops and tablets. Over \$500 was raised for the Tech Fund on "Giving Day" via Facebook. The new Friends Board will take office on 2/1/20.

12. Trustee Liaison to Friends (David Uwins): None to report.

13. Library Director (Cathy Billings):

- Police Walkthroughs have been more consistent.
- Public Services Manager Maida Wong and Director Billings are pursuing a partnership with Videotheque and a local resident who is a film scholar for a possible film series.
- Public Services Manager Maida Wong and Director Billings met with the Eclectic Music Festival committee. The Library will be one of the venues for the Eclectic Music Festival for possibly 3 musical acts to perform on the lawn outside the Community Room.
- The Arts Crawl will be on 2/15/20. The Chamber's Artisans' Alley will take place in the Community Room, along with a Chamber sponsored hands-on craft activity and performances by the LA Children's Orchestra.
- Local History Librarian Olivia Shea is developing a program with Baranger Studios about their store-window mechanical animated advertising displays for jewelry stores.
- The new librarians will organize Author Talks for later in the year.
- As of 1/2/20 the Public Computer workstations now offer 2 daily 1 hour sessions (up from 3 half hour sessions) and require a pin and library card number to gain access, improving security and customer satisfaction.
- The request for auto-renewal has been submitted to SirsiDynix.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, February 13, 2020 at 7:00 p.m. in the Ray Bradbury Conference Room.

ADJOURNMENT: President David Uwins adjourned the regular meeting of the Library Board of Trustees on January 9, 2020 at 9:06 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President