



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
May 13, 2021**

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 May 13, 2021 at 7:01 p.m.

IN ATTENDANCE:

Trustees Present

Annie Chang Long
Joseph M. Molina
Bianca Richards
Dean Serwin
David Uwins

Also Present

Cathy Billings, Library Director
Diana Mahmud, Mayor
Sally Kilby, Friends Board President
PJ Lutz, Friends Executive Vice President
Sean Faye, Administrative Secretary

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION ITEMS:

3. Review and approve draft minutes of the regular meeting held April 8, 2021

Motion by Library Board Vice President David Uwins, seconded by Library Board President Bianca Richards, to approve the minutes as written for the regular meeting of the Library Board of Trustees held April 8, 2021.

AYES:	Long, Richards, Serwin, Uwins
NOES:	None
ABSENT:	Molina
ABSTAIN:	None

[Library Board Trustee Joseph M. Molina arrived at the Library Board of Trustees meeting at 7:10 p.m.]

DISCUSSION ITEMS:

4. Reintroduction of In-Library Services

The Library will re-open to the public with modified in-library services on 5/17/21. Staff has undergone retraining on policies and procedures. Bookmarks have been printed with information about the services offered and rules for entry.

The evaluation for the Library's HVAC system has not been completed yet. Six large air purifiers have been spread out on the Library's main floor. Smaller air purifiers have been placed in the Library's public restrooms.

The Library is under the jurisdiction of the LA County Department of Public Health. Masks continue to be required indoors for libraries and retail services. Staff participated in a training for interacting with patrons around mask usage. There is a supply of extra masks, including masks for children, to hand out.

Library Takeout and indoor services will operate concurrently. Signage will be displayed outside to direct patrons to either Library Takeout or the Library Abridged entrance. At the entrance, a sign will have the rules for entry clearly listed and a staff person will greet customers and track occupancy.

Email hold notifications will be implemented in conjunction with the building reopening. Outdoor book drops will continue to be used for returned items.

Andy Lippman wrote an article for the *South Pasadena Review* about the Library's re-opening and the press release was published in *Southpasadenan.com*. Information about reopening has been posted on the Library's social media, *Nextdoor*, the City Hall Scoop blog, and sent to the Library's email list. An ad has been published in the *South Pasadena Review*. Sally Kilby will reach out to the local press to encourage coverage of the reopening on May 17.

The Library will maintain its current hours initially, and will gauge demand before hours are expanded. The Library will start at 40% capacity, which staff will monitor.

5. Budget – End of FY 2020/2021 and FY 2021/2022 Proposed

A report with the Library's expenses to date was distributed to the Board. The Library is expected to be over budget for both part-time and full-time salaries. The Finance Department will transfer some funds to help cover the deficit. The rest of the deficit will be covered by unspent funds in the Library's Maintenance and Operations budget. The proposed FY 2021/2022 Library Maintenance and Operations budget is almost the same as the FY 2020/2021 budget.

The Library had already used some of its unspent funds to purchase new shelving for the Children's Area, new book trucks, flat files for the Local History Department, and some furnishings for the Children's office.

The Emergency Lighting System has been replaced. The new 5-year agreement for the Library's Wi-Fi is approximately a third less than the cost of the prior 5-year agreement.

It is too soon to know if the Library will receive additional COVID-19 related federal or state funds, however there will be funds available.

The Library will purchase a tablet/laptop dispensing kiosk with the proceeds raised by the Friends. Library Director Cathy Billings will discuss this further with Friends Board President Sally Kilby.

Director Billings learned the Assistant Library Director position was eliminated in September 2020, leaving nine full-time positions. The requests to convert that role into a full-time Librarian position, as well as the

request to upgrade the Clerk I position into a Library Associate, were included as a part of the Library's FY 2021/2022 budget proposal. A reduction to 9 full-time employees would have an impact on Library services.

There was a discussion about what the impact might be. It was noted that steps have been taken to increase automation to improve efficiency, including the self-checkout kiosk, the Library app, having the processing of print materials outsourced, and email notifications. Director Billings stated that operating a public library facility of this size is labor intensive.

Board members may make public comment about the Library's budget at the 5/27/21 Finance Commission meeting. Board members should identify their position but clarify they are not speaking in their capacity as a Trustee or on behalf of the Board.

Friends Board President Kilby said the main reason the quality of the Library's services have remained so strong through the staffing challenges of recent years is due to the personal integrity of its employees and their commitment to serving the community.

6. Development of Impact Fee for Library Services

Many cities have development impact fees to support library services. Residential development in South Pasadena is likely to grow due to the resolution of the 710 Freeway issue and to the Regional Housing Needs Assessment (RHNA) housing requirements. Residential growth would impact library services. The City currently collects impact fees for parks and capital improvements (Growth Requirement Capital Fee), as well as a "percent for art" public art fee. There was consensus that using Growth Requirement Capital fees for library purposes, and the possibility of creating a development impact fee to support library services, should be explored. Funds to conduct the study that would be required to implement such a fee were included in the proposed FY 21/22 budget. Trustee Joseph M. Molina suggested the Library examine its cost on a per capita basis, based on 2019 statistics.

Motion by Library Board President Bianca Richards, seconded by Library Board Trustee Joseph M. Molina, to form a sub-committee to further explore the Development Impact Fee for Library Services, consisting of two members from the Library Board of Trustees, Dean Serwin and Bianca Richards, Friends Board President Sally Kilby and Friends Executive Vice President PJ Lutz.

AYES:	Long, Molina, Richards, Serwin, Uwins
NOES:	None
ABSENT:	None
ABSTAIN:	None

7. Board Activity Forecast

A document listing the recurring responsibilities of the Library Board of Trustees (LBT) was presented and discussed.

8. LBT Work Plan: Administrative Policy Review

There are no updates at this time.

9. LBT Work Plan: Emergency Plan and Procedures

Administrative Secretary Sean Faye continues to represent the Library on the City-Wide Safety Committee.

10. LBT Work Plan: Review the Board's Charge, SPMC, and Statutory Authority

There are no updates at this time.

11. LBT Work Plan: Prepare for Library's Next Strategic Planning Process

Funding for the next Strategic Plan has been included in the Library's Proposed Budget for FY 2021/22.

12. LBT Work Plan: Aid the Friends of the Library with 21CCL Fundraising Committee

There are no updates at this time.

13. Library Operations Update

There are two vacant Library Aide positions. Applications are being reviewed.

There are many upcoming programs for May and June. Press releases have been issued.

Planning for the Summer Reading Program is underway. Preparations are being made for either in-person or virtual programming.

The City is still developing its plan for Equity, Inclusion, and Diversity (EID) training. The City has hired a consulting firm to hold focus groups to create specific training objectives. Some Library staff have participated in these focus groups.

The letters to U.S. Congressional representatives to support the Build America's Libraries Act have been mailed. Representative Judy Chu and both U.S. Senators for California have signed the bill.

California Senate Democrats have unveiled "Build Back Boldly," a budget proposal to help California's working families. This would include a \$1 billion package for California libraries that would go towards library infrastructure, technology investments, eliminate library users' debt, and provide ongoing, sustainable funding for public libraries. To assist the State Legislature, the California State Library created a dashboard to review public library infrastructure needs by district.

The Serving with a Purpose virtual event will take place on 6/9/21 and the deadline for registration is 6/1/21. Friends Board President Sally Kilby will be attending.

COMMUNICATIONS:

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

15. Board Members: Vice President David Uwins said there is much excitement in the community about the re-opening of the Library.

Secretary Annie Chang Long thanked Director Billings and President Kilby for all of their work and said maintaining the Library's level of service will be great for many families and students who have been socially isolated for the past year.

Trustee Dean Serwin echoed the earlier sentiments. Trustee Serwin acknowledged that in order to maintain all of the library's operations, including staffing, there is great importance for the Library to be properly funded.

16. Council Liaison (Mayor Diana Mahmud): Mayor Diana Mahmud complimented the Library for the upcoming cultural programming in June in observance of Pride month.

Mayor Mahmud asked for an update on former City Manager Stephanie DeWolfe's interest in having the City engage with an outside entity, such as SPARC, to develop arts and cultural programming. Director Billings said that the intent had been to use the excess funds from downgrading the Assistant Director position for this purpose, and for the activity to fall under Planning and Economic Development. In February 2020, Director Billings met with SPARC in the Community Room so that they could assess the venue's amenities and capabilities. There have been no further updates since pandemic began and impacted the FY 2020/2021 budget. Trustee Serwin said SPARC would be interested in pursuing this. Mayor Mahmud considered it a missed opportunity that previous Library programming had not had any commercial tie-in for the City to maximize the benefits.

Mayor Mahmud expressed excitement about the exploration of the development impact fee for the Library.

17. Friends of the Library Representative (Friends Board President Sally Kilby): Friends Board President Kilby said Library Appreciation Month in April was well received by Library staff. Friends Executive Vice President PJ Lutz credited Friends Board member Linda D'Oro for setting up the display each week in the staff breakroom with treats and prizes to show gratitude for Library staff.

The exploratory committee for the Twenty-first Century Committee for the Library (21CCL) had their first meeting in April and their second meeting is scheduled for next week. Director Billings will serve as the Library's liaison. A fundraising professional is serving on the committee. Infrastructure, transparency, stewardship, documentation, accountability, tracking, cultivation, and continuity must be in place before seeking major gifts or conducting long-term fundraising. A small fundraiser could raise awareness of the Library's needs and introduce the residents who are passionate about the Library. A letter to estate attorneys in Pasadena and South Pasadena has been prepared to seek bequests.

The Friends Bookstore will re-open in June. The Last-Chance books on the first floor will be available for purchase on 5/17/21 when the Library re-opens.

There will be a kick-off book donation drive on 5/22/21 in the Community Room.

Kay Rosser and Kathy Folsom, co-chairs of the Restoration Concert Committee, will be both relocating to Colorado after 25 years of service. The 2021/2022 Restoration Concert Series season is set. A meeting is scheduled for the Friends and Restoration Concert Committee to discuss the upcoming changes, with plans to simplify their operations.

18. Trustee Liaison to Friends (Bianca Richards): None to report.

19. Library Director (Cathy Billings): Director Billings thanked the Board for supporting the Library and its staff and expressed appreciation for the Board's input as staff have navigated the difficulties of the past year.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, June 10, 2021 at 7:00 p.m. via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on May 13, 2021 at 8:51 p.m.

DS
BRP

Minutes approved _____ as written.

Minutes approved _____ as corrected.

DocuSigned by:

Bianca Richards, President

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President

6/14/2021

Date