



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
October 8, 2020**

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**CONVENE:**

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order, virtually via Zoom, on October 8, 2020 at 7:04 p.m.

**IN ATTENDANCE:**

Trustees Present  
Annie Chang  
Joseph M. Molina  
Bianca Richards  
David Uwins

Also Present

Cathy Billings, Library Director  
Robert S. Joe, Council Liaison  
Ellen Torres, Friends Board President  
Sean Faye, Administrative Secretary

**EXCUSED:** Trustee Debra Beadle

**PRESENTATIONS:**

1. None

**PUBLIC COMMENTS:**

2. None

**ACTION ITEMS:**

3. **Review and approve draft minutes of the rescheduled regular meeting held September 14, 2020**

**Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Joseph Molina, to approve the minutes as written for the rescheduled regular meeting of the Library Board of Trustees held September 14, 2020.**

<b>AYES:</b>	<b>Chang, Molina, Richards, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Beadle</b>
<b>ABSTAIN:</b>	<b>None</b>

**DISCUSSION ITEMS:**

4. **One City, Many Stories**

The Citywide Reading Program, One City, Many Stories (OCMS), is underway. The advertisement for the 10/27/2020 Author Night will run in the *South Pasadena Review*. The Board was asked to encourage people to

participate in the virtual book discussions that relate to the theme of “Exploring Common Ground.” OCMS will continue through 11/1/2020.

#### **5. Ray Bradbury Fused Glass Public Art Project**

City Council approved the Friends’ donation towards the Ray Bradbury Fused Glass Public Art Project. All funding is now in place. Tim Carey is currently creating the stained glass at Judson Studios. Photos of the work in progress were shared with the Board. Installation is scheduled for the end of October. Publicity will be forthcoming. An outdoor event to celebrate the finished project is being considered in accordance with County Public Health guidelines.

#### **6. Library Budget Updates**

The City has not adopted a budget yet. The Library is spending cautiously in alignment with the cuts that were proposed in response to the pandemic budget impacts. The Library is still purchasing the books/DVDs/CDs that are needed for the public.

#### **7. Reintroduction of Services Update**

LA County’s Public Health guidelines for libraries have not been updated yet. They are expected to be consistent with the State’s guidelines for libraries to re-open to the public at 25% capacity, with modifications. At this time, most public libraries in the County are not open for in-person services. The Library has been working with Acorn Technologies to make the public computers available by appointment. The public computers will be set up in the magazine area, so minimize impact on Library Takeout. In addition, there is a sliding glass door in that area that can be opened to provide ventilation. Staff would sanitize the computers between uses. Considerations for safety are under constant review.

We have not experienced much demand from library customers to re-open the library building to the public. Overall, the customers using Library Takeout have expressed their appreciation for the service and staff. When customers do ask about re-opening plans, staff explain the reasons we are not yet open and the State and County guidelines we are following and they have been accepting of the explanation.

#### **COMMUNICATIONS:**

**8. Board President (Bianca Richards):** None to report.

**9. Board Members:** None to report.

#### **10. City Council Liaison (Mayor Robert S. Joe):**

- Sean Joyce has been hired as Interim City Manager. Sean Joyce recently retired from being the City Manager for Irvine. He also served as the City Manager for South Pasadena 10-15 years ago.
- Elaine Aguilar has been hired as Interim Assistant City Manager. She will oversee the Finance Department. Elaine had served as City Manager for Sierra Madre.
- There was a ribbon cutting for Grocery Outlet on 10/8/2020.
- 15 applications were submitted for the “Al Fresco” dining/retail program, including 13 restaurants and 2 retail businesses. 12 other businesses have expressed interest or support of the program.
- 9-10 City employees were eligible and offered a “Golden Handshake” for early retirement. Those that were offered have until the end of December to make their decision. 3-4 of those employees are expected to accept.

**11. Friends of the Library Representative (Friends President Ellen Torres):**

- The Friends have raised \$9,250 from the Emergency Fund letter that was sent to the community to recoup the \$32K in losses from the Friends Bookstore's closure due to COVID-19.
- Most of South Pasadena is discouraging trick-or-treating. The Friends will encourage people to spend the money that would have been used for candy to go towards their Emergency Fund.
- The Friends continue to restructure and revise their bylaws. New positions have been created for relevancy. A whistle-blower and conflict-of-interest document will be presented for approval at the next Friends Board meeting.
- The "Drive Thru Book Pick Up," an alternative to the annual Friends Holiday Book Sale, has been canceled due to safety concerns.

**12. Trustee Liaison to Friends (David Uwins): None to report.****13. Library Director (Cathy Billings):**

- Library Director Cathy Billings, Public Services Manager Maida Wong, and Support Services Manager Barbara Posner met with Interim City Manager Sean Joyce to discuss the Library's Fine Free recommendation, the vacant Assistant Library Director position and the plan to convert that position to a lower level FTE, the role of the Library Board of Trustees, and the plans for re-introduction of services.
- The City is implementing a virtual meeting format for most commissions. This will be a more cost-effective way of holding commission meetings when in-person meetings are not possible.
- The Library's Fine Free recommendation is on the City Council agenda for 11/4/2020 as an Action/Discussion Item. The Trustees were asked to encourage others to submit a public comment to support it.
- Of the 5 vacant Library Aide positions, a new employee will start next week. Another new employee is in process to start soon. The PT Administrative Clerk position will remain vacant until passport services and Community Room rentals resume.
- Development on the Library's mobile catalog app is moving forward. Meetings are scheduled with the vendor SirsiDynix for the next few weeks until it is launched. The Library's patrons will appreciate having a mobile version of the catalog.
- City Council approved use of the Romine funds to purchase Rick Thomas' historical collection.
- The Red Cross will have another blood drive in the Community Room on 10/13/2020. Monthly blood drives are scheduled through February 2021.
- The Community Room will serve as a Vote Center from 10/24/2020-11/3/2020.

**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, November 12, 2020 at 7:00 p.m. via Zoom.

**ADJOURNMENT:** President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on October 8, 2020 at 7:56 p.m.

Minutes approved DS  
BPP as written.  
Minutes approved DS  
BPP as corrected.

DocuSigned by:  
Bianca Richards, President  
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President

11/13/2020

Date