



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
January 13, 2022**

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 January 13, 2022 at 7:05 p.m.

IN ATTENDANCE:

Trustees Present
Annie Chang Long
Bianca Richards
Dean Serwin

Also Present
Cathy Billings, Library Director
Diana Mahmud, Council Liaison
Sally Kilby, Friends Board President
Sean Faye, Administrative Secretary

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION/DISCUSSION ITEMS:

4. Volunteer Recognition Event Date

There was a discussion about when to host the event to honor the Library's volunteers. The City Manager will be consulted about her availability. Questions remain about access to the former SPUSD parking lot and use of the current SPUSD parking lot. There were suggestions to host a mid-morning brunch or an event with coffee and tea without food.

This will be a Discussion Item at the 2/10/22 Trustees meeting.

5. Quarterly Budget Update

The Library is currently within its budget and on track with its line items. Purchases towards building improvements and computer equipment will be made before the end of the fiscal year.

The City is transitioning to in-house payroll processing.

Details about FICA and Medicare expenditures will be provided at the 2/10/22 Trustees meeting.

6. Library Operations Update

In-person programming, including Storytimes, have been suspended until the end of February, to prevent the spread of COVID. Recorded Storytimes are available on the Library's YouTube page, along with other content. The Teen Advisory Board (TAB) will meet remotely. The capacity in the Children's Room has been reduced to 10 patrons at a time.

The suggested changes have been made to the Request for Proposal (RFP) to the Library Strategic Plan. It is under review by the City Attorney, with emphasis on the Scope of Work portion.

Final guidelines for the State Library Building Forward Infrastructure grant have not been released yet. All proposed Library projects are listed in the draft Capital Improvement Program (CIP) document. When contacted, the State Library stated that our application looked "really good". It is still to be determined what matching funds the City would be able to make available. Those decisions will be made as part of the budget/CIP planning process this spring. The State Library indicated that in the final application, more details about the Library's relationship with the Red Cross and their use of the Community Room in an emergency would be helpful. The Fire Department will provide the contract between the Library and the Red Cross.

[Library Board Secretary Annie Chang Long arrived at the Library Board of Trustees meeting at 7:27 p.m.]

Local History Librarian Olivia Radbill was awarded a \$12K grant from the State Library for a Memory Lab. These are federal funds. This grant will provide the resources to digitize analog materials for patrons, such as VHS tapes, cassette tapes, slides, and old documents. The grant will also provide for an intern to assist in running the program. The first trial run of the program will be in concert with the Senior Center in the spring.

Four new Substitute Librarians will start on 1/20/22. Offers were made to two candidates for the Weekend-in-Charge Librarian position. Aide interviews took place this week to fill what will be four vacant positions. Filling these vacancies is critical to the Library resuming its normal hours.

An SPUSD intern will report to Local History Librarian Radbill for a digitization project for old photographs and historic materials discovered by the SPUSD. The SPUSD will retain the rights, but the materials will be hosted on the Library website to make them available to the community. This is expected to begin in February or March.

The City approved its Strategic Plan. The Strategic Plan and the Library's CIP projects will be Discussion Items for the 2/10/22 Trustees meeting.

3. Review and approve draft minutes of the regular meeting held December 9, 2021

Motion by Library Board President Bianca Richards, seconded by Library Board Trustee Dean Serwin, to approve the minutes as written for the regular meeting of the Library Board of Trustees held December 9, 2021.

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

7. Library Parcel Tax Renewal Timeline

The City Clerk can provide guidance about how Library Board members may participate in the parcel tax campaign committee.

This will be a Discussion Item for the 2/10/22 Trustees meeting.

COMMUNICATIONS:

8. Board President (Bianca Richards): President Bianca Richards encouraged the Board to submit recommendations to fill the vacancies on the Library Board. President Richards extended her wishes for a healthy and safe 2022 and for the Library to resume its pre-pandemic hours.

9. Board Members: Trustee Dean Serwin also expressed his hopes for a healthy and successful new year. Trustee Serwin is looking forward to becoming more involved with the Board.

Secretary Annie Chang Long was appreciative of all the community resources that keep the Library open and available.

10. Council Liaison (Councilmember Diana Mahmud): Councilmember Diana Mahmud will remain as the Library's Council Liaison.

Councilmember Mahmud has spoken with the City Manager and the Mayor to request appointments for the two vacancies on the Library Board before the 2/10/22 Trustees meeting.

The City will undergo a study session to review South Pasadena Boards and Commissions.

Councilmember Mahmud asked Library Director Cathy Billings to consider converting some part time vacancies to full time, as disruptive turnover seems to be a recurring issue. Councilmember Mahmud would offer her support if that were to come before City Council.

The City's press release about foregoing in-person meetings until the end of February could be amended if conditions improve.

Councilmember Mahmud was very grateful to Local History Librarian Olivia Radbill for obtaining the Memory Lab grant. It will be a tremendous asset and gift to the seniors in the community.

The Board was reminded to select officers by the March meeting.

11. Friends of the Library Representative (Friends Board President Sally Kilby): Friends Board President Sally Kilby will be transitioning this month from the Presidency of the Board to Communications. Ellen Torres will serve another year as Friends Board President.

The Friends have had a great, if challenging year. There have been many transitions with the various divisions of the Friends. The Friends Bookstore and the Restoration Concert Committee are blossoming under their new leadership.

Some highlights of the Friends' achievements during the past year include:

- Library Staff Appreciation month
- activating the 21st Century Committee (21CCL) for the Library
- testifying to City Council and wrote letters of support for federal library facilities
- meeting with the City Manager
- participating in the Strategic Planning process
- publishing four editions of the Friends newsletter
- funding \$30K for necessary services, items, including the Library battery packs, and online programs
- the Friends Bookstore raised \$23K and held three book sales

- the Friends Bookstore began accepting credit cards
- the Friends Bookstore re-opened in June 2021 and is now open five days/week with ten new volunteers
- the Restoration Concert Series was relaunched and held performances in September, October, and November 2021
 - the January and February 2022 concerts have been postponed and will hopefully be rescheduled
 - online ticket sales were initiated for the Restoration Concert Series, which led to an increase in sales
 - plans are being developed to acquire a permanent stage in the Community Room

President Kilby thanked the Board and Director Billings for their continued support.

12. Trustee Liaison to Friends: A Trustee Liaison to the Friends will be designated once the Board positions are assigned in February or March.

13. Library Director (Cathy Billings): Library Director Cathy Billings shared the goals and objectives documented in her performance evaluation with the City Manager:

- to host a Library Open House for City staff, but also to be available to the public
 - this is tentatively scheduled for Thursday, April 7, 2022, during National Library Week
 - many fun activities are planned to engage the public with the Library and its collections
 - issue Library cards to City employees
- to continue to lead the Board of Trustees through a review and revision of outdated policies in the Library Administrative manual
- to ensure that the Strategic Planning process results in a plan that reflects all stakeholders and can successfully guide the Library for the next five years
- to prioritize education and outreach efforts in advance of the Library Special Tax vote in November
 - Library staff will be launching a new and updated Library brochure, informed by the Strategic Planning process, in May
- to successfully update the Support Services organizational chart
 - to streamline recruitment hiring and promotions for part-time positions
 - to make positions consistent with the required technical skills and information technology expertise
 - consideration to combine the Aide I and Aide II and Clerk I and Clerk II positions into one classification each
 - consideration to upgrade the current Clerk I position into that of Clerk II, to better reflect the duties performed

The Library experienced some leaks from a recent heavy rainfall, near the staff entrance and the back of the staff area, on the first floor. Requests have been submitted to Public Works to address chronic areas where leaks occur when it rains. The Board expressed concerns of possible mold and health of the staff and public, and of greater damage if leaks are allowed to continue. Councilmember Mahmud encouraged the Board to make a public comment about this issue when the City's CIP is discussed in the spring. Director Billings gave assurances that there has been no mold detected and that the leaks are not near materials or equipment.

The Library HVAC system evaluation will be scheduled soon. It will be important to learn how the Library's ventilation system is performing, particularly in terms of COVID transmission.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, February 10, 2022 at 7:00 p.m. via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on January 13, 2022 at 8:12 p.m.

Minutes approved BRP as written.

Minutes approved _____ as corrected.

DocuSigned by:
Bianca Richards, President
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President

2/11/2022

Date