



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

**REGULAR MEETING AGENDA
THURSDAY, DECEMBER 8, 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

COUNCIL LIAISON:

Councilmember Diana Mahmud

PUBLIC COMMENT GUIDELINES

The City welcomes public input. Members of the public may speak for up to 3 minutes for a general public comment or per agenda item **by means of one of the following options:**

Option 1:

Participate in-person at the Library Conference Room.

Option 2:

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.

Option 3:

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., December 8, 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**PRESENTATION****2. Strategic Plan Goals, Performance Measures, and Mission Statement****ACTION/DISCUSSION****3. Minutes of the Regular Library Board of Trustees Meeting of November 10, 2022**Recommendation

It is recommended that the Board review and approve the November 10, 2022 Regular Meeting Minutes.

4. Request for Approval of 2023 Meeting DatesRecommendation

It is recommended that the Board review and approve the Meeting Dates for 2023.

5. Select Date for Volunteer Recognition Event**6. Library Operations Update****COMMUNICATIONS****7. Board President Communications**

- 8. **Board Member Communications**
- 9. **Council Liaison Communications**
- 10. **Friends of the Library Representative**
- 11. **Trustee Liaison to the Friends**
- 12. **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 **December 8, 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.*

12/5/2022

/S/

Date

Sean Faye, Library Administrative Secretary

LIBRARY STRATEGIC PLAN 2023-2027 GOALS - DRAFT

Operations Goals:

- Increase and retain staff.
- Grow collaboration and communication with other City departments.
- Increase social services support resources.
- Continue efforts to incorporate Equity, Diversity, and Inclusion principles.

Services Goals:

- Continue to offer programs that meet the needs of our community, that are appropriate to a small public library, and that complement other programs happening in the city.
- Expand and diversify collections and resources for the community.
- Improve communication and outreach about Library programs and services and grow the Library's role as a disseminator of information about City services.

Facility Goals:

- Address critical and safety-related facility improvements.
- Ensure library facility is adequate to meet the long-term needs of the community.

Technology Goals:

- Increase workflow efficiencies and customer self-service options.
- Improve technology services for the public (e.g. wireless printing, scanning, digital device lending).
- Ensure the Library is in a position to take advantage of federal grant funds for technology.

Operations Goals:

- Increase and retain staff.
- Grow collaboration and communication with other City departments.
- Increase social services support resources.
- Continue efforts to incorporate Equity, Diversity, and Inclusion principles.

Operations Performance Measures:

Increase and retain staff.

1. Develop an ideal staffing plan for the library, that considers budgets, evolving needs, pending retirements, and succession planning. The plan should be developed in collaboration with the City Manager and Human Resources Division, and be revisited each year as part of the City budget cycle.

Outcome: Staffing needs and priorities are identified and the delivery of desired library services is aligned with staff resources.

2. Establish annual training and development goals and expectations for all department staff.

Outcome: Current and future staff are supported and developed to be better prepared to respond to evolving library services and customer needs.

3. Conduct an annual library staff survey.

Outcome: All staff continue to be involved in strategic planning and the evolution and development of library programs and services.

Grow collaboration and communication with other City departments.

1. Present the overview of the library's new 2023-2027 Strategic Plan at a meeting of department heads.

Outcome: Other department heads understand the library's plan and priorities, laying the groundwork for collaboration.

2. Hold regular meetings between library staff and staff from other departments, such as Community Services, Police, Public Works, and Community Development. Frequency to be determined.

Outcome: Staff gain a better understanding of the activities of other departments and how they relate to and/or complement library programs and services. Opportunities for collaboration and increased efficiency are more readily identified and acted upon. Library expertise, such as digitization and information organization and retrieval, may benefit other departments.

Increase social services support resources.

1. Continue to collaborate with Police Department, City Manager's Office, and regional entities to increase social service support resources for library customers.

Outcome: The Library is better able to respond to and serve customers in need.

Continue efforts to incorporate Equity, Diversity, and Inclusion principles.

1. Review policies and procedures through an EDI lens.

Outcome: The library is better situated to provide services to a diverse community.

2. Continue EDI training and awareness activities for library staff.

Outcome: Staff are more aware of Library's commitment to DEI and are able to incorporate EDI principles in their daily work.

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Services Goals:

- Continue to offer programs that meet the needs of our community, that are appropriate to a small public library, and that complement other programs happening in the city.
- Expand and diversify collections and resources for the community.
- Improve communication and outreach about Library programs and services and grow the Library's role as a disseminator of information about City services.

Services Performance Measures:

Continue to offer programs that meet the needs of our community, that are appropriate to a small public library, and that complement other programs happening in the city.

1. Continue holding programming and service delivery staff meetings to maintain a cycle of planning for programs and services on an annual basis.
Outcome: A calendar year's program and service goals are outlined in advance and potential collaborations, grant opportunities, etc. are reviewed and deadlines met.
2. Regularly conduct patron satisfaction surveys or implement an on-going survey to identify emerging community needs that may be met through library services.
Outcome: The library is better informed of patron satisfaction with existing services and desires for new services.

Expand and diversify collections and resources for the community.

1. Library staff give a minimum of four presentations annually about library programs and services to community groups, organizations, and entities to lay a foundation for programming and service partnerships.
Outcome: Library and library staff foster strong relationships throughout the community and stay abreast of community needs.
2. Identify and pursue grant and alternative funding opportunities to support expanded and diversified library services and collections.
Outcome: The library has funding sources to add new services or enhance existing services.
3. Support the sharing economy and the City's sustainability objectives by implementing a Library of Things program.
Outcome: Customers can borrow items from the Library that they would otherwise have to purchase.
4. Conduct a diversity audit of the library's collection, to identify gaps and areas for improvement.
Outcome: Library collections will be improved and diversified and staff will be better equipped to make collection development and management decisions.

Improve communication and outreach about Library programs and services and grow the Library's role as a disseminator of information about City services.

1. Explore the feasibility of a library-specific marketing plan, including branding and web presence.
Outcome: Library would potentially have a more cohesive and effective outreach strategy.
2. Develop a new Library brochure.
Outcome: Library has a compelling brochure that can be used for outreach to existing and potential customers.
3. Develop a library welcome packet to be distributed to new residents in collaboration with realtors and landlords.
Outcome: New residents of South Pasadena receive a temporary library card, are welcomed to the library community, and are made aware of Library programs and services.

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Facility Goals:

- Address critical and safety-related facility improvements.
- Ensure library facility is adequate to meet the long-term needs of the community.

Facility Performance Measures:

Address critical and safety-related facility improvements.

1. In consultation with Public Works, prepare an application for the California State Library Building Forward critical infrastructure and life-safety grant and secure required matching funds.
Outcome: City applies for funds to address library facility critical infrastructure and life-safety deficiencies, including inadequate restrooms, HVAC, security, and fire prevention systems, and electrical and lighting issues.
2. Collaborate with Public Works to develop priorities and a plan for completing funded projects.
Outcome: Staffing and consulting needs are defined and the City's Capital Improvement Plan (CIP) is updated to reflect the timing and cost of newly funded projects.
3. Implement plan for completing funded projects.
Outcome: Critical projects are completed and any grant funds spent by June 30, 2026 deadline.

Ensure library facility is adequate to meet the long-term needs of the community.

1. Contract for professional services to prepare a master site plan for the library to include a library space needs study and to consider the Carlyle bequest funding for a story room, and community input received during the engagement phase of the strategic planning process.
Outcome: A completed master site plan identifies constraints and opportunities and provides the information that the City Council needs to adopt a vision for the future of the library facility.
2. Identify "next steps" based on the City Council's vision and the master site plan findings.
Outcome: City staff and stakeholders, like the Friends of the Library, have a basis for moving the vision forward.

Technology Goals:

- Increase workflow efficiencies and customer self-service options.
- Improve technology services for the public (e.g. wireless printing, scanning, digital device lending).
- Ensure the Library is in a position to take advantage of federal grant funds for technology.

Technology Performance Measures:

Increase workflow efficiencies and customer self-service options.

1. Implement Radio Frequency Identification (RFID) collection security and maintenance system.
Outcome: The library will have RFID capabilities, resulting in more efficient collection management and circulation functions and improved customer self-checkout.

Improve technology services for the public (e.g. wireless printing, scanning, digital device lending).

1. Develop a 5-year technology plan in collaboration with the City's IT Department to guide technological upgrades and implementation of new technologies.
Outcome: The plan, with a list of prioritized technology projects, will inform decisions about staffing and budgets, and technology projects will be implemented, resulting in more efficient and effective services.

Ensure the Library is in a position to take advantage of federal grant funds for technology.

1. Become Child Internet Protection Act (CIPA) compliant.
Outcome: With CIPA compliance, Library is eligible to receive federal Library Services and Technology Act (LSTA) grant funds.

Draft Mission Statement

LBT Draft

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.

Proposed Revision Option 1

The South Pasadena Public Library provides a welcoming environment where the evolving and diverse needs of our users are met with physical and digital resources and programs accessible to all.

Proposed Revision Option 2

The South Pasadena Public Library provides a welcoming environment where the evolving and diverse needs of our users are met with physical and digital resources, friendly service, and programs accessible to all.

Prior Statements

2006 “enthusiastic, friendly, quality service”

2011: “high quality, professional and friendly services”



**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 _____ as written.

Minutes approved _____ as corrected.

President

Date

ITEM 4

Library Board of Trustees
December 8, 2022



South Pasadena Public Library Library Board of Trustees Schedule for 2023

Thursday, January 12, 2023
Thursday, February 9, 2023
Thursday, March 9, 2023
Thursday, April 13, 2023
Thursday, May 11, 2023
Thursday, June 8, 2023
Thursday, July 13, 2023
Thursday, August 10, 2023
Thursday, September 14, 2023
Thursday, October 12, 2023
Thursday, November 9, 2023
Thursday, December 14, 2023