



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

Virtual Meeting

February 10, 2022, 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 AB 361 Government Code section 54953, subdivision (e)(3), the Library Board of Trustees may conduct its meetings remotely and hold them via video conference. Pursuant to such Executive Order, the Trustees may participate remotely and not be physically present. Until further notice and as such Executive Orders remain in effect, public participation may continue via live public comment conducted over ZOOM.

The Library Board of Trustees meeting for February 10, 2022 will be conducted virtually from the Ray Bradbury Conference Room on the Library's 2nd floor at 1100 Oxley Street, South Pasadena.

Members of the public have the option to participate 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>

; 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/j/9128543210>

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., February 10, 2022 to ensure adequate time to compile and post.

CALL TO ORDER:

President Bianca Richards

ROLL CALL:

Bianca Richards, President, Annie Chang Long, Secretary, Kenneth I. Gross, Trustee, Fred J. Pratt, Trustee, Dean Serwin, Trustee

COUNCIL LIAISON:

Councilmember 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. **Introduction of New Trustees**
4. **Review and approve draft minutes of the regular meeting held January 13, 2022**

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on January 13, 2022.

5. **Public Services Programming Overview**
6. **Board of Trustees Agenda Forecast**

- 7. **Parcel Tax Renewal Campaign Committee**
- 8. **City Strategic Plan**
- 9. **Adopt Urban Libraries Council Statement on Race and Social Equity**
- 10. **Volunteer Recognition Event**
- 11. **Library Operations Update**
- 12. **Appointment of a Committee to Participate in Strategic Planning Consultant Selection**

COMMUNICATIONS

- 13. **Board President**
- 14. **Board Members**
- 15. **Council Liaison**
- 16. **Friends of the Library Representative**
- 17. **Trustee Liaison to the Friends**
- 18. **Library Director**

ADJOURNMENT

FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS

March 10, 2022	Virtual Meeting	7:00 p.m.
April 14, 2022	TBA	7:00 p.m.
May 12, 2022	TBA	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.

2/4/2022

Date

/s/

Sean Faye

Administrative Secretary



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 _____ as written.

Minutes approved _____ as corrected.

President

Date

2022 Library Programming Schedule

	Program/Event	Start	Categories
MISC	Red Cross Blood Drive [Noon - 6pm]	Tue 2/1/2022 11:00 AM	*Co-Sponsored
	Red Cross Blood Drive [Noon - 6pm]	Wed 2/23/2022 11:00 AM	*Co-Sponsored
	Red Cross Blood Drive [Noon - 6pm]	Tue 3/22/2022 11:00 AM	*Co-Sponsored
	Tentative: Volunteer Recognition Event	Thu 4/7/2022 10:00 AM	*Do Not Schedule
	Red Cross Blood Drive [Noon - 6pm]	Mon 4/18/2022 11:00 AM	*Co-Sponsored
	Red Cross Blood Drive [Noon - 6pm]	Tue 5/24/2022 11:00 AM	*Co-Sponsored
ADULTS	Will Eisner Week - 'A Contract with God' Discussion	Thu 3/3/2022 7:00 PM	*Library - Adult
	Library Open House	Wed 4/13/2022 11:00 AM	*Do Not Schedule
	Eclectic Music Festival	Sat 4/30/2022 9:00 AM	*Co-Sponsored
	Free Comic Book Day	Sat 5/7/2022 12:00 AM	*Library - Adult
	Hazel Newlevant Virtual Author Visit	Thu 6/2/2022 5:00 PM	*Library - Adult
	[Tentative] Memory Lab	Mon 6/20/2022 12:00 AM	*Library - Adult
	[Tentative] Something Wicked This Way Comes Screening	Sat 8/6/2022 6:00 PM	*Library - Adult
	[Tentative] Memory Lab	Mon 8/29/2022 12:00 AM	*Library - Adult
	[Tentative] OCOS Selection Committee Meeting	Mon 8/1/2022 6:00 PM	*Library - Adult
	OCOS Voting	Thu 9/1/2022 12:00 AM	*Library - Adult
	Announcement of OCOS 2022 Selection	Mon 9/19/2022 12:00 AM	*Library - Adult
	OCOS 2022 Book Discussion	Wed 10/26/2022 7:00 PM	*Library - Adult
Coffee Tasting - Sign-ups Required	Sat 11/19/2022 1:00 PM	*Library - Adult	
TEENS	Teen Book Club	Wed 2/23/2022 4:00 PM	*Library - Teen
	Teen Advisory Board	Wed 3/16/2022 4:00 PM	*Library - Teen
	Teen Advisory Board	Wed 4/20/2022 4:00 PM	*Library - Teen
	Teen Book Club	Wed 4/27/2022 4:00 PM	*Library - Teen
	Teen Book Club	Wed 6/22/2022 4:00 PM	*Library - Teen
	Teen Advisory Board	Wed 8/17/2022 4:00 PM	*Library - Teen
	Teen Book Club	Wed 8/24/2022 4:00 PM	*Library - Teen
	Teen Advisory Board	Wed 9/21/2022 4:00 PM	*Library - Teen
	Teen Advisory Board	Wed 10/19/2022 12:00 AM	*Library - Teen
	Teen Book Club	Wed 10/26/2022 4:00 PM	*Library - Teen
	Teen Advisory Board	Wed 11/16/2022 4:00 PM	*Library - Teen
	Teen Book Club	Wed 11/30/2022 4:00 PM	*Library - Teen
KIDS	Craft Lab (all year as staffing/pandemic allows)	Thu 1/6/2022 3:00 PM	*Library - Kids
	Bookmark Contest	Tue 2/1/2022 12:00 AM	*Library - Kids
	Take & Make: Library Lover's Month Craft (4 Thursdays)	Thu 2/3/2022 12:00 AM	*Library - Kids
	Preschool Storytime (March 1-May 3)	Tue 3/29/2022 9:30 AM	*Library - Kids
	Toddler Storytime (March 3-May 5)	Thu 3/31/2022 9:30 AM	*Library - Kids
	Family Storytime (March 5-May 7)	Sat 4/2/2022 9:30 AM	*Library - Kids
	SRP Pre-Register May 23 - May 31	Mon 5/23/2022 12:00 AM	*Library - Kids
	Summer Reading Program June 1 - July 30	Wed 6/1/2022 12:00 AM	*Library - Kids
	Preschool Storytime (June 14-August 2)	Tue 6/14/2022 10:30 AM	*Library - Kids
	Toddler Storytime (June 16-August 4)	Thu 6/16/2022 10:30 AM	*Library - Kids
	Family Storytime (June 11-August 6)	Sat 6/11/2022 10:30 AM	*Library - Kids
	Scary Story Contest for Kids and Teens Aug. 18 - Sep. 10	Mon 8/15/2022 12:00 AM	*Library - Kids
	Newbery Book Club (Fall)	Wed 1/12/2022 3:30 PM	*Library - Kids
	Preschool Storytime (September 20-November 15)	Tue 9/20/2022 9:30 AM	*Library - Kids
	Toddler Storytime (September 22-November 17)	Thu 9/22/2022 9:30 AM	*Library - Kids
	Family Storytime (September 24-November 19)	Sat 9/24/2022 9:30 AM	*Library - Kids
Potential Kids Holiday Crafting Event	Wed 12/7/2022 3:00 PM	*Library - Kids	
FRIENDS	Restoration Concert	Sun 3/13/2022 7:00 AM	*FOL
	Restoration Concert	Sun 4/24/2022 7:00 AM	*FOL
	Restoration Concert	Sun 5/8/2022 9:00 AM	*FOL
	Restoration Concert	Sun 9/18/2022 9:00 AM	*FOL
	Restoration Concert	Sun 10/x/2022 9:00 AM	*FOL
	Restoration Concert	Sun 11/13/2022 1:00 PM	*FOL

Library Board of Trustees Agenda Forecast

ITEM 6

2021 Work Plan: TBD

Policies

Strategic Planning

Emergency Plan

21CCL

Governance: Roles/Responsibilities

2022 Work Plan:

TBD

Month	Standing Items	2022
January	<ul style="list-style-type: none"> Quarterly Budget report Calendar Year Work Plan [moved to March] Nominating Committee Slate presented; election of officers [moved to March] Calendar Year Approved Holidays and Closures 	
February		
March	<ul style="list-style-type: none"> Next FY Budget Discussion Volunteer Recognition Event Planning 	<ul style="list-style-type: none"> Nominating Committee slate presented; election of officers Calendar Year Work Plan approval Confirm selection of strategic planning consultant
April	<ul style="list-style-type: none"> Quarterly Budget report 	<ul style="list-style-type: none"> Recommendation for City Council on terms of Parcel Tax renewal
May	<ul style="list-style-type: none"> Next FY Proposed Budget 	<ul style="list-style-type: none"> Strategic Planning
June		<ul style="list-style-type: none"> Review draft Strategic Plan
July	<ul style="list-style-type: none"> Quarterly Budget report New FY Adopted Budget review Parcel Tax update Serving with a Purpose Conference reminder 	<ul style="list-style-type: none"> Adopt 2023-2028 Strategic Plan
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
November	<ul style="list-style-type: none"> Annual Report Discussion Appoint Nominating Committee 	
December	<ul style="list-style-type: none"> Annual Report Approval Next Calendar Year Work Plan Discussion Volunteer Recognition Discussion Next Calendar Year Meeting Dates 	

Last Update 2/2/2022

ITEM 8**City of South Pasadena Strategic Plan 2021-2026****Goals and Tasks Related to Library Services****1. Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future**

Task	Action Item	Target Date	Department
1e. Library Parcel Tax	Library Parcel Tax Renewal (Nov 2022 Election)	FY 22-23	Finance/ Library

2. Create a Strong Economic Development Strategy to Strengthen Local Business

Task	Action Item	Target Date	Department
2e. Parking Policy	Create comprehensive parking policy for the City.	FY 23-24	Community Development

3. Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts

Task	Action Item	Target Date	Department
3d. Emergency Preparedness	Initiate regular Emergency Operations Center (EOC) training for Department Directors and staff. Training will be provided during the renewals of the EOP and LHMP	FY22-23	Fire/Police
3f. Homeless Initiatives	<ul style="list-style-type: none"> • Participate in Mental Health/Crisis Intervention Program • Expand working relationship with community partners and Union Station 	FY 21-22	Police/ Community Development

4. Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs.

Task	Action Item	Target Date	Department
4e. Capital Improvement Program	Bring forward a comprehensive Capital Improvement Plan (CIP).	FY 21-22	Public Works

6. Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.

Task	Action Item	Target Date	Department
6c. Update Policies	Develop comprehensive administrative policies manual – including ADA, FMLA, Harassment, etc. with the Internal Policy Committee. <ul style="list-style-type: none"> •Police Department assessment. •Update the Rules & Regs 	FY 21-22	Mgmt Svcs
6b. Centralized Operations	Centralize grants management and contract management.	FY 21-22	Mgmt Svcs
6d. Improve technology	Create an IT Master Plan for introducing or updating technologies in all departments.	FY 21-22	Mgmt Svcs
6f. Governance	Review all Boards and Commissions.	FY 21-22	CMO/ Mgmt. Services
6h. City Workforce	Pursue a healthy Workplace Culture including efforts to raise employee morale <ul style="list-style-type: none"> • Establish Employee Committee to assist with morale boosting initiatives and events • Create new Training an Mentoring Program Create new branding for HR and City through Onboarding Process. 	Ongoing	CMO/ Mgmt. Services

Urban Libraries Council Statement on Race and Social Equity

The Library continues to think about, and work on, issues of diversity, equity and inclusion. Staff recommend that we sign on to the [Urban Libraries Council](#) (ULC) *Statement on Race and Social Equity*.

212 public libraries across North America have signed the statement. In Southern California, County of Los Angeles Public Library, Los Angeles Public Library, Santa Monica, and Pasadena are signers. The statement serves as a baseline upon which libraries can build policies and actions that make their communities more inclusive and just.

ULC Statement on Race and Social Equity

As leaders of North America’s public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership. Our library systems are working to achieve equity in the communities we serve by:

- Eliminating racial and social equity barriers in library programs, services, policies and practices
- Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role
- Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice
- Serving as a convener and facilitator of conversations and partnerships to address community challenges
- Being forthright on tough issues that are important to our communities

Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.