



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES**

**SPECIAL MEETING AGENDA
THURSDAY, JULY 21, 2022 at 7:00 p.m.**

**SOUTH PASADENA PUBLIC LIBRARY
1100 OXLEY STREET, SOUTH PASADENA, CA 91030**

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 today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Library Board of Trustees Meeting will be conducted in-person from the Ray Bradbury Conference Room on the Library's 2nd Floor, located at 1100 Oxley Street, South Pasadena. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Advisory Body may conduct its meetings remotely and may be held via video conference.

The Meeting will be available:

- In Person Hybrid – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Webinar ID: 892 5352 3747/ Passcode: 073797**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:

<https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na1l0ZExJeEszaytVZz09>

or

3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

CALL TO ORDER

President Dean Serwin

ROLL CALL

President Dean Serwin
Vice President Bianca Richards
Secretary Annie Chang Long
Trustee Kenneth Gross
Trustee F.J. Pratt

COUNCIL LIAISON:

Councilmember Diana Mahmud

PUBLIC COMMENT GUIDELINES

The City welcomes public input. If you would like to comment on non-agenda items and an agenda item, members of the public may participate **by means of one of the following options:**

Option 1:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 2:

Email public comment(s) to lbt@southpasadenaca.gov.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than 12:00 p.m., July 21, 2022

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

1. Public Comment

PRESENTATIONS

2. Library Strategic Planning Consultants

ACTION/DISCUSSION

3. Minutes of the Special Library Board of Trustees Meeting of June 9, 2022

Recommendation

It is recommended that the Commission review and approve the June 9, 2022 Special Meeting Minutes.

4. Minutes of the Regular Library Board of Trustees Meeting of June 9, 2022

Recommendation

It is recommended that the Commission review and approve the June 9, 2022 Regular Meeting Minutes.

5. Parcel Tax Renewal

6. LBT Work Plan – Proposed Schedule for Policies Review

7. Library Operations Update

COMMUNICATIONS

8. Board President Communications
9. Board Member Communications
10. Council Liaison Communications
11. Friends of the Library Representative
12. Trustee Liaison to the Friends
13. Library Director

ADJOURNMENT

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

The complete agenda packet may be viewed on the City's website, www.southpasadenaca.gov.

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting.

The City's YouTube Channel may be accessed at:

https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. 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).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **July 21, 2022**, 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, on the date listed below.*

7/18/2022

/S/

Date

Sean Faye, Library Administrative Secretary



**South Pasadena Public Library
SPECIAL MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
June 9, 2022**

CONVENE:

President Dean Serwin called the special meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on June 9, 2022 at 7:01 p.m. Members of the public attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Diana Mahmud, Council Liaison
Ellen Torres, Friends Board President
Sally Kilby, Member of the Public
Sean Faye, Administrative Secretary

EXCUSED: Secretary Annie Chang Long
Trustee F.J. Pratt

PUBLIC COMMENTS:

1. None

ACTION/DISCUSSION ITEMS:

2. **Designate Authority to Library Director to Close Library One Morning to Enable Staff to Participate in Strategic Planning**

Motion by Library Board Vice President Bianca Richards, seconded by Library Board Trustee Kenneth Gross, to designate authority to the Library Director to close the Library for three hours one morning between June 20 and July 31 to enable staff to participate in strategic planning.

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

ADJOURNMENT: President Dean Serwin adjourned the special meeting of the Library Board of Trustees on June 9, 2022 at 7:07 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
June 9, 2022**

CONVENE:

President Dean Serwin called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on June 9, 2022 at 7:08 p.m. Members of the public attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present
Kenneth Gross
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Diana Mahmud, Council Liaison
Ellen Torres, Friends Board President
Sally Kilby, Member of the Public
Sean Faye, Administrative Secretary

EXCUSED: Secretary Annie Chang Long
Trustee F.J. Pratt

PUBLIC COMMENTS:

1. None

ACTION/DISCUSSION ITEMS:

2. Minutes of the Special Library Board of Trustees Meeting of May 26, 2022

Library Board President Dean Serwin requested the last sentence of the first paragraph of Action/Discussion Item #3 be restated to say, "The Board deliberated whether the Special Tax should be renewed until repealed by a majority vote of the South Pasadena electorate, or for a limited term."

Motion by Library Board President Dean Serwin, seconded by Library Board Trustee Vice President Bianca Richards, to approve the minutes as amended for the special meeting of the Library Board of Trustees held May 26, 2022.

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

3. Strategic Planning

BerryDunn, the Library's strategic planning consultant, has held several discussions with Library Director Cathy Billings and senior staff regarding the planned focus groups and the task force roster. The task force will reflect the South Pasadena community and library patrons. One Trustee may be asked to serve. Outreach will be made to the Friends. The consultants may attend a Trustees meeting. Susan Kent, BerryDunn's library specialist based in Los Angeles, will be able to directly engage with library staff and the community. The project is expected to be finished by the end of October.

The strategic planning was discussed at this week's Library staff meeting. The City Manager and Deputy City Manager were in attendance.

The strategic plan consultants sent an introductory email to staff. Staff was asked for their input regarding their vision for the Library over the next five years.

The Trustees may attend any public strategic planning event, and it is not a Brown Act violation if more than two trustees are in attendance at a public event.

4. Parcel Tax Renewal

The City Attorney provided answers to questions raised by the Board at the last meeting relating to the "Taxpayer Protection and Government Accountability Act". It was confirmed that a tax would be considered to be "imposed" or adopted at the time of the election, not at the time it would go into effect. It was also confirmed that "duration" need not be defined as a finite period of time.

The Measure L Committee will be meeting with their consultant and the City Manager.

There will be a staff report and a presentation to City Council to provide direction for the renewal terms on 6/15/22. Staff will return to City Council on 7/20/22 with the staff report and resolutions required to put the measure on the ballot.

Friends Board member Sally Kilby made a public comment as a member of the South Pasadena Loves Our Library Committee for Measure L. She approves passing the measure as an evergreen tax. She feels the community will support this, as they had supported the evergreen renewal of the Utility Users tax.

5. LBT Accomplishments and Work Plan

Library Board President Dean Serwin drafted a statement of purpose for the Annual Commission Report that will be presented at the 6/22/22 Commissioner Congress. It will serve as a preface to the Board's three accomplishments and three work plan goals for Fiscal Year 2022-2023.

6. Library Administrative Policies Overview

Previously, what was called the Library Board of Trustees Manual had been a mixture of Board reference material and Library policies. These have been separated into two documents, the

LBT Reference Manual and the Library Administrative Policy Manual. Policies have not been reviewed or amended on average for 14 years.

Staff have been working on collection development policies. The code of conduct is still under review. Changes to the Code of Conduct will take time since they have to be undertaken carefully and thoughtfully to avoid any unintended consequences. Policies for the dress code and unsupervised children can be addressed right away. Policies for service animals, the sale of materials at Library co-sponsored events, and art donation may need to be added.

The trustees requested that a schedule showing which policies will be addressed at meetings for the remainder of the fiscal year be created and provided to the board. Policies under review will be listed on future agendas. Trustees can contribute their thoughts on policies at any time and those comments will be taken into account as policies are reviewed. The possibility of appointing a committee of the Board to work on specific policies was discussed.

Director Billings will meet with the senior librarians to lay out the requested schedule for review at the 7/14/22 Trustees meeting.

7. Library Operations Update

Director Billings will be unavailable to attend the 6/22/22 Commissioner Congress. Public Services Manager Maida Wong will be the Library staff representative.

Many attended the Library Open House on 6/1/22, including staff from Public Works, the Police Department, Community Development, the City Manager's Office, Community Services, and several Trustees. 35 people submitted their tour cards, 47 signed up for the Summer Reading Program, and 23 new library cards were issued.

700 people signed up for the Summer Reading Program so far. Pre-COVID, as many as 2,000 might register in a given year.

"Wonderful Wednesday" and Storytime programming begin next week.

The winning bookmarks from the children's bookmark contest have arrived.

Library staff will lead a virtual Community Read of *The American Experiment: Dialogues on a Dream* by David M. Rubenstein on 6/28/22. This free event will be part of the City's Independence Day festivities, which includes a theatrical performance on 7/3/22 in the South Pasadena High School auditorium. Mayor Cacciotti is encouraging participation. Pre-registration on Eventbrite is required.

Five new Library Aides have been hired, filling nine of the ten positions. A Part Time Clerk has been let go, and that position will remain vacant for the time being. The requisition for a Digital Services Librarian has not been posted yet.

COMMUNICATIONS:

8. Board President Communications

President Dean Serwin attended the 6/1/22 Library Open House. He was happy to see people and families that were very engaged. President Serwin appreciated the flow of the Open House and how it allowed people to learn the history of South Pasadena. He looks forward to the next one.

9. Board Member Communications

Vice President Bianca Richards echoed President Serwin's comments about the Library Open House. She expressed appreciation for the Community Read. Vice President Richards complimented Director Billings' speech at the War Memorial on Memorial Day. The talking points about the history of the War Memorial Building were prepared by Local History Librarian Olivia Radbill.

Trustee Kenneth Gross had nothing to add.

10. Council Liaison Communications

Councilmember Mahmud suggested that the Board consider if they want to maintain their schedule for a July and August Board meeting, schedule a Special Meeting in its place, or cancel one meeting. Director Billings will reach to the Board for their preference.

Roll call is only required for hybrid meetings where a Board member is attending remotely.

The Library Budget is expected to be approved. City Council has indicated they support the Library's request for a full time Support Services librarian.

At Councilmember Mahmud's recommendation, City Council is in support of providing funding in the amount of \$160K for a radio frequency identification (RFID) and automated materials handling (AMH) system for fiscal year 2023/2024. This will greatly help Library staff to be more efficient with circulation functions and collection management.

11. Friends of the Library Representative

Friends Board President Ellen Torres reported the Friends did not have a meeting last month.

The Friends will co-host the screening of the award-winning documentary *Far East, Deep South* with the South Pasadena Chinese-American Club.

The June Friends Board meeting has been rescheduled to 6/23/22 in the Library Conference Room.

An all-day retreat to discuss policies and bylaws will be scheduled for August. The date and location have not been selected yet.

Sarah Bunn of Jericho Road has suggestions for how to improve the Friends' website.

The Friends will receive a \$40 check from Showcase House.

Four members of the Friends attended the Serving With a Purpose conference and came away with some great ideas and confidence in how they operate.

The Friends currently have 184 members. \$1,150 was raised in May. They have \$19,925 in membership fees. Reminders will be sent to those who have not joined yet.

Sally Kilby was thanked for her communication efforts in publicizing the Friends' events.

The Friends newsletter continues to do well with a 53% open rate.

The Friends Bookstore will be celebrating its 40th anniversary. Book donations have increased.

President Torres also enjoyed the Library Open House.

The Restoration Concert Committee has plans to sell the Steinway piano, which is no longer functional. It is currently valued at \$20K as a trade-in, but it is hoped they can get a higher price if it is sold. It has been decided not to purchase or lease a new Steinway piano. Some fundraising strategies will be considered, including asking past donors to sponsor a concert and pay for the piano rental. There may be fewer concerts that include pianos. Restoration Concert musicians have it in their contract that they will only perform on a Steinway. Fundraising for a permanent stage in the Community Room will now take priority.

12. Trustee Liaison to the Friends

Vice President Richards had nothing to add due to no Friends Board meeting being held last month.

13. Library Director

Updates will soon be made to the Library's HVAC system.

Director Billings thanked Sally Kilby and Nancy Lem for designing a new bookmark for the Friends Bookstore and the new sign for Last Chance Books.

The Teens' Little Free Library has been installed in front of the Library. Publicity is forthcoming.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, July 14, 2022 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference for the public via Zoom.

ADJOURNMENT: President Dean Serwin adjourned the regular meeting of the Library Board of Trustees on June 9, 2022 at 8:07 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date

LIBRARY ADMINISTRATIVE POLICY MANUAL UPDATE SCHEDULE - 7/14/2022

ITEM 6
Library Board of Trustees
July 21, 2022

August 11, 2022

6.2 Stalking Policy (CB)

September 8, 2022

4.3 Library Dress Code (CB/BP/MW)

October 13, 2022

3.1 Collection Maintenance Policy (MW)

3.2 Materials Selection Policy (MW)

3.3 Graphic Novel Selection Policy (MW)

3.4 Video Materials Policy (MW)

5.1 Library Card Policy (BP)

5.2 [Patron] Confidentiality Policy (BP)

November 10, 2022

6.3 Risk Management (CB)

6.4 Suspected Theft of Library Materials (BP)

December 8, 2022

3.6 Request for Reconsideration of Library Materials (CB/BP/MW)

3.7 Request for Reconsideration of Library Materials Procedure (CB/BP/MW)

January 12, 2023

5.3 Community Room Policy (CB/SF)

February 9, 2023

4.2 In-Charge Policy (CB)

6.1 Authority to Close the Library for Power Outages and Other Emergencies (CB)

NEW Minimum Staffing Policy (CB)

March 9, 2023

1.2 Display Policy (CB)

NEW Art Donation and Display (CB)

April 13, 2023

NEW Customer Feedback Policy (BP)

5.11 Request for Review of Library Services (CB)

May 11, 2023

4.1 Disclosure of Staff Schedules (CB)

4.4 Volunteer Policy (CB)

4.5 Volunteer Background Checks (CB)

4.6 Security Clearance Policy for Volunteers (CB)

June 8, 2023

5.9 Policy on Unsupervised Children in the Library (MW)

5.10 Procedures for Unsupervised Children in the Library (MW)