



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

Hybrid Virtual/In-Person Meeting

September 9, 2021, 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-08-21, issued by Governor Newsom, the regular meeting of the Library Board of Trustees for September 9, 2021 will be conducted remotely and held by video conference.

Beginning in July 2021, the City will resume in-person public meetings. The in-person/virtual hybrid meetings will maintain transparency and public access while protecting the health and safety of the public. Members of the public have the option to participate in-person or via Zoom using the following link:

**Library Board of Trustees
Zoom Meeting Information
Meeting ID: 892 5352 3747
Passcode: 073797**

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/89253523747?pwd=L01UOTFDeW5na110ZExJeEszaytVZz09](https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na110ZExJeEszaytVZz09;); 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>

PUBLIC COMMENTS

The City of South Pasadena strongly encourages your participation. Participants can provide public comment live (in person or via Zoom). Additionally, Public Comments can be received in writing by emailing to: lbt@southpasadenaca.gov. Written Public Comments must be submitted by 12 p.m., September 9, 2021 to ensure adequate time to compile and post.

CALL TO ORDER:	President Bianca Richards
ROLL CALL:	Bianca Richards, President, David Uwins, Vice President, Annie Chang Long, Secretary, Joseph M. Molina, Trustee, Dean Serwin, Trustee
COUNCIL LIAISON:	Mayor Diana Mahmud, Council Liaison
STAFF PRESENT:	Cathy Billings, Library Director Sean Faye, Administrative Secretary

PRESENTATIONS

1. **None**

PUBLIC COMMENTS

2. **Public Comment**

ACTION/DISCUSSION

3. **Review and approve draft minutes of the regular meeting held August 12, 2021**

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on August 12, 2021.

4. **Library Board of Trustees Agenda Forecast**
5. **LBT Work Plan: Review the Board's Charge, SPMC, and Statutory Authority**
6. **LBT Work Plan: Administrative Policy Review**

Recommendation

It is recommended that the Library Board of Trustees

- Remove section 2.2: *Governance: Administrative vs. Advisory* from the LBT Manual.
- Approve edit to LBT Manual section 2.1: *Governance: Government of the Library* to include reference to Appendix C: Excerpt on Statutory Authority from Trustee Took Kit for Library Leadership.

7. **Staffing Update**

8. Library Operations Update

9. LBT Work Plan: Emergency Plan and Procedures

10. LBT Work Plan: Prepare for Library’s Next Strategic Planning Process

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

COMMUNICATIONS

12. Board President

13. Board Members

14. Council Liaison

15. Friends of the Library Representative

16. Trustee Liaison to the Friends

17. Library Director

ADJOURNMENT

FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS

October 14, 2021	Hybrid Virtual/In-Person Meeting	7:00 p.m.
November 18, 2021	Hybrid Virtual/In-Person Meeting	7:00 p.m.
December 9, 2021	Hybrid Virtual/In-Person 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.

9/4/2021

Date

/c/

Cathy Billings

Library Director



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

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.

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

[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 requisitions 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 21st 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 1st through 10th. 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 _____ as written.

Minutes approved _____ as corrected.

President

Date

Library Board of Trustees Agenda Forecast

2021 Work Plan:

Policies

Strategic Planning

Emergency Plan

21CCL

Governance: Roles/Responsibilities

Month	Standing Items	2021
January	<ul style="list-style-type: none"> • Quarterly Budget report • Calendar Year Work Plan Approval • Nominating Committee Slate Presented; Election of Officers • Calendar Year Approved Holidays and Closures 	
February		
March	<ul style="list-style-type: none"> • Next FY Budget Discussion • Volunteer Recognition Event Planning 	
April	<ul style="list-style-type: none"> • Quarterly Budget report 	
May	<ul style="list-style-type: none"> • Next FY Proposed Budget 	
June		
July	<ul style="list-style-type: none"> • Quarterly Budget report • New FY Adopted Budget • Parcel Tax Discussion • Serving with a Purpose Conference reminder 	
August	<ul style="list-style-type: none"> • Parcel Tax Auditor's Report 	
September		
October	<ul style="list-style-type: none"> • Quarterly Budget report 	<ul style="list-style-type: none"> • Winter holiday closure schedule • Admin Policies: Code of Conduct • SPMC 2.78-79 Update • Review Rotary Community Room rental
November	<ul style="list-style-type: none"> • Annual Report Discussion • Appoint Nominating Committee 	<ul style="list-style-type: none"> • Strategic Planning RFP
December	<ul style="list-style-type: none"> • Annual Report Approval • Next Calendar Year Work Plan Discussion • Volunteer Recognition Discussion • Next Calendar Year Meeting Dates 	<ul style="list-style-type: none"> • Admin Policies: TBD

Last Update 9/8/2021

2. GOVERNANCE

2.2 Administrative vs. Advisory

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Date: 7/98

There are four types of public libraries in California:

- City
- County
- City/County
- Special District

There are two types of library boards:

- Advisory
- Administrative

More than half of the public library boards in California are advisory. The South Pasadena Public Library Board of Trustees is administrative with some minor differences.

Advisory	Administrative	South Pasadena
Library Director is appointed by the mayor, mayor and city council, city manager, etc.	Library director is selected and hired by the Board of Trustees	Trustees form an Ad Hoc Committee to recruit and interview candidates and make a recommendation to the city manager, mayor, council.
The director submits the library budget to the jurisdiction (City, etc.)	The director submits the budget to the Trustees for approval and the Trustees present the budget to the jurisdiction	The director prepares the budget with input/approval from the Trustees. The director submits the budget to the jurisdiction.
The jurisdiction evaluates and disciplines the director.	The Trustees evaluate and discipline the director.	The Trustees evaluate the director and present the evaluation to the city manager who also evaluates the director. Discipline of the director is done by the jurisdiction.
Staff is hired and disciplined by the jurisdiction.	Staff is hired and disciplined by the jurisdiction.	Staff is hired and disciplined by the jurisdiction.

SEE

[Appendix C](#): Excerpt on Statutory Authority from *Trustee Took Kit for Library Leadership*. California State Library, 1998.

2. GOVERNANCE

2.1 Government of the Library

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Adopted: 10/10/89
Amended: 10/10/00, 10/8/02
Reviewed: 10/9/90, 10/8/96, 4/8/97, 10/10/00, 10/8/02

South Pasadena is a general law city and, under California state law, any general law city that has a public library must have a Library Board of Trustees, and that Board must be administrative. The Board fulfills its function according to state law (Education Code, Secs 18900-18965) and local ordinance (South Pasadena #1965).

The Board develops and adopts written policies which govern the operation of the library and the city librarian carries out the policies in the management of the library.

SEE

[Appendix C](#): Excerpt on Statutory Authority from *Trustee Took Kit for Library Leadership*. California State Library, 1998.

STRATEGIC PLANNING 2021

What is Strategic Planning?

Strategic Planning is the opportunity for policy makers to define which policies, programs, projects and issues are the City's highest priorities during the coming year, and what priorities the staff should be focusing on over and above normal operations of the City. It is one of the most important activities in which City leaders engage each year.



The purpose of the Strategic Plan is to provide the City with a guiding document, setting priorities for the next five years. It considers the city's needs, while balancing available resources and utilizing best practices to deliver services.

Community Engagement

Community engagement is a vital component of the strategic plan and the input provided will be key in developing needs, priorities, goals and strategies that will guide the City's vision for the future.

The strategic planning process will involve several opportunities for stakeholder input:

Tentative Date		Location
September 9	Stakeholder Focus Group	Virtual Meeting (By invitation only)
September 9 7-9pm	Stakeholder Focus Group	Virtual Zoom Link
September 22	Stakeholder Focus Group	Virtual Zoom Link
September 15-30	Public Input Survey	Online Link Coming Soon

The Strategic Planning process is intended to be a thought-provoking and comprehensive examination of the key issues confronting the community and identification of an agreed upon set of priorities which guides decision-making for the City Council.

This Strategic Plan typically is conducted prior to the development of the City Budget. The plan informs the annual budget to align limited resources with prioritized initiatives, and serves as a roadmap to the broader vision for the community. Objectives identified in the Strategic Plan become part of Department workplans.

After the start of the fiscal year, Management Services Department staff provides the City Council quarterly updates on the objectives of the annual workplan. The quarterly update also provides an opportunity for Council and staff to revise and reassess the workplan objectives as needed in order to meet the broader multi-year goals of the City.

The City Council last adopted the Strategic Plan on June 20, 2018. The full document can be found here: [2018-19 Strategic Plan](#)

<https://www.southpasadenaca.gov/government/departments/management-services/strategic-plan>