



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

**REGULAR MEETING AGENDA  
THURSDAY, AUGUST 11, 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 2<sup>nd</sup> 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](mailto: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., August 11, 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****ACTION/DISCUSSION****2. Minutes of the Special Library Board of Trustees Meeting of July 21, 2022**Recommendation

It is recommended that the Board review and approve the July 21, 2022 Special Meeting Minutes.

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

It is recommended that the Board rescind the obsolete “Policy on Harassing and Stalking Behavior” from the Library Administrative Policy Manual.

**4. Library Educational Outreach Plan****5. Programming Survey Results****6. Library Strategic Planning Update****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**

**CLOSED SESSION**

- 14. **Real Property Negotiations**  
(Government Code Section 54956.8)

Address: 704 Mound Ave.  
712 Mound Ave.  
Agency Negotiator: Arminé Chaparyan, City Manager  
Negotiating Party: Scott Hancock  
Under Negotiation: Price and terms

**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](http://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](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](mailto: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 **August 11, 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.*

8/3/2022 /S/  
Date Sean Faye, Library Administrative Secretary



**South Pasadena Public Library  
SPECIAL MEETING OF THE  
LIBRARY BOARD OF TRUSTEES  
MINUTES  
July 21, 2022**

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**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 July 21, 2022 at 6:59 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

Cathy Billings, Library Director  
J.R. Clanton, BerryDunn Consultant  
Abdulkadir Abdi, BerryDunn Consultant  
Ellen Torres, Friends Board President  
Sally Kilby, Member of the Public  
Sean Faye, Administrative Secretary

**EXCUSED:** Councilmember Diana Mahmud

**PUBLIC COMMENTS:**

1. None

**PRESENTATIONS:**

2. J.R. Clanton and Abdulkadir Abdi, consultants from the firm BerryDunn, provided an overview of how they will produce the South Pasadena Public Library Strategic Plan, 2023-2027. The Board was asked to contribute their thoughts on community challenges, goals and values and to consider the role the Library plays. Similar sessions were held with Library staff, the Friends, and the Community Advisory Committee.

Dr. Monique le Conge Ziesenhenné has replaced Susan Kent on the consulting team. Dr. Ziesenhenné has extensive library experience. She has served as the Library Director in Palo Alto, and also served as the Assistant City Manager for Palo Alto.

The Request for Proposals stated that "The new strategic plan will shape library programs and services for the next five years, and will inform the allocation of human and fiscal resources. The plan should reflect the concerns and needs of all library stakeholders." The final plan will be a living document that can grow and change in the coming years as needed. The project will be completed by October/November, 2022.

The Board favors modernization on all levels. This includes the facilities, the technology, and access to digital content inside and outside of the Library. There should be more emphasis on digital media, as well as community engagement and involvement centered on this facility. The Board want the Library to be used as a space to bring people in for integrated educational and entertainment purposes.

One of the challenges will be to anticipate the changing needs of the community as the South Pasadena population increases with the scheduled housing development. Another challenge is the need to retain Library staff. There is a need for major capital improvements to the Library that require funding.

The Strategic Planning consultants will return in five-six weeks to conduct further outreach sessions that will include one-on-one interviews with various City staff and members of the community. Social Pinpoint, a website dedicated to the strategic plan, will host the online survey and the digital bulletin board. It will be one of the main resources used to gather input from the community. Bookmarks, posters, and comment cards will be produced featuring English, Spanish, Chinese, and Korean to encourage participation.

The Friends will publish the survey link in their newsletter.

[J.R. Clanton and Abdulkadir Abi left the Library Board of Trustees meeting at 8:12 p.m.]

#### **ACTION/DISCUSSION ITEMS:**

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

**Motion by Library Board Vice President Bianca Richards, seconded by Library Board President Dean Serwin, to approve the minutes as written for the special meeting of the Library Board of Trustees held June 9, 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>

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

**Motion by Library Board Vice President Bianca Richards, seconded by Library Board Trustee Kenneth Gross, to approve the minutes as written for the regular meeting of the Library Board of Trustees held June 9, 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>

### **5. Parcel Tax Renewal**

Friends Board member Sally Kilby made a public comment. Sally said that the South Pasadena Loves Our Library Committee for Measure L 2022 will prepare a donor letter and argument for Measure L. Mayor Pro Tem Jon Primuth, Friends Board President Ellen Torres, and Library Board President Dean Serwin have agreed to sign the argument.

Library Director Cathy Billings reported City Council approved the resolution for Measure L to be on the November 2022 ballot. The ballot's final language is, "to maintain funding for the operation and maintenance of the South Pasadena Public Library, including technology upgrades, resources for students, and programs such as Family Story Time and Summer Reading, shall an ordinance be adopted extending South Pasadena's Library Special Tax, which is due to expire on June 30, 2024, to remain in effect until otherwise terminated by a majority vote of the South Pasadena electorate."

## **6. LBT Work Plan – Proposed Schedule for Policies Review**

President Dean Serwin appreciated the layout and schedule to update Library policies.

## **7. Library Operations Update**

The Summer Reading Program will wrap up at the end of July. Participation was up from last year, with 1,400 people registered. Due to COVID, the registration station and teen volunteers were located in the Library's foyer, rather than in the Children's Room, as in the past.

The Library will partner with the Friends and the South Pasadena Chinese-American Club to screen the documentary *Far East Deep South* in the Community Room on 7/29/22.

A Ray Bradbury-themed program is in discussion for 8/20/22. Tim Carrey, may speak about his Ray Bradbury fused glass windows created for the Library Conference Room. Another filmmaker who produced a short film about a collaboration with Ray Bradbury may also be involved.

The South Pasadena Arts Council (SPARC) may co-sponsor a series of Author Events with the Library. The series would feature books with an artistic bent. It may occur quarterly. The first of these events are scheduled for 10/12/22. Reservations will be required and made through the Library's Eventbrite page.

Secretary Annie Chang Long created a Google-based survey to capture feedback from Library programs. Staff will review the data collected this summer, and will revisit the survey questions before relaunching it for programs like "One City One Story" in the fall.

The Memory Lab project will begin soon. The State Library provided grant money to purchase equipment to create a program for patrons to digitize their analog media. Local History Librarian Olivia Radbill prepared a thorough overview for Library staff and held her first information session at the Senior Center. The first appointments have been booked. An intern will be hired to assist with this project through the summer with funds provided from the grant.

Offers have been made to several candidates for the Substitute Librarian position. Eight candidates have been selected to interview for the Adult Digital Services Librarian position. The new Support Services Librarian position funded for this year may be filled from the pool of candidates for the Adult Digital Services Librarian. If not, the position will need to be reposted.

Library Director Billings will be honored as a recipient of Assemblymember Chris Holden's 2022 Woman of Distinction Award representing South Pasadena at his annual community block party on 7/23/22.

## **COMMUNICATIONS:**

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

President Dean Serwin congratulated Director Billings on her recognition as a "Woman of Distinction" and encouraged the Board to attend the 7/23/22 ceremony.

President Serwin acknowledged Secretary Annie Chang Long for her work and initiative in establishing the Google survey.

President Serwin feels more confident in the process of the Library Strategic Plan after tonight's presentation and thanked Director Billings for arranging the on-site visit.

President Serwin was appreciative of the Library Board of Trustees Work Plan and looks forward to addressing each issue.

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

Vice President Bianca Richards had nothing to add.

Trustee F.J. Pratt had nothing to add.

Trustee Kenneth Gross enjoyed the Commissioner's Congress and was surprised by the number of commissions in South Pasadena. He said it was a well-run event.

Secretary Annie Chang Long thanked Director Billings for working with her on the Google survey. Secretary Long complimented the Summer Reading Program teen volunteers for their helpfulness and maturity.

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

Councilmember Diana Mahmud was not present.

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

Friends Board President Ellen Torres said the Friends met today with the Library Strategic Plan consultants. It was a productive meeting and she looks forward to taking the survey.

The Friends will have a one day retreat on 8/18/22 from 9am-4pm.

Jericho Road will redesign the look of the Friends website and develop a user handbook. This should be completed by the end of August.

The Friends Bookstore will be celebrating its 40<sup>th</sup> anniversary. A memorial fund was established to honor the four founders of the Friends Bookstore – Beverly Engler, Dorothy M. Cohen, Sally Swan, and Margaret Wallace. Proceeds from the memorial fund will go into general use for the Library. To celebrate the 40<sup>th</sup> anniversary, the Friends Bookstore is offering coupons for the Last Chance books.

The book donation drive was a massive success.

President Torres encouraged people to review the monthly auction, which is listed on the Friends website and in their newsletter.

\$1,685 was raised in donations in the last two months. The Friends currently have 189 members. \$25,806 has been raised so far this year. The Friends raised \$4,265 by sending out reminder postcards with handwritten notes.

President Torres thanked Sally Kilby for her effective communications.

The Restoration Concerts and Holiday Book Sale have the highest hits on Facebook.

The Friends newsletter has a 54% open rate.

The Restoration Concert Committee is still weighing their options of renting a Steinway piano, as the current Steinway is no longer operable. The 2022-23 Restoration Concert Series has been announced and information and tickets are available online.

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

Vice President Richards thought the Last Chance book coupons are great.

## **13. Library Director**

Library Director Billings had nothing to add.

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, August 11, 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 July 21, 2022 at 8:47 p.m.

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

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

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President

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Date



**SOUTH PASADENA PUBLIC LIBRARY**  
**Policy on Harassing and Stalking Behavior**

Adopted: 6/21/95

Amended: 5/13/97, 8/8/00, 12/10/02

Reviewed: 5/13/97, 8/8/00, 12/10/02

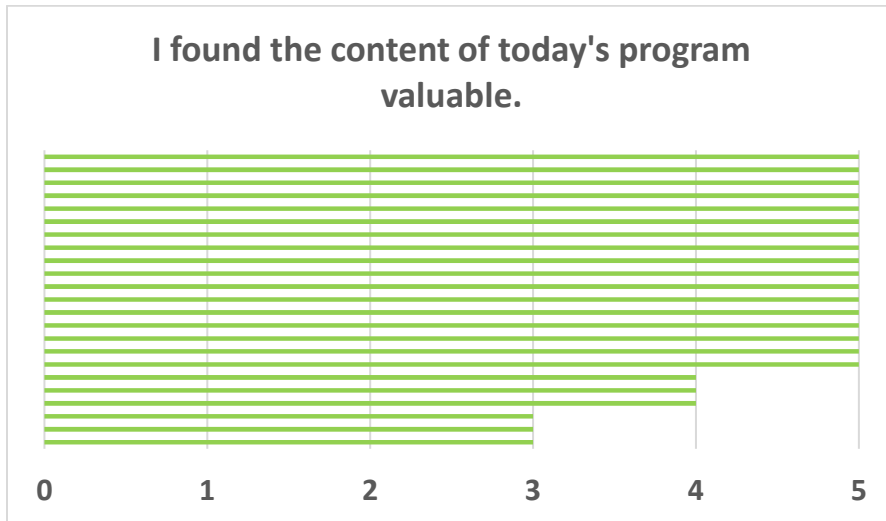
Library patrons and staff members have a right to expect that a safe and comfortable environment will be maintained in the library at all times. Patrons (of any age) who exhibit behavior that may be interpreted as harassment or stalking and which may be potentially threatening or dangerous to other patrons or to library staff will be dealt with immediately according to established library procedure. If necessary, assistance shall be requested from the South Pasadena Police Department.

**ITEM 5**

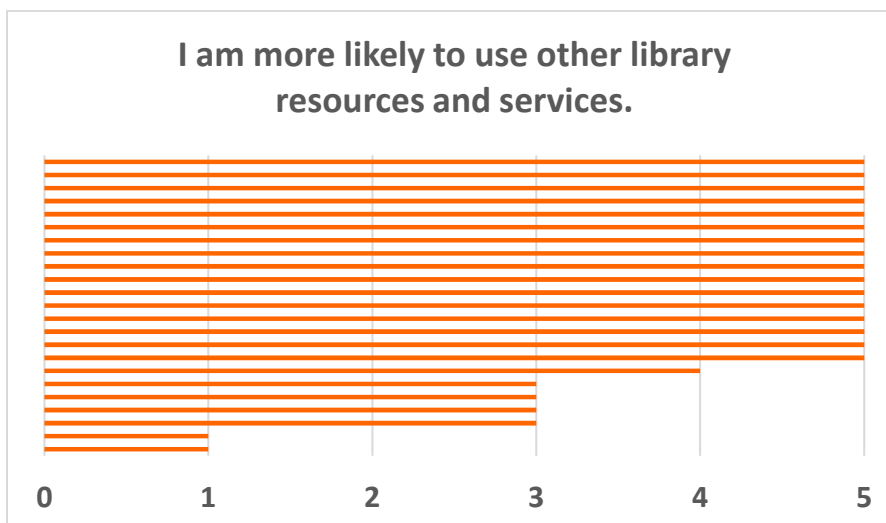
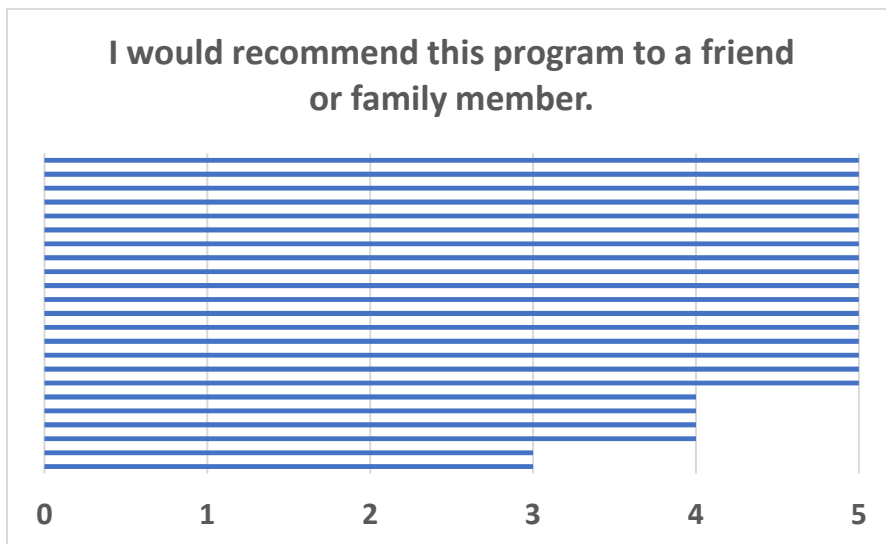
Library Board of Trustees  
8/11/2022

**Library Programming Survey Results**

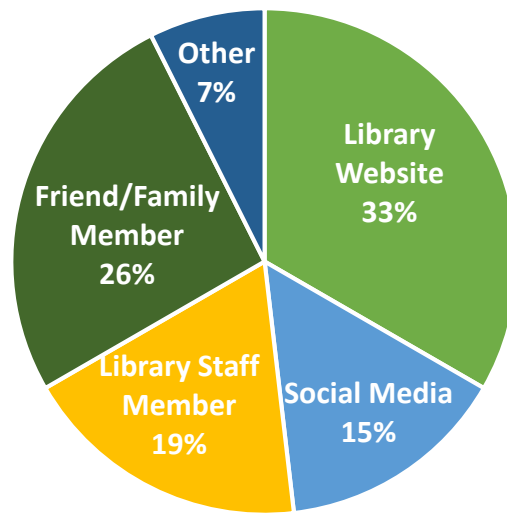
- 23 Respondents; all but one were Storytime attendees
- Scale: 1=Strongly disagree to 5=Agree



74%  
Agree



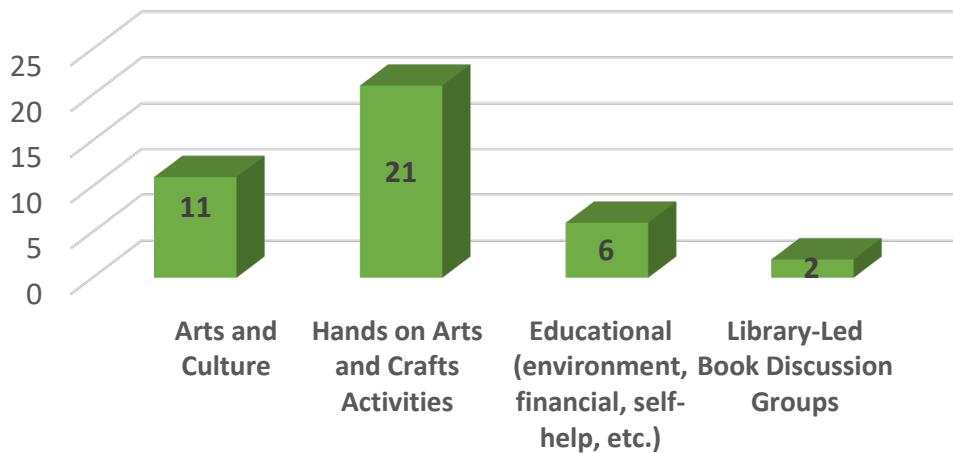
### Where did you hear about this program/event?



#### Not Selected:

Library Email  
Newspapers  
City Hall Scoop Blog  
Flyers/Bookmark/Postcard

### What other types of programs/events are you interested in seeing at your library?



### Please share any other comments, feedback, or suggestions that you have about this program or the library.

- Interactive music and songs was great! Children seemed very engaged. Only suggestion would be to choose books that are more geared toward the toddler age- books seemed advanced for the age group but more appropriate for the preschool and school aged.
- Love the story time and even my 5 month old enjoys the books and especially the singing
- We love story time so much! It is amazing and perfect.
- Love this program! Such a great benefit for kids and the community!
- Please keep this program going!!
- Love the weekend library programming! Would love to see more
- Love the Sat morning story and arts and craft! I'm thank you so much!!!