



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES – REGULAR MEETING AGENDA**

Virtual Meeting

November 12, 2020, at 7:00 p.m.

South Pasadena Library Board of Trustees Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Library Board of Trustees for November 12, 2020 will be conducted remotely and held by video conference.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Trustees will be participating remotely and will not be physically present in the Council Chambers.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

**Library Board of Trustees
Zoom Meeting Information
Meeting ID: 820 8539 8071
Passcode: 620194**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly; or

- 2. Click on the following unique Zoom meeting link:
<https://us02web.zoom.us/j/82085398071?pwd=QWdrb3dEdXVMaE13d2FzTmY2NlFrQT09> ;
or
- 3. You may listen to the meeting by calling: **669-900-9128** and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:
<https://zoom.us/u/adz9VBkd7p>

IMPORTANT NOTE: Members of the public may access the meeting to observe the meeting’s proceedings; however, at this time, there is no live, real-time participation by members of the public.

PUBLIC COMMENTS

If you would like to comment on an agenda item, members of the public may submit their comments in writing by emailing them to: lbt@southpasadenaca.gov. **Public Comments must be received by 12 p.m., November 12, 2020 to ensure adequate time to compile and post.** Public Comment portion of the email is limited to 250 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

- CALL TO ORDER:** President Bianca Richards
- ROLL CALL:** Bianca Richards, President, David Uwins, Vice President, Annie Chang, Secretary, Debra Beadle, Trustee, Joseph Molina, Trustee
- COUNCIL LIAISON:** Mayor Robert S. Joe, Council Liaison
- STAFF PRESENT:** Cathy Billings, Library Director
Sean Faye, Administrative Secretary

PRESENTATIONS

- 1. None

PUBLIC COMMENTS

- 2. Public Comment

ACTION

- 3. Review and approve draft minutes of the regular meeting held October 8, 2020

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on October 8, 2020.

4. Request for Approval of Library Board of Trustees Meeting Schedule for 2021

Recommendation

It is recommended that the Library Board of Trustees review and approve the Meeting Schedule for 2021.

5. Request for Approval of Library Closures Related to Thanksgiving and City Winter Holiday Closure

Recommendation

It is recommended that the Library Board of Trustees review and approve the Library Closure Schedule for November and December 2020 and January 2021.

DISCUSSION

6. Library Board of Trustees Annual Report (2020)

7. 2021 Library Board of Trustees Work Plan

8. Appointment by President of two-member nominating committee to prepare and present slate of officers (President, Vice President, Secretary) at the January 2021 meeting (Pursuant to Library Board of Trustees Bylaws, Article II, Sections 1 and 7)

COMMUNICATIONS

9. Board President

10. Board Members

11. City Council Liaison

12. Friends of the Library Representative

13. Trustee Liaison to the Friends

14. Library Director

ADJOURNMENT

FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS

December 10, 2020	Virtual Meeting	7:00 p.m.
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PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030. The complete agenda packet may

also be viewed on the City’s website at: <https://www.southpasadenaca.gov/government/boards-commissions/library-board-of-trustees>

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the Library Administrative Office at (626) 403-7330. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.

11/9/2020

Date

/s/

Sean Faye,
Administrative Secretary



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

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.

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

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.

There has not been much demand from the community to re-open the Library. The Library is fulfilling the public’s core needs, except for in-person browsing and computers/Internet access.

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 covert 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.

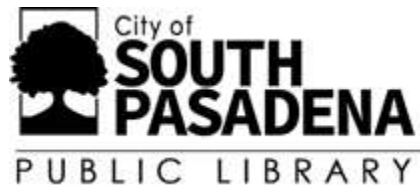
ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on October 8, 2020 at 7:56 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date



South Pasadena Public Library Library Board of Trustees Schedule for 2021

Thursday, January 14, 2021
Thursday, February 11, 2021
Thursday, March 11, 2021
Thursday, April 8, 2021
Thursday, May 13, 2021
Thursday, June 10, 2021
Thursday, July 8, 2021
Thursday, August 12, 2021
Thursday, September 9, 2021
Thursday, October 14, 2021
Thursday, November 18, 2021
Thursday, December 9, 2021

Library Proposed Winter Holiday Schedule
November and December 2020/January 2021

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Monday Dec. 21	Tuesday Dec. 22	Wednesday 23-Dec	Thursday Dec. 24	Friday Dec. 25	Saturday Dec. 26	Sunday Dec. 27
LIBRARY OPEN	LIBRARY OPEN	LIBRARY OPEN	LIBRARY CLOSED	CITY HOLIDAY LIBRARY CLOSED	LIBRARY CLOSED	
Staff work 8 hour day	Staff work 8 hour day	Staff work 8 hour day			PENDING LIBRARY BOARD APPROVAL	
All Staff on M-F Schedule this week			PAID LEAVE DAY 1		BOOK DROP Staff TBA 2-5 pm	

Monday Dec. 28	Tuesday Dec. 29	Wednesday Dec. 30	Thursday Dec. 31	Friday Jan. 1	Saturday Jan. 2	Sunday Jan. 3
LIBRARY OPEN	LIBRARY OPEN	LIBRARY CLOSED	LIBRARY CLOSED	CITY HOLIDAY LIBRARY CLOSED	LIBRARY OPEN	
Staff work 8 hour day	Staff work 8 hour day				FT Staff working here take off Monday (28th) or Tuesday (29th)	
		PAID LEAVE DAY 2	PAID LEAVE DAY 3			
			BOOK DROP Staff TBA 2-5 pm			

Proposed Library Winter Closure Schedule

[Wednesday, November 25 – Close at 5PM \(Requiring LBT Approval\)](#)

Thursday, November 26 – Closed (Regular Fixed Holiday)

Friday, November 27 – Closed

Thursday, December 24 – Closed (1 of 3 floating holidays)

Friday, December 25 – Closed (Regular Fixed Holiday)

[Saturday, December 26 – Closed \(Requiring LBT Approval\)](#)

Sunday, December 27- Regular Closed Day

Monday, December 28 – Open

Tuesday, December 29 – Open

Wednesday, December 30 – Closed (2 of 3 floating holidays)

Thursday, December 31, 2020 – Closed (3 of 3 floating holidays)

Friday, January 1, 2021 – 2021 – Closed (Regular Fixed Holiday)

Saturday, January 2, 2021 – Open

Sunday, January 3, 2021 – Regular Closed Day

City Commission and Board Annual Report (2020) and Work Plan (2021)

Timeline

The timeline is designed so that new commissioners coming on board have the opportunity to engage in the new year's work plan, and so that both annual reports and work plans are presented to City Council at the same time. Date for Commissioners' Congress is Tuesday, February 23, 2021; both annual report and work plan would be presented in a bullet point format at the Congress.

DATE	ACTION
November 12, 2020 (Library Board Meeting)	Discussion items: 1. Review Draft Annual Report 2. Discuss 2021 Work Plan
December 10, 2020 (Library Board Meeting)	Discussion item: 1. Finalize 2021 Work Plan Action item: 1. Approve Annual Report
January 14, 2021 (Library Board Meeting)	Action item: 1. Approve 2021 Work Plan
February 16, 2021	Work Plan and Annual Report formatted for Commissioner's Congress due to City Clerk
February 23, 2021	Commissioners' Congress (Virtual)
March 3, 2021	City Council Meeting 2021 Annual Work Plan and 2020 Annual Report presented to City Council to receive and file

DRAFT**2020 Annual Report of the South Pasadena Public Library Board of Trustees**

The Library Board of Trustees (LBT) is pleased to present its 2020 Annual Report. The Board currently consists of Bianca Richards, David Uwins, Debra Beadle, Annie Chang, and Dr. Joseph (Mario) Molina. Alan Jutzi and Brendan Durrett completed their terms as Trustees in December 2019 and the Board welcomed Annie Chang in January and Dr. Molina in February. Mayor Robert Joe, replaced Mayor Pro Tem Diana Mahmud as City Council Liaison.

The mission of the Board is to monitor the activities and progress of the South Pasadena Public Library, to work with Library staff in the development of the proposed budget request to the South Pasadena City Council, and to advise the Library and the City of South Pasadena on subjects of Library policy.

The Library Board of Trustees' 2020 Work Plan included four main objectives:

- Library Administrative Policies review
- Make recommendations to City Council on whether to alter overdue fee policies
- Support Library staff in conducting a One City, One Story City-wide reading program
- Mark author Ray Bradbury's Centennial

With two regularly scheduled meetings, the Board was off to a good start with a 2020 Work Plan in place, new trustees and new library staff. The latter consisted of Full Time Children's Librarian Judy Neeb, Adult and Digital Services Librarian Cynthia Mitchem (both hired in January 2020), and Adult Services/Local History Librarian Olivia Radbill.

In March, however, the City announced a number of changes to help slow the spread of the Coronavirus (COVID-19). The City canceled all non-essential City board and commission meetings for the month of March and The Library BOT meetings were canceled and resumed virtually in May.

The City then announced a number of actions that would be taken to help slow the spread of the Coronavirus COVID-19 and to protect high-risk populations. Those actions were based on the latest directives and recommendations from the County of Los Angeles and the Governor's Office. The Library was affected by those actions and the city issued a press release along with a Library Closure FAQ sheet.

The South Pasadena Public Library, including the Friends of the Library Bookstore, was closed to the public starting Monday, March 16. Library events were canceled, including the local history-themed event Happy Birthday South Pasadena! Staying Great Since 1888, Teen Advisory Board Movie Night, Library Volunteer Recognition Luncheon, Earth Day Expo, the Eclectic Music Festival, and the Friends of the Library Restoration Concerts Series and Summer Festival.

Library staff members were able to provide services and stay engaged as essentially everything went online. The Library Director's email updates-kept the staff and board informed of operations, issues and concerns.

Bookdrops reopened Monday, June 8th

Library Takeout service launched Monday June 15th

Auto Renewal-sign up via email was launched July 1. Items will now be automatically renewed up to two times as long as another customer has not placed a hold on the item.

[\[Cathy-insert more details regarding items processed.\]](#)

In spite of the exceptional times, the Library BOT work plan continued. For example,

The Board continued its systematic review of Library Board of Trustees' policies and voted to rescind four obsolete policies:

1) City Council Recordings Policy; 2) Community Service Volunteer Policy; 3) Internship Policy; 4) Policy on Monitoring of Examinations.

The Board unanimously voted to approve a proposal to eliminate Library Overdue Materials Fees. (The staff report recommending the elimination of overdue material fees has been moved to the November 18, 2020 City Council meeting. The report is complete and has been reviewed and approved by Finance, City Attorney, and City Manager.)

Due to COVID, the One City, One Story City-wide reading program was re-branded as One City, Many Stories. Instead of focusing on one book and a big author presentation, One City, Many Stories allowed participants to engage in a different, virtual way. The theme, which relates to the tumultuous times we've been living in in recent years, became "Exploring Common Ground". The topic was meaningful enough to encourage engagement and discussion but also deliberately broad enough to allow people to read widely in a variety of genres. The program was from September 14-November 1 and included four library-led book discussions, an author night and Poet Laureate Ron Koertge's original poem titled "Many Stories".

To celebrate the Centennial year of the life and work of Ray Bradbury, South Pasadena Public Library promoted the Library's special Ray Bradbury collection and participated in the live streaming reading of *Fahrenheit 451* with award winning actor, James Reynolds reading several sections. Responding to another request, poet laureate Ron Koertge penned "In Memorium." To highlight the event and raise the Library's profile, a fused and stained glass window designed by local artist Tim Carey and fabricated at Judson Studios in South Pasadena was unveiled on Thursday, October 29. "LIVE FOREVER" will be a lasting tribute to this prolific and renowned author. The project was fully funded with a combination of private donations, City Councilmembers' discretionary funds, and support from the Friends of the Library.

Because of the closure of the Friends Bookstore, it is estimated that losses could be at least \$32K and those funds go towards Library programs and resources. The Friends of the Library sent out a fundraising letter to help recoup losses.

At the September Board meeting, there was a motion to approve spending \$3,000 from the Romine Trust to purchase two unique collections of local history material from collector/author Rick Thomas.

[Cathy-insert details: Reintroduction of Services-limited Library access to computer stations]

Despite difficult circumstances, our library continues to adapt while providing essential materials and resources. None of this would be possible without the dedicated and productive staff, an engaged board, city leaders, and a community that truly values and misses the library.