



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
June 10, 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 June 10, 2021 at 7:01 p.m.

IN ATTENDANCE:

Trustees Present

Annie Chang Long
Bianca Richards
Dean Serwin
David Uwins

Also Present

Cathy Billings, Library Director
Diana Mahmud, Mayor
Sally Kilby, Friends Board President

EXCUSED:

Joseph M. Molina, Trustee
Sean Faye, Administrative Secretary

[Mayor Diana Mahmud arrived at the Library Board of Trustees meeting at 7:03 p.m.]

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION/DISCUSSION ITEMS:

3. Review and approve draft minutes of the regular meeting held May 13, 2021

Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Dean Serwin, to approve the minutes as written for the regular meeting of the Library Board of Trustees held May 13, 2021.

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

4. Library Operations Update

The Library building re-opened to the public with modified services on 5/17/21. Circulation increased 142% between 5/17/21 and 6/8/21, compared to the prior 22 days.

The Library has been operating at 40% capacity. The occupancy has rarely reached that level, as patrons cannot sit or gather. The in-person daily average is 175. The pre-pandemic daily average was 500-700.

The number of holds—an average of 98 per day—are about half what they were previously, now that patrons can come inside to browse the collection and choose their items.

Library Takeout is not declining as much as expected, due to a mix of patrons who like the convenience and those that are not comfortable entering the Library. Library Takeout will continue for the time being, but it is very a labor-intensive service and we do plan to discontinue it when the time is right.

104 library cards were issued in May, almost double the number issued in prior months.

Requests for Materials Matchmaker service, which is also labor intensive, has declined significantly now that the building is open.

Most Southern California library buildings are open for limited services at this time with many not allowing seating and use of meeting rooms. The closure of the Pasadena Public Central Library due to structural issues will displace many patrons and we could expect to see them using our library when it starts offering seating.

The Library will start blocking cards with outstanding fee balances again. Since March 2020, the block limit had been set at \$200. The limit will be lowered to \$25, which will cause approximately 150 accounts to be referred to the Library's material recovery service. In advance of lowering the limit, the Library sent both email and paper notices to all the customers who would be impacted, in order to give them a chance to return the "lost" items.

LA County's guidelines will change on 6/15/21. The Library's understanding is that social distancing will no longer be required. Masks will no longer be required for vaccinated patrons. Cal/OSHA may require staff to continue wearing masks. The capacity restrictions will also be lifted. For adults, normal service is expected, but it is unclear what the guidelines will be for children. The Children's Room has been the busiest since the Library re-opened. With families from different households in an enclosed area, it is likely that all customers will need to be masked while in the Children's Room. Capacity limits in the Children's Room will likely remain and will need to be monitored. Seating and other services are likely to return with the new guidelines. Library services will be reintroduced in the weeks following the publication of the new guidelines.

SirsiDynix, the Library's integrated library system (ILS), is introducing a new service. CloudSource OA provides access to full-text magazine and journal articles via the Library catalog. The Library will beta test this service for seven months at no cost.

The Virtual Author Talk with Maia Kobabe, hosted by Local History Librarian Olivia Radbill, was well attended. People in 2 different countries and 15 states viewed it. 68 people registered, 30 attended live, and 5 have watched the recording. The recording will be on Crowdcast until the end of June.

Another event for Pride Month is scheduled for 6/23/21. Author Chloe O. Davis will discuss "The Queen's English: The LGBTQIA+ Dictionary of Lingo and Colloquial Phrases."

Planning is underway for “One City, Many Stories.” The public will vote on the final 5 final titles with an expected announcement of the selected title on 10/1/21. The theme will involve humanity’s relationship to the environment.

Vendor quotes are being collected for the laptop/tablet/battery pack kiosk. This will be purchased with funds raised by the Friends.

More than 300 are registered for the Summer Reading Program (SRP), which began on 6/1/21. 28 attended the virtual Wonderful Wednesday event this week.

17 Youth Volunteers in the first cohort have already completed 180 hours of service. 19 Youth Volunteers are scheduled for the second cohort, which begins next week. The Teen Volunteers are writing letters and cards for senior citizens, leaving book reviews on Beanstack, and drawing chalk messages about the SRP on the sidewalk, among other activities.

New shelving has replaced the spinning bookracks in the entryway to the Children’s Room, making it more inviting and creating more efficient storage and display for children’s books.

All staff have received training for interacting with the Library’s patrons around mask wearing. Staff are also receiving refresher training on many topics, policies and services. Staff hired during the pandemic will begin training for duties they did not have when the building was closed to the public.

In the context of equity, diversity, and inclusion, the library profession has been having a discussion about how police participate in the enforcement of library rules. South Pasadena Public Library staff are considering the effectiveness of police “walk-throughs” as a deterrent to bad behavior, and whether a police presence in this capacity has a negative impact on equity and inclusion. The City/Library has a partnership with Union Station Homeless Services, a non-profit social services program. It is sometimes difficult to get someone to respond while the person needing services is still on-site. The Library thinks it would be helpful if the City’s ordinance related to parks were updated to prohibit unattended baggage/possessions. Homelessness is not a crime and individuals experiencing homeless have the same rights as residents. Public health and safety issues need to be addressed, but in a humane and empathetic way. The LA County Board of Supervisors is studying how its Mental Health Crisis Response Unit can be fully staffed. The independent group Care First South Pasadena has submitted proposals to the City with recommendations for the use of federal ARPA funds to support racial and economic inclusivity for all residents. Library Director Cathy Billings and Library Board President Bianca Richards are participating in the San Gabriel Valley Council of Governments’ Regional Homeless/Mental Health/Crisis Response Study.

[Trustee Dean Serwin left the Library Board of Trustees meeting at 7:36 p.m.]

[Trustee Dean Serwin returned to the Library Board of Trustees meeting at 7:40 p.m.]

5. FY 2021/2022 Budget Update

There were many public comments regarding the Library’s budget, presented at the 5/27/21 Finance Commission meeting. The Library’s part-time budget for FY 21/22 has been increased by \$64K to provide for adequate staffing for 7 days a week service. The question of the eliminated full-time position will be revisited at mid-year.

Director Billings met with City Manager Arminé Chaparyan to discuss the Library's needs. City Manager Chaparyan has experience with libraries and was involved with the Santa Clarita Library's transition from a County Library to a local library, including the building of a new library building.

The renewal of the Measure L Parcel Tax and the Maintenance of Effort was discussed. There was concern that it will be difficult to persuade voters to endorse the Parcel Tax if the City has not met the Maintenance of Effort requirements.

The Library's hours of operation will be an Action/Discussion Item at the 7/8/21 Trustees meeting.

The Growth Requirement Capital Fee account has a balance of approximately \$500,000. These funds may be used for capital improvements to public facilities, including the library building. Mayor Diana Mahmud noted that the City's Facilities & Equipment Replacement fund has a balance of over \$2M, and that funds from that account might be available for Library needs. The City Manager's office has instructed library staff to appropriate funds from this account to pay for the required COVID-19-related ventilation/HVAC evaluation.

The Library has received four bids from Parcel Tax administrators. They will be reviewed with the Finance Director.

6. Art Display Policy

For nearly a year, the South Pasadena High School Anti-Bias Club has been discussing with the Public Art Commission a proposal for a Black Lives Matter mural. The City Hall location that was being explored may not be feasible. The Anti-Bias Club contacted the Library to propose the mural be located on the exterior Diamond Street-facing wall of the 1982 building. The Library does not currently have a policy in place that would guide decision making for proposals of this nature and Board members and staff feel that a policy needs to be in place before the request can be considered.

The question of what body has the authority to develop such a policy with regard to the exterior of the Library building was discussed. The Library Board of Trustees, the Public Art Commission, and possibly the Cultural Heritage Commission may all have some concurrent jurisdiction.

Staff will consult the City Attorney and the topic will be added to the 7/8/21 Trustees meeting agenda.

7. Tuesday Musicale of Pasadena Request to Hold Concerts in Community Room

The Tuesday Musicale of Pasadena normally hold free monthly concerts at the Pasadena Central Library, which is closed for earthquake retrofitting. They are in need of another venue. Their initial request to have their pianos moved to the Library Community Room was denied. They have asked if they could perform their monthly Tuesday recitals in the Community Room. Director Billings asked to table this request for the next six months during which time an event co-sponsorship policy should be drafted and adopted for the Library. At their board meeting on 6/17/21, the Friends of the Library will consider whether the group would be given permission to use the Steinway piano.

8. LBT Work Plan: Administrative Policy Review

There are no updates at this time.

9. LBT Work Plan: Emergency Plan and Procedures

There are no updates at this time.

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

There are no updates at this time.

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

Vice President David Uwins requested the Friends establish an electronic archive to gather and store all materials related to the 21st Century Committee for the Library (21CCL). This would include all drawings, plans, policies, procedures, and meeting minutes.

COMMUNICATIONS:

13. Board President (Bianca Richards): President Bianca Richards praised the Maia Kobabe Virtual Author Talk and expressed her appreciation for being able to attend virtual discussions with authors from across the country.

President Richards and Friends Board President Sally Kilby attended the Serving With a Purpose virtual conference. The structural set up of different Friends organizations, from foundations to having a full-time staff, was enlightening.

14. Board Members: Secretary Annie Chang Long offered further Board guidance for any unresolved issues.

Vice President Uwins was very happy to see the Library open again to the public. He added that he saw more patrons here than at the San Gabriel Valley Library and commended Library staff for all of their work in preparing the Library to re-open.

Trustee Dean Serwin asked about the Library's Local History Collection Development policy. Director Billings will follow up about this.

15. Council Liaison (Mayor Diana Mahmud): Mayor Diana Mahmud emphasized the importance for a city the size of South Pasadena to have a Library Foundation. Glendora is a city of comparable size, but their Friends Foundation raised over \$100K for their library through a virtual fundraiser. One difference between the two cities is that Glendora is home to many large businesses and corporations. A majority proportion of the \$100K raised came from corporate donors.

16. Friends of the Library Representative (Friends Board President Sally Kilby): The Friends Bookstore Donation Book Drive was very successful and thousands of used books were received. More donations are received each day.

A \$1 Book Sale will be held on 6/26/21 from 10 a.m. to 3 p.m. in the Community Room.

The Friends Bookstore Steering Committee is transitioning to new leadership. The Friends Bookstore will re-open on 6/15/21.

Unanimous consent on all outstanding provisions has been reached with the new co-chairs of the Restoration Concert Committee. Laurie Astle and Janet Ervin are taking over leadership responsibilities from outgoing Restoration Concert co-chairs Kay Rosser and Kathy Folsom. New volunteers will be added to the committee.

Friends Executive Vice President PJ Lutz helped produce the most recent Friends Quarterly e-newsletter, which received a 63% open rate.

Four Friends members, along with two Library Trustees, made public comments as individuals about the budget at the 6/2/21 City Council meeting. The comments made a favorable impact.

The 21CCL Exploratory Committee will meet on 6/14/21. An upgrade of the Teen Room is being considered.

Software for the storage of the Friends archival material at the Library is being researched.

The Growth Requirement fund has \$543,413, with an expectation of receiving \$55K this year and \$40K next year. Friends Board President Kilby is eager for the sub-committee to explore the Development Impact Fee for Library Services.

The concept of an Amazon Storefront and selling used items to purchase books, along with other fundraising ideas, was discussed at the Serving With a Purpose virtual conference.

Tools to gauge giving potential in the City, including the possibility of planning fundraisers tied to the excitement/anticipation of library re-opening were discussed.

17. Trustee Liaison to Friends (David Uwins): Had nothing to add.

18. Library Director (Cathy Billings): Children’s Librarian Judy Neeb received an honorary service award for outstanding service to children and youth in the community by the SPUSD PTA Council. Trustee Serwin suggested that the honor Children’s Librarian Judy Neeb received, combined with the new appearance of the Children’s Room entryway, would make a compelling press release.

Local History Librarian Olivia Radbill, Children’s Librarian Judy Neeb, and part-time Children’s Librarian Anne Armacost represented the South Pasadena Public Library at the virtual California Library Association conference, where they each gave presentations on a variety of topics.

City Manager Arminé Chaparyan will introduce herself to the Library Board at the 7/8/21 Trustees meeting.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, July 8, 2021 at 7:00 p.m. via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on June 10, 2021 at 9:11 p.m.

Minutes approved _____ ^{DS} BRP as written.
Minutes approved _____ as corrected.

Bianca Richards, President

7/9/2021

President

Date