



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
November 10, 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 November 10, 2022 at 7:00 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
F.J. Pratt
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Diana Mahmud, Council Liaison
Ellen Torres, Friends Board President
Sean Faye, Administrative Secretary

EXCUSED: Secretary Annie Chang Long

Library Board President Dean Serwin announced that due to a technical difficulty, the video recording of the 10/26/22 Special Meeting of the Library Board that was uploaded to the City's YouTube channel is inaudible after the 22 minute mark. The official record of Library Board of Trustees meetings are the minutes.

PUBLIC COMMENTS:

1. None

ACTION/DISCUSSION ITEMS:

2. Minutes of the Regular Library Board of Trustees Meeting of October 13, 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 October 13, 2022.

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

3. Minutes of the Special Library Board of Trustees Meeting of October 26, 2022

Motion by Library Board President Dean Serwin, seconded by Library Board Trustee F.J. Pratt, to approve the minutes as written for the special meeting of the Library Board of Trustees held October 26, 2022.

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

4. Community Room Rental Request to Charge Admission

Motion by Library Board President Dean Serwin, seconded by Library Board Trustee Kenneth Gross, to approve the request for Frank Hegyi to charge an admission fee to his rental of the Community Room for his event "Open Screen LA," with the stipulation that all promotional materials clearly state that this is not a Library event and there will be a fee for admissions and presentations.

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

5. Approve Opening Library at 2:00 p.m. on Thursday, December 15, 2022

Motion by Library Board President Dean Serwin, seconded by Library Board Vice President Bianca Richards, to open the Library at 2:00 p.m. on Thursday, December 15, 2022 to allow staff to attend the Citywide Holiday Event.

A roll call vote was requested.

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

6. Approve 2022 Thanksgiving and Winter Holiday Closures

Motion by Library Board Trustee Kenneth Gross, seconded by Library Board President Dean Serwin, to approve the Library closures related to the 2022 Thanksgiving and City Winter Holiday schedule, with the Library closing at 5:00 p.m. on November 23, 2022, and 1:00 p.m. on Saturday, December 24, 2022 and Saturday, December 31, 2022.

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

7. President to Appoint Nominating Committee for 2023 Board Officers

Vice President Bianca Richards and Trustee Kenneth Gross were appointed to the Nominating Committee for 2023 Board Officers.

8. Strategic Planning and Library Mission Statement

The Board developed the following draft mission statement:

“The South Pasadena Public Library is a welcoming environment focused on providing physical and digital resources and programs accessible to all, meeting the evolving and diverse needs of our users.”

The question of whether the Library needed both a mission statement and a vision statement was discussed. It was agreed to have a single statement.

Public Comment:

Sally Kilby stated that the 21st Century Committee for the Library, under the Friends, is awaiting approval of the Strategic Plan in order to begin raising the funds needed to pursue the Library’s vision, and that a mission statement or vision statement is necessary to guide them forward.

9. Library Budget Wishlist

If funds were available, the Library’s top priorities would be: replacing the curbside bookdrops; auditing the Library collection for Diversity, Equity, and Inclusion; and refurbishing the Teen Room (at minimum, carpet, paint, and furnishings). Staff are engaged in weeding and shifting collections in order to enlarge the Teen Room by removing a range of shelving.

The City Manager has expressed an interest in conducting a special meeting/study session with City Council to share the Strategic Plan with them and discuss the future of the Library. Grant funding for critical infrastructure improvements would also be discussed. The Board requested that the meeting be a joint meeting of the Council and the Trustees.

10. Library Operations Update

The annual State Library report has been submitted. The report includes statistics about the Library’s budget, staffing, programs, size, usage, collection, and circulation. All public libraries are required to submit a report and after the data has been vetted by the State Library, it is published and available for research and reporting.

Statistics have been steady, but visitorship in particular has not returned to pre-pandemic levels yet.

Code of conduct incidents have also been steady.

All ten part-time Library Aide positions are currently filled. The Memory Lab intern transitioned to an Aide position. Interviews are scheduled next week for the vacant part-time Clerk position, which is a promotional opportunity. Once that position is filled, it will open up another promotional opportunity.

The newly funded Support Services Librarian position will be posted soon.

The idea of purchasing a laptop or tablet lending kiosk is being revisited. The original need, identified 5 years ago, has evolved, in part due to COVID and the many programs through schools and the government to provide people with connectivity and devices in their homes. The strategic planning engagement and survey results did not demonstrate a need or desire for in-library laptop/tablet lending. The Friends had raised funds specifically to purchase a laptop/tablet kiosk and discussed at their November meeting how those funds could be repurposed. The Omni charger power banks purchased by the Friends have been circulating very well.

A preschool e-newsletter has been launched and sent to seven local preschools. The Friends will fund some early childhood development workshops next year.

The annual bookmark contest will take place in February.

The Scary Story contest booklet is available.

The Teen Advisory Board (TAB) will have a “visible mending” event next week. It will be led by South Pasadena residents Karen Veitch and Lorrie Dieckmann.

TAB will also be running a “Blind Date with a Book” program.

The 11/19/22 “Coffee Tasting with Jones Coffee Roasters” in the Community Room sold out right away.

November is “Native American Heritage Month.” The Library is working on a program in partnership with the Arroyo and the Foothills Conservancy that would focus on the Gabrielino-Tongva people’s relationship to the land and native plants. Local Native Plants expert Barbara Eisenstein has agreed to participate.

The next “Coffee Table Books Live” author talk event, in partnership with the South Pasadena Arts Council (SPARC), will take place on 1/25/23. It will feature “The Drawings of Bob Peak,” a famous commercial illustrator, renowned for his film posters from the 1970s. His son will be the speaker.

COMMUNICATIONS:

11. Board President Communications

President Serwin thanked Vice President Richards for leading the 10/26/22 Special Board meeting. He commended the City and its voters for renewing the Library Parcel Tax in perpetuity.

12. Board Member Communications

Vice President Richards said the Measure LL Committee for the Library Parcel Tax may add a message of gratitude to the banner outside her home. Vice President Richards thanked everyone who voted. She expressed disappointment at the low turnout for One City One Story.

Director Billings said smaller Community reads with a more hands-on component will take the place of next year's One City One Story event.

Trustee F.J. Pratt said South Pasadena resident Rilla Alexander, a children's writer and illustrator, was voted a winner of the 2022 New York Times/New York Public Library Best Illustrated Children's Book. Her new book is "The New Rooster." It was suggested that Library staff look into collaborating with her.

Trustee Kenneth Gross had nothing to add.

13. Council Liaison Communications

Councilmember Diana Mahmud reported that Measure LL passed with 84% approval. She thanked all who volunteered on the Library Parcel Tax committee.

There may be an update about the Carlyle estate for the 12/8/22 Trustees meeting.

14. Friends of the Library Representative

Friends Board President Ellen Torres reported the Friends Nominating Committee will present their recommendation at their December meeting.

The Friends proposed budget will also be voted on by the Friends Board in December and presented at their annual meeting in January.

75 attended the Friends "Bee event" on 10/19/22.

The Friends Bookstore has raised \$35K and the ability to accept credit cards may be contributing to such strong revenue—about half of the purchases are coming from credit cards.

President Torres encouraged all to review the Friends website for updates about their auctions.

The Friends yielded \$34,525 in membership dues. A postcard will be sent via Constant Contact as an additional reminder to people to renew their 2022 membership.

Trustees are encouraged to become members of the Friends.

The next Restoration Concert will be on 12/4/22 with the New Hollywood String Quartet. The new leadership has been great; they know that their mission is to raise money for the Friends. Their attendance has not quite returned to pre-pandemic levels.

Sally Kilby and Nancy Lem were thanked for their work on the Friends newsletter.

Jericho Road is updating the Friends website.

President Torres thanked the Measure LL Committee.

The Friends Holiday Luncheon will be on 12/8/22 at Noon at Calvary Presbyterian Church.

The Friends are developing criteria to offer a scholarship to a high school senior.

The Friends Holiday Book Sale will be 12/9/22-12/11/22.

President Serwin thanked President Torres and the Friends for the work they do and their significant support for the Measure LL campaign.

15. Trustee Liaison to the Friends

Vice President Richards commended the Friends and Library Director Cathy Billings for their flexibility in reassessing how the Technology funds for the laptop/tablet kiosk could be better spent.

16. Library Director

Director Billings thanked everyone for their hard work and their time.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, December 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 November 10, 2022 at 8:32 p.m.

Minutes approved DS as written.

Minutes approved _____ as corrected.

DEAN SERWIN

12/9/2022

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President

Date