



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

**Virtual Meeting**

**December 10, 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 December 10, 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: 854 3016 0859  
Passcode: 935924**

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/85430160859?pwd=OU1QSEJYaWJtdDIyU3lwWDFqUmpUQTO9> ; 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](mailto:lbt@southpasadenaca.gov). **Public Comments must be received by 12 p.m., December 10, 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:** Not appointed
- 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 November 12, 2020

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on November 12, 2020.

**4. Request for Approval of Library Board of Trustees Annual Report (2020)**

Recommendation

It is recommended that the Library Board of Trustees review and approve the Annual Report for 2020.

**DISCUSSION**

**5. 2021 Library Board of Trustees Work Plan**

**6. Library Operations Update**

**7. Emergency Plan Update and OSHA Compliance**

**COMMUNICATIONS**

**8. Board President**

**9. Board Members**

**10. Friends of the Library Representative**

**11. Trustee Liaison to the Friends**

**12. Library Director**

**ADJOURNMENT**

**FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS**

January 14, 2021	Virtual Meeting	7:00 p.m.
February 11, 2021	Virtual Meeting	7:00 p.m.
March 11, 2021	Virtual Meeting	7:00 p.m.

**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.*

12/7/2020

Date

/s/

Sean Faye,  
Administrative Secretary



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
November 12, 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 November 12, 2020 at 7:04 p.m.

**IN ATTENDANCE:**

Trustees Present  
Debra Beadle  
Joseph M. Molina  
Bianca Richards  
David Uwins

Also Present  
Cathy Billings, Library Director  
Ellen Torres, Friends Board President  
Sean Faye, Administrative Secretary

**EXCUSED:** Secretary Annie Chang

**PRESENTATIONS:**

1. None

**PUBLIC COMMENTS:**

2. None

**ACTION ITEMS:**

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

Library Board Vice President David Uwins requested the last paragraph in Discussion Item #7 be re-phrased. It has been clarified to state, "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."

**Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Joseph Molina, to approve the minutes as amended for the regular meeting of the Library Board of Trustees held October 8, 2020.**

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

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

**Motion by Library Board Trustee Debra Beadle, seconded by Library Board Vice President David Uwins, to approve the Library Board of Trustees Meeting Schedule for 2021.**

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

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

**Motion by Library Board Trustee Joseph Molina, seconded by Library Board Trustee Debra Beadle, to approve the Library Closures related to the Thanksgiving and City Winter Holiday Closure.**

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

#### **DISCUSSION ITEMS:**

#### **6. Library Board of Trustees Annual Report (2020)**

The Trustees reviewed the draft Annual Report for 2020, highlighting the Board's accomplishments. These include the decision for the Library to eliminate overdue fines and fees, the One City, Many Stories (OCMS) Citywide Reading Program, the installation of the Ray Bradbury Fused Glass artwork, and supporting the library and staff through the adjustment to Library Takeout services due to the pandemic.

Approval of the final version of the Annual Report will be an Action Item at the 12/10/2020 Trustees meeting. It will be presented to the Commissioners' Congress on 2/23/2021.

#### **7. 2021 Library Board of Trustees Work Plan**

The Trustees discussed their goals for the 2021 Work Plan. They will focus on continuing a review of Library Administrative Policies, reviewing the Board's role as it is defined in the South Pasadena Municipal Code, updating the emergency plans and policies for Library staff that can be referenced for the future, and a preliminary outline for developing the Library's next Strategic Plan in 2022.

Trustee Joseph Molina asked about Library staff compliance with Occupational Safety and Health Administration (OSHA) guidelines. A training day could be scheduled to close the Library to the public for staff to concentrate on safety procedures and policies.

Preparation for the next strategic planning process will begin in 2021. Any funds needed for a consultant or other related costs need to be identified and requested as part of the fiscal year 2021-2022 City budget cycle.

#### **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)**

Trustee Debra Beadle will not be able to complete the last year of her term and will resign from the Board after the 12/10/2020 Trustees meeting. Vice President David Uwins' term on the Board will end on 12/31/2020. The City Clerk's office will reach out in early December to ask if Trustee Uwins would like to continue for another term. President Bianca Richards will contact the Trustees individually about the slate of officers for 2021.

## **COMMUNICATIONS:**

### **9. Board President (Bianca Richards):**

- President Bianca Richards announced that Measure U, the extension of the Utility User Tax, had passed on the 11/3/2020 ballot.

### **10. Board Members:**

- Vice President Uwins attended the unveiling of the Ray Bradbury Fused Glass Public Art Project. He thanked Library Director Cathy Billings for organizing an outdoor, socially distanced event under the current circumstances. The artist Tim Carey spoke eloquently about the history of the project. The audience was clearly impressed with the presentation and stayed to have a closer look at the fused glass. Digital Services Librarian Cynthia Mitchem is developing a video with footage from the studio visit and the installation for the Library's website and the City's YouTube channel.

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

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

- Andy Lippman will write an article about local organizations, including the Friends, that have been affected financially by the pandemic.
- Matters with the Restoration Concert Committee have been resolved and the Restoration Concert Series remain in place.
- The Friends Board is being revamped and new bylaws are being established. New positions will be presented at the next Friends Board meeting.
- The Emergency Fundraiser did well and the Friends expect to be able to fund the library's requests in 2021.
- The 2021 budget projects zero income from the Bookstore. Director Billings said if volunteers are willing to staff the Bookstore that it would be feasible to control patron access by using the Emergency Exit Door on the East balcony as the point of entry. This will be discussed at their next meeting.

### **13. Trustee Liaison to Friends (David Uwins):**

- Vice President Uwins complimented Friends Board President Ellen Torres for how she conducted the agenda of the last Friends Board meeting.

### **14. Library Director (Cathy Billings):**

- Research has begun for vendors to install plaques for the Ray Bradbury Fused Glass Public Art Project on the Diamond Street balcony and inside the Ray Bradbury Conference Room.
- Plaque for the Library Tree: The Planning Department oversees cultural landmark plaques. The mold for landmark plaques needs to be recreated, because it was lost when the foundry the City used was sold. They will be contacted to see if there are any updates about this request.

- The “Fine Fee” recommendation to eliminate overdue fines for all ages is on the City Council agenda for next week.
- All vacant Library Aide positions have been filled.
- The Mobile App is being beta-tested and will launch soon.
- Rick Thomas’ historic materials have been purchased and are on site. Local History Librarian Olivia Radbill is processing the collections.
- Director Billings thanked President Richards and Ron Koertge for all of their contributions towards the discussion panels for OCMS. It was a good learning experience for staff and for the public.
- Director Billings thanked the Board and the Friends for their support towards the Ray Bradbury Fused Glass Public Art Project.
- The Altadena Library and the Alhambra Library are open for limited in-person services to browse and use computers. The Library is working with the City’s IT firm, Acorn Technologies, to begin providing access to our public computers. The Library is also working with the vendor that would set up the Web-based reservation system.
- The Library is contacting shelving vendors to address the quantity of holds that need to be stored. The current set up for Library Takeout, which uses tables to store holds, is not compatible with the building being open to the public. Mobile shelving is being considered.

**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, December 10, 2020 at 7:00 p.m. via Zoom.

**ADJOURNMENT:** President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on November 12, 2020 at 8:14 p.m.

Minutes approved \_\_\_\_\_ as written.

Minutes approved \_\_\_\_\_ as corrected.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



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

**Date:** December 2020

**To:** Honorable Mayor and Members of the City Council

**From:** Bianca Richards, President, Library Board of Trustees

The Library Board of Trustees (LBT) is pleased to present its 2020 Annual Report. The Board members who served in 2020 are Bianca Richards, David Uwins, Debra Beadle, Annie Chang, and Joseph (Mario) Molina. Mayor Robert S. Joe was the designated City Council Liaison.

The mission of the Board is to monitor the activities and progress of the South Pasadena Public Library and to advise the Library and the City of South Pasadena on library services. The Board's core responsibilities include establishing rules and regulations for the administration of the library, reviewing and submitting an annual operating budget to the city manager, and making recommendations to the city manager with respect to the appointment, suspension or removal of the city librarian.

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

2020 was off to a good start with a 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.

The arrival of the pandemic presented unprecedented challenges to library services. In March the County of Los Angeles Department of Public Health issued a Safer at Home Order, which required the library to close to the public on March 16, 2020, and staff began working remotely on March 20, 2020. All planned in-person meetings and events were cancelled, 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. The City cancelled all non-essential City board and commission meetings and the LBT did not meet in March, April, June, and July. In May the LBT met virtually to receive a report on how the library was adapting to and planning for services in the context of COVID-19. During this time the Library Director kept Board members informed of operations, issues and concerns by email.

During the three months the library was closed, staff were able to stay engaged and pivot to providing services online. In anticipation of high demand for digital resources, funds were redirected from the regular book budget toward ebooks, eaudiobooks, and digital resources like the film streaming service Kanopy. Steps were taken to ensure that customers would have access to digital materials regardless of outstanding fine balances, and due dates were extended and no overdue fines accrued during this time. Use of digital resources did indeed soar during this period. In April, usage of the homework help platform Tutor.com increased by 86.3%, checkouts of children's ebooks on the Tumblebooks platform increased by 69.9%, use of Mango Languages language learning platform increased by 44.5%, and ebook and eaudiobook checkouts nearly doubled. Customers could contact library staff by phone and email Monday through Friday, and staff took more than 200 phone calls and issued 73 new library cards and reactivated 55. During the closure the library hosted a "Safer at Home" reading challenge that was joined by 300 people who read 51,000 minutes and wrote more than 60 book reviews. Staff were busy catching up on projects, system maintenance, planning for the eventual reintroduction of library services, and redesigning the Summer Reading Program to take place virtually.

The library reopened its book drops on Monday, June 8, and on June 15 staff returned to the building and Library Takeout, a no-contact checkout service, and Materials Matchmaker, a recommendation service, were launched. Between June and the end of November, 44,498 items were returned, and 33,460 items were placed on hold and picked up with Library Takeout. Customer response to these services has been extremely positive.

The Library presented its first ever all virtual Summer Reading Program (SRP) between June 1 and August 1, 2020. It was a great success, with a total of 1,095 readers registered on the Beanstack reading tracking app, who together read for 7,742 hours. Teens read the most hours overall, with 3<sup>rd</sup> through 5<sup>th</sup> graders right behind them. Pre-readers had the largest number of participants, at 322. The SRP Teen Volunteers provided 1,090 hours of service, writing reviews, creating samples of the weekly craft projects, writing letters to seniors, and chalking SRP messages on sidewalks around town. In conjunction with SRP the Library launched Instagram and YouTube. Librarians presented 9 pre-recorded Storytimes which were viewed 790 times on the Library YouTube channel. Virtual Wonderful Wednesday performances had 514 registered participants.

On July 1 the Library launched auto renewal of checked-out items, in which items are automatically renewed up to two times as long as another customer has not placed a hold on the item. This upgrade was well received by library users.

In spite of the exceptional times, the LBT met the goals laid out in its 2020 Work Plan. Due to COVID, the One City, One Story Citywide Reading Program was re-branded as One City, Many Stories (OCMS) and reimagined as a virtual program. Instead of focusing on one book and a big author presentation, One City, Many Stories allowed participants to engage in a variety of ways. 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. OCMS took place September 14 through November 1, and included four library-led virtual book discussions, an Author Night presented over Crowdcast, and South Pasadena Poet Laureate Ron Koertge's original poem titled "Many Stories".

After extensive discussion and consideration, the Board unanimously voted to approve a proposal to eliminate Library Overdue Material Fees, which the American Library Association has recognized as "a form of social inequity" because they disproportionately affect socio-economically disadvantaged populations. This recommendation will be presented to the City Council before the end of December 2020 and with their approval South Pasadena would be a "fine free" library beginning January 1, 2021.

To celebrate author Ray Bradbury's centennial in August, South Pasadena Public Library promoted its special Ray Bradbury collection and was one of a select number of institutions to participate in the national Ray Bradbury Centennial Read-a-Thon of *Fahrenheit 451*, with award winning actor, James Reynolds reading several sections. Responding to another request, Poet Laureate Ron Koertge penned "In Memoriam" to honor Ray. Finally, the long-awaited fused glass triptych designed by local artist Tim Carey and fabricated at Judson Studios in South Pasadena was installed in the Library's Ray Bradbury Conference Room and unveiled on Thursday, October 29. The artwork, "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.

The Board continued its systematic review of Library Administrative 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 impacts of the pandemic on library staff and the board meeting schedule made it impossible to complete the policy review as planned, therefore the review will continue into 2021.

Another significant action taken by the Board in 2020 was the decision in September to approve the expenditure of \$3,000 from the Romine Trust to acquire two unique collections of local history material from collector/author Rick Thomas. These collections, which focus on the Busch Gardens, which was located in the Arroyo, and the Solar Motor Company which was located at the Cawston Ostrich Farm, will be preserved and made available to the public.

As we head into the ninth month that library services have been disrupted by the pandemic, the LBT looks forward to a return to normalcy. All decisions regarding the reintroduction of in-person library services are dependent on the progression of the pandemic and State and County guidelines, however, staff have drafted a plan to reintroduce services in phases when it is safe to do so. The next phase on the horizon is to give customers access to computers by appointment.

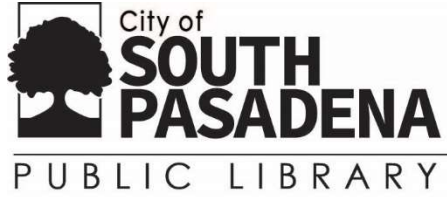
Despite difficult circumstances, our library continues to adapt while providing essential materials and resources. None of the successes highlighted in this report would be possible without the dedicated and productive staff, an engaged board, city leaders, and a community that truly values the library.

# Library Board of Trustees

## 2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
To publish up-to-date and distinct Library Administrative Policies Manual and Library Board of Trustees Manual	Review and amend, rescind or approve new policies as needed	Senior Library Staff/LBT	Ongoing throughout 2021	Have manuals that contain current and accurate information and will be a resource to staff and trustees
To update Emergency Plan and procedures	Review and amend documents and procedures as needed	Senior Library staff and Administrative Secretary Sean Faye/LBT	New emergency plan document published by June 30, 2021	Have an Emergency Plan document and related procedures that support safe library operations.
To evaluate whether the SPMC that applies to the Library Board of Trustees needs revision, and to ensure that all parties understand the State and Municipal Code that governs library boards	Review California Education Code - EDC § 18900-18965 and SPMC § 2.77-2.78; 2.79 in consultation with City Attorney and City Management; adopt changes to SPMC and LBT Bylaws as needed; update LBT Manual as needed	Library Director/LBT	Second half of 2021	All parties have a clear understanding of the LBT charge and authority, and the SPMC accurately reflects these
To prepare for Library's next strategic planning process, which will likely take place in the first two quarters of FY 2022-2023	Discuss what type of planning process to engage in and identify any general fund budget requests to be submitted in the FY 2021-2022 budget cycle	Senior Library staff/LBT	February meeting: budget requests identified	Be poised to engage a meaningful strategic planning process in FY 2022-2023



**Library Operations Update**

December 10, 2020

1. Staffing
2. California State Library Report
3. Mobile App
4. Magazine subscription changes
5. Digital/Online Resources changes
6. Social Media reach
7. Fine Free implementation
8. Rick Thomas Archive
9. Budget
10. CENIC Wi-Fi pricing
11. Facility updates
12. COVID-19

# LIBRARY ORG CHART

7/1/2019 (Updt 12/7/2020)

Full-time Positions

Part-time Positions

**Full Time Employees: 10**  
**Part Time Employees: 21**  
**Sub Librarian Pool PT: 13**

