



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
August 12, 2021**

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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 in the Library Conference Room on August 12, 2021 at 7:01p.m. Some participants attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person public meetings.

**IN ATTENDANCE:**

Trustees Present  
Annie Chang Long  
Joseph M. Molina  
Bianca Richards  
Dean Serwin

Also Present  
Cathy Billings, Library Director  
Sally Kilby, Friends Board President  
PJ Lutz, Friends Executive Vice President  
Barbara Posner, Support Services Manager  
Maida Wong, Public Services Manager  
Sean Faye, Administrative Secretary

**EXCUSED:**

David Uwins, Vice President  
Mayor Diana Mahmud, Council Liaison

**PRESENTATIONS:**

1. None

**PUBLIC COMMENTS:**

2. None

[Library Board Trustee Dean Serwin arrived at the Library Board of Trustees meeting at 7:05 p.m.]

**ACTION/DISCUSSION ITEMS:**

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

**Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board President Bianca Richards, to approve the minutes as written for the regular meeting of the Library Board of Trustees held July 8, 2021.**

|                 |                                 |
|-----------------|---------------------------------|
| <b>AYES:</b>    | <b>Molina, Richards, Serwin</b> |
| <b>NOES:</b>    | <b>None</b>                     |
| <b>ABSENT:</b>  | <b>Long, Uwins</b>              |
| <b>ABSTAIN:</b> | <b>None</b>                     |

[Library Board Secretary Annie Chang Long arrived at the Library Board of Trustees meeting at 7:11 p.m.]

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

The Board reviewed their charge as written in the South Pasadena Municipal Code (SPMC) and the State Education Code that governs public libraries. The objectives were to ensure the local ordinance is consistent with the State code, and to determine if any updates needed to be made to the ordinance so that LBT powers and duties are clearly defined for future boards, city management, and elected officials.

The question of whether the LBT is an Administrative or an Advisory board was discussed. The defining characteristics of an administrative board are that it has authority for appointing the library director and for approving the library's operating budget. Advisory boards participate in the hiring of a new library director and make recommendations to city management and elected officials about the library director's performance and on the library's budget. The majority of Southern California libraries have advisory boards. In practice, those that are described as administrative are only advising on staffing decisions and budgets. It was agreed the South Pasadena LBT is functionally an advisory board.

The Board's authority as it relates to authorizing the expenditure of funds donated to the library was discussed. The State Education Code (section 18953) seems to state that the Board has sole authority. This question needs to be resolved with the City Attorney and the SPMC updated accordingly.

Trustee authority as it relates to the decoration of the library building and "library grounds" was discussed. The Board would like the exclusive authority to make recommendations to City Council about library interior and exterior artwork (excluding matters under the purview of the Cultural Heritage Commission), and a description of such authority to be considered for inclusion in the SPMC. The definition of "library grounds" was discussed. It was proposed that library grounds should be defined as the square block bordered by El Centro, Diamond, Fairview, and Oxley Streets, excluding the Senior Center and its entryway. This definition would need to be discussed with interested parties, like the Community Services Department and Senior Citizen Commission.

Trustees agreed that LBT bylaws should be consistent with, if not identical to, the Municipal Code, mirroring each other in construct and concept. Trustee Serwin suggested an edit to the bylaws Article II, Section 4 to read, "preparing such by-laws, rules and regulations consistent with the South Pasadena Municipal Code as may be necessary for the administration of the library".

The Board requested an update to the Municipal Code to include that it will provide input regarding the Library Director's annual performance review to the City Manager and also that it will review the annual budget. This would clearly document its advisory function.

They also expressed an interest in the SPMC including language in section 2.78(f) describing how funds donated to the Library are held by the City.

The Trustees agreed that the addition of a few carefully placed words would improve some of the broad or vague powers and duties currently in the SPMC. The Board wants the SPMC language to provide enough flexibility that the current and future boards can move the Library forward. Trustee Serwin volunteered to assist staff by reviewing and commenting on a draft of proposed SPMC updates before such draft is presented at a Trustees meeting.

It was acknowledged and understood that any proposed changes to the ordinance would require public hearings and adoption by the City Council.

[Friends Executive Vice President PJ Lutz left the Library Board of Trustees meeting at 8:07 p.m.]

[Library Board Trustee Dean Serwin left the Library Board of Trustees meeting at 8:09 p.m.]

#### **4. Library Operations Update**

The Library Director informed the South Pasadena High School Anti-Bias Club via an email letter that the LBT would not recommend to the City Council—for the reasons discussed at a prior meeting—that a Black Lives Matter mural be installed on the Library's exterior. The Anti-Bias Club sent a gracious reply.

The Library Parcel Tax levy has been sent to the County Assessor. It is estimated to yield \$365,390.38, a more than \$15,000 increase over last year's levy. This is the first year using NBS as parcel tax administrator.

A more thorough update about the Summer Reading Program will be provided at the 9/9/21 Trustees meeting. Participants are picking up their prizes and the Library has received positive feedback.

The Library will open at 10am on Fridays and Saturdays, starting Friday, August 20, 2021. The Library's hours for Monday through Thursday will continue to be 1pm to 7pm. The Library intends to return to 7 days per week service when staffing is adequate to support that number of open hours. This will be discussed further at the September Trustees meeting.

Offers have been made to candidates to fill the three vacant Aide positions. A requisition has been submitted for the weekend librarian-in-charge position, but a job description needs to be completed before it can be posted. A requisition for substitute librarians has also been submitted.

Library Director Cathy Billings met with the Planning Department regarding development impact fees. The next step for moving forward would be hiring a firm to complete a nexus study that would identify the relationship between development and impacts to library services.

The County of Los Angeles Public Library is now fine free.

The Library has applied for grant funds for a new security camera system for the interior and exterior of the Library. If awarded, the funds would require a one-to-one match and the Interim Finance Director has indicated that those funds would be available.

The State Library budget includes \$439M for improvements to library infrastructure. Funds will be disbursed through a competitive grant process. Funds require a dollar-for-dollar match. Library staff have identified possible eligible projects, including an outdoor space for programming and lighting for the ADA ramp, however priority will be given to high-poverty communities and projects that address life-safety and other critical maintenance and infrastructure projects. The application guidelines have not yet been released.

Outdoor programming in the patio area with the picnic tables in front of the Library will begin in September. Staff will do outreach on Thursday nights during the Farmers Market and storytimes will also take place outside to accommodate and properly distance the large number of children and their families.

Library staff are pursuing the idea of having a future facility planning study completed. This type of study would look at library statistics, demographics, and existing conditions and produce a report documenting what the ideal South Pasadena Public Library should look like to meet the public's needs. The study would provide a baseline for the 21<sup>st</sup> Century Committee for the Library (21CCL) and any future expansion or capital improvements, and also be helpful for City management and elected officials, applying for State Library

infrastructure funds, and the upcoming strategic planning process. Staff may recommend the study be paid for using Mullen or Romine estate funds.

Voting to select the 2021 One City, One Story (OCOS) Citywide reading program title will take place September 1<sup>st</sup> through 10<sup>th</sup>. A video will be available on the Library's website that introduces the five nominees. The winning title will be announced at the end of September and OCOS programs will take place in October and November.

There continue to be questions and concerns regarding the safety and feasibility of indoor programming. The Restoration Concert Committee's concert on 9/12/21 will be the City's first large public indoor event in a year and a half.

#### **COMMUNICATIONS:**

**6. Board President (Bianca Richards):** The ribbon cutting for the new classroom at the Senior Center is 8/16/21. Community Services Director Sheila Pautsch is agreeable to collaborations with other departments. After school activities could be held in the Senior Center's courtyard. The Library has access into the courtyard from the Children's Room. In the past, Library staff have taught classes in the Senior Center's computer lab.

**7. Board Members:** Library Board Secretary Long expressed excitement about the facility planning study.

Trustee Molina thanked Library staff for their comprehensive review of the governing statutes for libraries and the SPMC that relates to the Board of Trustees.

**8. Council Liaison (Mayor Diana Mahmud):** Not in attendance.

**9. Friends of the Library Representative (Friends Board President Sally Kilby):** Several members of the Friends board met privately with the City Manager. The City Manager encouraged their participation in the City's strategic planning process, which will take place this fall. At this time, the Teen Room renovation project is on hold.

The 21CCL will work to develop their policies and procedures and to develop their committee structure.

The 21CCL will offer any support they can towards the Library receiving funds from the State Library's infrastructure grant program.

The Friends annual retreat will take place at the historic Miltimore House next week.

The Friends are considering the services of Jericho Road, a non-profit organization that assists other non-profits with fundraising, information systems, marketing, and organizational development. Structuring a 19-person board comprised of volunteers is of particular interest.

Tickets are being sold for the 9/12/21 Restoration Concert performance.

The Friends Bookstore has plans to extend their hours. More volunteers have been approved. The next Friends Book Sale is 9/18/21.

Vendors are being researched for the laptop/tablet dispensing kiosk the Friends will purchase for the Library.

President Sally Kilby will attend the Serving With a Purpose conference on 9/1/21.

**10. Trustee Liaison to Friends (David Uwins):** Not in attendance.

**11. Library Director (Cathy Billings):** The City will complete its Strategic Plan by the end of December 2021. The Library will begin work on its Strategic Plan in January 2022. These should dovetail nicely.

**NEW BUSINESS:** Mayor Diana Mahmud will not be in attendance for the 9/9/21 Trustees meeting.

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, September 9, 2021 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference via Zoom.

**ADJOURNMENT:** President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on August 12, 2021 at 8:38 p.m.

Minutes approved BRP as written.

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

Bianca Richards, President

President

9/10/2021

Date