



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
May 14, 2020

**CONVENE:**

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the City Council Chambers, virtually via Zoom, on May 14, 2020 at 7:00 p.m.

IN ATTENDANCE:Trustees Present

Debra Beadle
 Annie Chang
 Joseph M. Molina
 Bianca Richards
 David Uwins

Also Present

Stephanie DeWolfe, City Manager
 Karen Aceves, Finance Director
 Robert S. Joe, Council Liaison
 Cathy Billings, Library Director
 Sean Faye, Administrative Secretary

PRESENTATION:**1. Budget Outreach Presentation**

Finance Director Karen Aceves spoke to the Library Board of Trustees about the financial challenges COVID-19 has placed on the City of South Pasadena. The City's main sources of revenue are Property Tax, Sales Tax, the Utility Users Tax (UUT), and User Fees. 70% of the City's budget goes towards personnel.

Approximately \$1.6M in revenue losses are expected through 6/30/2020. In response to these short term losses, the City has reduced and reallocated General Fund expenditures, initiated a freeze on hiring, travel, training, contracts, and the operational budget. Non-working part-time employees have been furloughed. COVID-19 influenced revenue losses in Fiscal Year 2020-2021 are currently projected at \$3.5M. The City will look at various options to address the shortfall, including but not limited to reducing General Fund and Capital spending, and eliminating cost-of-living pay increases. In the longer term, if voters do not renew the UUT the City would see an additional \$3.4M in lost revenue. The City also faces rising pension costs from PERS, the Employee Retirement System.

The City is conducting outreach with the community for the budget through an online survey. These results will go towards a draft budget that will be presented to City Council. City Manager Stephanie DeWolfe encouraged the Board to help solicit more community engagement for the budget survey.

2. Public Comment

No Public Comments were received.

[City Manager Stephanie DeWolfe and Finance Director Karen Aceves left the Library Board of Trustees meeting at 7:27 p.m.]

ACTION ITEM:**3. Review and approve draft minutes of the regular meeting held February 13, 2020**

Motion by Library Board Vice President David Uwins, seconded by Library Board Secretary Annie Chang, to approve the minutes as written for the regular meeting of the Library Board of Trustees held February 13, 2020.

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

DISCUSSION ITEM:

4. Reintroduction of Library Services

Library Director Cathy Billings presented the Library's plan for reintroducing services amidst the COVID-19 outbreak. The Library has been closed to the public since 3/20/2020. The South Pasadena Public Library is subject to the orders of Los Angeles County, and the Stay-At-Home Orders of both the State of California and Los Angeles County maintain the Library is not allowed to be open. Library personnel are not considered essential employees and should not be reporting to the workplace at this time. Full Time staff have been working full-time from home. Part-time staff have been furloughed. The due date to return library materials has been extended to July 1, 2020. Overdue fines have been waived during the closure.

The Library's primary objectives are: the safety of staff and patrons; providing access to physical materials; providing access to internet computers and Wi-Fi; providing access to digital resources; and finding ways to provide services to patrons that don't involve physically meeting in the Library. The current situation upends the Library service model of a gathering place or community hub and poses the question of how do we now serve our patrons. Staff may require new training and new technology may be necessary. There is a question of how to assist patrons that do not have access to technology or the skillset to access the Library's digital services.

The California State Library received \$3.3M from the CARES Act. The California State Library will use these funds to pay for the reading tracking platform Beanstack for all public libraries in the State. South Pasadena Library already uses Beanstack for its Summer Reading Program, paid for by the Friends. We should receive a pro-rated refund. The Institute of Museum and Library Services has received \$15M from the CARES Act. The Library will apply for access to these funds to purchase Wi-Fi hotspots for check-out to the public. California Humanities has also received funds from the CARES Act and the Library will pursue these funds.

Protocols for safety are being developed for when staff return to work and for when the public will be allowed to return to the building, but that access will need to be tightly controlled. The Library will launch "Library Takeout," allowing patrons to reserve any materials in the catalog which will be prepared by staff for a contact-less pick-up. Staff will need time to set up the proper signage and floor markings for social distancing in the building to be compliant with the County's requirements. Plexiglas barriers have been purchased to keep people socially distant. Another program that will be launched is "Material Matchmaker," where patrons can submit requests for recommendations, since patrons won't be allowed to browse the shelves themselves. The Library will work with the Senior Center to deliver materials to seniors that are participating in the meal program. Providing access to the Library's computer workstations or Wi-Fi will depend on the County's order. The Library may schedule appointments for access. Patrons have been using our Digital Resources much more since the Library closed to the public. New platforms will be utilized to provide technology skills training. The digital resources collection will add job seeking and professional development skills training resources. The Beanstack reading app will be used for this summer's all-virtual Summer Reading Program. The Library will also launch a YouTube channel to engage the community. Storytime, "Wonderful Wednesdays," and craft activities will be held in video format. The Library will launch online exhibitions from the Local History Collection.

It has been decided after consulting the City Manager and Finance Director that this budget cycle may not be the time to implement a “fine free” library. Raising the “block” limit and establishing a one-time amnesty are being considered as alternatives. This will be a Discussion Item for the 6/11/2020 LBT Meeting.

Interrupted revenue streams such as the Friends Bookstore and passport services will need to be evaluated and adjusted. Library hours may need to change if only takeout services are being provided. The Library and the Senior Center serve as Cooling Centers in the summer and are an important resource for the community. Special arrangements will need to be made to accommodate this need.

The sanitization of the ventilation systems in all public buildings will be reviewed by Public Works and City Council. Expenses for cleaning and sanitizing supplies are expected to be reimbursed through FEMA or other government entities. Expenses for COVID-19 materials are being tracked by the Finance Department. Signage will be displayed outside the Library before takeout service is launched regarding mandatory mask usage and proper social distancing. Mayor Joe will discuss the enforcement of these notifications with the City Manager.

BOARD MEMBER COMMUNICATIONS:

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

5. Board President (Bianca Richards): None to report.

6. City Council Liaison (Mayor Robert S. Joe): Mayor Robert S. Joe praised Library staff for their outstanding work during this crisis. Mayor Joe shared that comments received from the Budget Outreach survey emphasized the Library’s importance to the community.

7. Trustee Liaison to Friends (David Uwins): Vice President David Uwins attended the last Friends Board meeting in March. Much of what was discussed at that meeting will need to be adjusted due to the present circumstances.

8. Library Director (Cathy Billings):

- Library Director Cathy Billings said the Library is in a strong position, despite the circumstances, as the community has been outspoken about the Library’s importance.
- Director Billings encouraged the Board to participate in the Budget Outreach survey.
- Director Billings praised Library staff for their work as they adjust to working from home.
- All Local History pages have been redesigned and relaunched on the Library website. Search tools for archival collections are now available, including a searchable Master Collection list.
- Links to the 710 Digital Stories have been uploaded to the Local History website.
- The Library’s homepage has also been redesigned. A catalog search feature has been added, as well as rotating banners at the top of the page which highlight important Library information.
- A mobile friendly version of the Library catalog is now available.
- Library staff is updating the customer database.
- The set up for auto-renewal is in place.
- Public Services had to completely redesign the Summer Reading Program to ensure that all performances can be streamed. The Summer Reading Program will launch 6/1/2020.
- Public Services also produced the “Safer At Home” Reading Challenge, using the Beanstack app. Approximately 70 adults, 45 teens, and 95 children enrolled in this program.

- A Local History COVID-19 Living History Project has been initiated to gather community stories about the pandemic.
- 57 library cards have been issued via email and 44 library cards have been renewed since the Library closed to the public.
- In April there were 663 checkouts of children’s eBooks via Tumblebooks, an increase of 69%. Tutor.com, which is paid for by the Friends of the Library, had an 86% increase in April. Kanopy, the Library’s film-streaming service, also saw a dramatic rise in usage with 1,492 plays. All digital resources have seen an increase.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, June 11, 2020 at 7:00 p.m. in the City Council Chambers.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on May 14, 2020 at 8:56 p.m.

Minutes approved _____ X _____ as written.

Minutes approved _____ as corrected.

Bianca Richards, President 8/14/2020

 President