



**South Pasadena Public Library  
REGULAR MEETING OF THE  
LIBRARY BOARD OF TRUSTEES  
MINUTES  
August 11, 2022**

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**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 August 11, 2022 at 7:22 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  
Annie Chang Long  
F.J. Pratt  
Bianca Richards  
Dean Serwin

Also Present

Michael A. Cacciotti, Mayor  
Cathy Billings, Library Director  
Andrew Jared, City Attorney  
Sally Kilby, Friends Board Representative  
Sean Faye, Administrative Secretary

**EXCUSED:** Councilmember Diana Mahmud

**PUBLIC COMMENTS:**

1. None

**ACTION/DISCUSSION ITEMS:**

**2. Minutes of the Special Library Board of Trustees Meeting of July 21, 2022**

**Motion by Library Board President Vice President Bianca Richards, seconded by Library Board Trustee President Dean Serwin, to approve the minutes as written for the special meeting of the Library Board of Trustees held July 21, 2022.**

<b>AYES:</b>	<b>Gross, Long, Pratt, Richards, Serwin</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**3. Administrative Policy Review: Rescind Policy on Harassing and Stalking Behavior**

This policy was enacted in 1995. It hasn't been reviewed since 2002. Staff recommend rescinding the policy because it is an outlier in the Library Administrative Policy Manual (LAPM), which does not contain any other policies that address a single criminal behavior, and because it

is covered more appropriately in the Library Code of Conduct and in the South Pasadena Municipal Code.

Trustees discussed how the public might perceive the removal of the policy from the LAPM, given the public comment made about Library and Library Park health and safety at the August 11, 2022 Special Meeting. Staff explained that the Code of Conduct and Municipal Code together are the framework that is used by staff to enforce rules and regulations, and that the Code of Conduct states “verbal or physical abuse or sexual harassment of Library users or staff is prohibited” and “no illegal behavior of any type.” The Municipal Code indicates the suspension of Library privileges for various behaviors that include “engaging in any behavior that may pose a written, oral, or physical threat to other patrons, volunteers, or library staff” and “seriously harassed verbally or physically, or aggressively or annoyingly stared at or followed other patrons, volunteers, or library staff about the library premises.” Trustees concurred that the issue of stalking and harassment are clearly addressed in these two locations and that including a policy on stalking and harassment in the LAPM is superfluous and potentially confusing.

Library Director Billings noted that Library staff are trained on how to deal with behaviors that are illegal or that are prohibited by the Code of Conduct and South Pasadena Municipal Code and involve law enforcement whenever circumstances require it.

**Motion by Library Board President Vice President Bianca Richards, seconded by Library Board Trustee Secretary Annie Chang Long, to rescind the obsolete policy on harassment and stalking behavior in the Library Administrative Policy Manual.**

<b>AYES:</b>	<b>Gross, Long, Pratt, Richards, Serwin</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

#### **4. Library Educational Outreach Plan**

The Library Special Tax will be on the November election ballot. Library staff will conduct educational outreach about services and programs. Staff will use social media to highlight different fun facts about the Library. A new and more compelling brochure will be produced. A Frequently Asked Questions flyer about the Special Tax will be developed to provide factual information about the Tax to the public.

#### **5. Programming Survey Results**

Results were shared from the survey Library Board Secretary Long helped create for Library programs. The survey will resume in the fall for One City One Story and other adult programming, so as not to be confused with the Library Strategic Plan survey. Gathering program feedback was one of the goals from the 2016 Library Operations Study and the 2017-2022 Library Strategic Plan.

Nearly all responses were from parents at Storytime programs. 74% of respondents found the content valuable and would recommend to friends and family. Not as many people were likely to use other Libraries resources and services, but that may be due to demographics. No one indicated they heard of Library programs through emails or flyers. It should be noted that parents

do request printed calendars of events and the printed bookmarks for Press Reader clearly boosted usage stats for that resource, so staff believe that printed information is still in demand and utilized. Most became aware of programming from the Library website, a staff member, or from a friend or family member. Most comments had positive feedback. Respondents would like to see more hands-on activities such as arts and crafts or cultural activities in the future. Saturday Storytimes do typically have a craft element.

President Serwin was grateful for the responses and is eager to see what feedback the fall survey provides. An ongoing, open survey for general feedback about Library operations and services could be created.

## **6. Library Strategic Plan Update**

Over 300 responses have been received for the Library Strategic Plan survey. Survey invitations were sent to every community group. Friends Board representative Sally Kilby has been extremely helpful in getting the word out. A poster board and comment cards were made available at the Senior Center to capture the suggestions of those who may not be as likely to take the online survey. The survey has been sent out to parents and faculty in the school district. The survey closes on 8/18/22.

The Strategic Plan consultants will conduct additional one-on-one stakeholder interviews next week. The consultants will return on site between 9/6/22-9/8/22. They will hold a public meeting the evening of 9/6/22 where they will share the analysis of the data and seek further input from the community. The Board was encouraged to attend that meeting. There will be an all-staff session during the day on 9/7/22 and the Community Advisory Committee will meet that afternoon. Senior Library staff will review the findings with the consultants the morning of 9/8/22.

## **7. Library Operations Update**

The Summer Reading Program has wrapped up. 1,400 people, including 300 adults, signed up and read twice as much as last year. The 46 teen volunteers worked a total of 1,384 hours. 3,000 books were given away. 45 programs were held. Story Times had a total of 2,235 attendees.

The next session of Story Time will be 9/13/22-11/19/22.

The Teen Advisory Board received 22 applications for its fall cohort.

There will be a Ray Bradbury program in the Community Room on 8/20/22. Tim Carey will speak about the Ray Bradbury fused glass windows created for the Library Conference Room. Filmmaker John Sasser will show his documentary, *Father Electrico: Ray Bradbury Lives Forever!* about Ray Bradbury's collaboration with the sculptor Christopher Slatoff. There will be a Q&A after.

The One City One Story selection committee is working their way through the short list of books. Two finalists will be chosen for the public to vote for during the period of 9/1/22-9/10/22. The winning title will be announced later in September, to allow time for the Library to purchase and catalog copies.

Public events related to One City One Story have been scheduled. An Author Talk will be held on 10/4/22 with Jana Ireland for her book, *Regarding Paul R. Williams: A Photographer's View*. The Library will partner with the Community Garden to hold a hands-on natural indigo dying event on 10/16/22. The virtual book discussion will be 10/26/22.

The Library will partner with the South Pasadena Arts Council (SPARC) for a series of Author Talks. The first Author Talk is scheduled for 10/12/22 with the musician Leland Sklar.

The City Open House, which will include all City departments, will be on 10/2/22. It will take place on Mission Street in front of City Hall. The Library has fun activities, crafts, and some giveaways planned.

The first round of Digital Services Librarian interviews will be held 8/15/22. A second round of recruitment may be necessary. Three new Substitute Librarians have been on-boarded in the last week.

Meetings have been held with the City Attorney, Public Works, the Police Department, and the Community Development Department regarding the health and safety of the Library Park.

President Serwin asked to add a Discussion Item to the 9/8/22 Library Board agenda about the Library Board's policy for public comments.

## **COMMUNICATIONS:**

### **8. Board President Communications**

President Serwin thinks good work is being accomplished. He thanked Library Director Cathy Billings for updating the Library's policies in line with the updates to the Strategic Plan.

### **9. Board Member Communications**

Vice President Bianca Richards had nothing to add.

Secretary Annie Chang was very pleased with the responses from the Strategic Plan survey.

Trustee F.J. Platt was happy to hear a Public Comment for the first time.

**Motion by Library Board President Dean Serwin, seconded by Library Board Trustee Secretary Annie Chang Long, to add a Discussion Item to the 9/8/22 Library Board Agenda regarding the Health and Safety Concerns of the Library and Library Park.**

<b>AYES:</b>	<b>Gross, Long, Pratt, Richards, Serwin</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

Trustee Kenneth Gross had nothing to add.

### **10. Council Liaison Communications**

Councilmember Diana Mahmud was not present.

Mayor Michael A. Cacciotti announced a Mobile Crisis Unit will begin next week to address the mental health crisis needs of the City. The Mobile Crisis Unit will include trained professionals to respond quickly to individuals experiencing mental health crises.

### **11. Friends of the Library Representative**

Friends Board Representative Sally Kilby reported the Friends provide funding for the Summer Reading Program and was glad to see it such a success.

The Friends newsletter comes out once a month.

Sally Kilby attended the Woman of Distinction event that honored Library Director Billings.

Sally Kilby was part of the Community Advisory Committee that met with the Library Strategic Plan consultants.

The Friends Bookstore celebrated its 40<sup>th</sup> anniversary in July. The memorial fund established in honor of the founders of the Friends Bookstore has raised \$1,300 so far.

The coupons offered for the Last Chance books was quite popular.

The Friends partnered with the South Pasadena Chinese-American Club and the Library to screen the documentary *Far East, Deep South* that played to a capacity crowd in the Community Room on 7/29/22.

The Friends Retreat will take place on 8/18/22.

### **12. Trustee Liaison to the Friends**

Vice President Richards had nothing to add.

### **13. Library Director**

Library Director Billings has nothing further to add.

[Friends Board Representative Sally Kilby left the Library Board of Trustees meeting at 8:18 p.m.]

### **14. Real Property Negotiations**

(Government Code Section 54956.8)

Number of Potential Cases: 1

City Attorney Jared reported that the Library Board recessed to the Closed Session with all members present to discuss the items on the agenda. Direction was provided to the City

Attorney's Office regarding those items, but no final action was taken. No reportable action was taken.

The Library Board of Trustees adjourned from closed session at 9:07 p.m.

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, September 8, 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 August 11, 2022 at 9:09 p.m.

Minutes approved \_\_\_\_\_ as written.

Minutes approved \_\_\_\_\_ as corrected.

DocuSigned by:  
DEAN SERWIN

9/9/2022

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President

Date