



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
November 18, 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 November 18, 2021 at 7:07 p.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
Bianca Richards
Dean Serwin
David Uwins

Also Present

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

EXCUSED: Secretary Annie Chang Long

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION/DISCUSSION ITEMS:

3. Review and approve draft minutes of the regular meeting held October 14, 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 October 14, 2021.

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

4. Approve Opening Library at 3 p.m. on Tuesday, December 14, 2021 to allow staff to attend Citywide Holiday Event

The Action Item was amended to change the Library’s opening on Tuesday, December 14, 2021 from 3 p.m. to 2 p.m.

Motion by Library Board Vice President David Uwins, seconded by Library Board President Bianca Richards, to approve the request, as amended, to open the Library at 2 p.m. on Tuesday, December 14, 2021 to allow staff to attend the Citywide Holiday Event.

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

5. Library Budget

Clarification was provided for the Retirement line item question from the 10/14/21 Trustees meeting. The payment for unfunded CalPERS liability occurs once a year as a lump sum early in the fiscal year, which explains why the account was showing as 68% expended only four months into the fiscal year.

6. Annual Report

President Bianca Richards will draft the Library Board of Trustees Annual Report, with assistance from Library staff. Other Board members will contribute their feedback. The City Manager has not determined how the Annual Report will be received. State law maintains library boards must provide an annual report to the legislative body of the municipality.

Approval of the draft Annual Report will be an Action Item at the 12/9/21 Trustees meeting.

7. Nominating Committee for 2022 Board Officers

Trustee Dr. Joseph M. Molina resigned from the Library Board, effective November 2, 2021. An individual will need to be appointed to serve out the remaining year of Dr. Molina’s three-year term. Vice President David Uwins’ term ends in December 2021. He served for 4 years, including serving out the last year of former Trustee Debra Beadle’s term. Vice President Uwins has decided not to return for an additional term. President Richards’ term expires in December 2021 but she indicated her willingness to serve another year, to aid in continuity.

The Trustee Bylaws’ state “a nominating committee of two shall be appointed by the President two months prior to the January meeting which will present a proposed slate of officers at that meeting.”

President Richards and Trustee Dean Serwin will form a nominating committee to present positions at the January meeting after the incoming mayor has made appointments to fill the vacancies.

8. Library Administrative Policy Manual – Code of Conduct

Library senior staff has reviewed the rules of behavior policies of 15 other libraries to inform the drafting of new rules of behavior for South Pasadena Public Library that would include rules related to the exterior, or library grounds. It is common for the exterior rules to apply within a specific distance from the Library’s entrances, exterior walls, stairwells, balconies, etc. Any proposed new rules will need to be reviewed by the Police Department and the City Attorney.

A Draft policy will be presented as a Discussion Item at the 12/9/21 Trustees meeting.

9. Library Operations Update

Following up on questions from the October 2021 meeting about unreinforced masonry, staff reported that in 2017 a contract employee from Transtech Engineers, Inc. provided details about the building and summarized by stating that they were “pretty confident that the Library is not URM”. In 2018, Public Works carried out an inspection of some City owned structures, including the Library, for the purpose of assessing if the structure is a masonry building. Staff have asked Public Works for a copy of the inspection report.

Due to the City’s conversion to a new payroll system, the HR Department have paused staffing recruitments that are not already in process until January. Offers have been made to five applicants for the Substitute Librarian position. There are two Aide vacancies with one viable candidate. The Aide posting will need to be reissued. The Clerk recruitment is paused. The Weekend-in-Charge Librarian is in process and interviews will be scheduled soon. Staff expect the Library will be able to resume its pre-pandemic hours when these positions are filled.

Keys are no longer being signed out to Community Room renters. Renters will be charged for a staff person, mainly comprised of Aides and Clerks, to be on site. Aides and Clerks work 936 hours a year, out of the 1,000 hours they are allotted. This leaves a cushion of 64 hours a year per employee to work rental events.

A Memorandum of Understanding (MOU) between the Friends and the City is being developed. This will cover the Friends’ use of library facilities, the donation of library discards to the Friends Bookstore, insurance and liability issues, and more. Once the Friends and staff have prepared a draft it will be reviewed by various City departments, including the City Attorney.

The San Gabriel Valley Crisis Response Steering Committee met this week. A pilot program for their Mobile Crisis Unit will consist of a licensed behavioral health provider who is authorized to order involuntary holds, and a certified peer support specialist. They will have access to medical professionals for any needed consultations. The goal is to connect people to needed services for consistent care. It is expected that South Pasadena will be in the first group of cities to participate in this pilot program.

The preliminary application has been submitted for the California State Library Building Forward Infrastructure grant. The final guidelines, based on the projects outlined in the received preliminary applications, should be available in December or January.

The Library will collaborate with the Chamber of Commerce and Foothill Workforce Development Board for a job fair in the Community Room on 11/30/21. The Library will highlight its new workforce development resources funded by the State Library. These resources, known as “Career Pathways,” include *Coursera*, *GetSetUp*, *LearningExpress for Libraries*, *LinkedIn Learning*, *Northstar*, and *Skillshare*.

The State Report has been submitted. Library Director Cathy Billings thanked the staff for collating this data. Going forward, staff will use a newly developed collection tool to simplify this process.

Director Billings met with the City Attorney to discuss the proposed changes to the Trustees portion of the South Pasadena Municipal Code (SPMC). He will review the State Code and make a recommendation about the best way to update the SPMC.

The contract for the HVAC evaluation for City buildings has been approved. The work will be scheduled soon.

The agenda forecast for the 12/9/21 Trustees meeting will include the Annual Report, a discussion of the 2022 Work Plan, a discussion of volunteer recognition, and a draft of the Strategic Planning Request for Proposal.

COMMUNICATIONS:

10. Board President (Bianca Richards): President Richards thanked Library staff for their work on One City One Story. President Richards credited Local History Librarian Oliva Radbill and Digital Services Librarian Cynthia Mitchem for doing a fabulous job.

President Richards praised the new window shades in the Ray Bradbury Conference Room and said they offset the Ray Bradbury stained glass artwork beautifully.

11. Board Members: Vice President David Uwins said the 21st Century Committee for the Library (21CCL) exploratory committee is on hiatus until the Library and City devise a major capital project that would require fundraising. All documents and related materials will be stored on Google Drive. Vice President Uwins wrote an addendum to the guiding principles established by the Friends.

Trustee Serwin looks forward to a report on how the Library is used during the holiday season and how the statistics may shift.

12. Council Liaison (Mayor Diana Mahmud): City Council will consider at their 12/1/21 meeting if proof of vaccination will be required to attend the Senior Center Holiday Luncheon. This could be extended to all in-person events at the Senior Center.

13. Friends of the Library Representative (Friends Board President Sally Kilby): The Friends Holiday Book Sale will take place from 12/3/21-12/5/21 in the Community Room. Publicity is forthcoming.

The Friends newsletter will go out 12/1/21.

The third Restoration Concert of the year will take place on 11/21/21. Proof of vaccination will be checked at the door and tickets will be sold at the door for the first time this season.

The Friends have purchased the power pack charging station. Library staff are still researching the appropriate model of the laptop/tablet lending kiosk to be purchased.

Friends Board President Sally Kilby signed the Library's waiver regarding COVID restrictions to follow LA County's guidelines at any Friends events.

The Friends Bookstore is now open 5 days/week. It has generated impressive revenues since re-opening in June.

The Friends membership has reached 255.

President Kilby attended the CIP meeting with City Council via Zoom and gave public comments on behalf of the Library's dire need for capital improvements. The Library is the most heavily used building in the City and is woefully behind in making basic life, safety, and technological upgrades.

14. Trustee Liaison to Friends (David Uwins): Vice President Uwins attended the 11/18/21 Friends Board meeting. Jericho Road, a non-profit organization that advises other non-profits, gave a presentation to guide the Friends in how best to use their resources.

15. Library Director (Cathy Billings): Public Services Manager Maida Wong and Library Director Billings met with the Chamber Events Committee to discuss the upcoming Eclectic Music Festival.

Director Billings has been in communication with Ray Bradbury’s biographer about a potential program at the Library for December. An event in August for Ray Bradbury’s birthday is also possible. This biographer edited a collection of short stories written by famous authors influenced by Ray Bradbury, which has also inspired a graphic novel version.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, December 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 November 18, 2021 at 8:42 p.m.

Minutes approved BRP as written.

Minutes approved _____ as corrected.

Bianca Richards, President
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President

12/10/2021

Date