



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
January 12, 2023**

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 January 12, 2023 at 7:05 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
Annie Chang Long
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Ellen Torres, Friends Board President
Sean Faye, Administrative Secretary

EXCUSED: Trustee Kenneth Gross

PUBLIC COMMENTS:

1. None

ACTION/DISCUSSION ITEMS:

4. Quarterly Budget Update

The Library budget is on track in terms of staffing and operational expenditures. Funds from the Building Maintenance account will be reallocated to finance new workstation furniture for the first floor.

5. Draft Library Strategic Plan

The final draft will be emailed to the Board for their feedback, with the intent that it be voted on and adopted at the 2/9/23 Board meeting. There will be a joint study session between the Board and City Council later in February or possibly March to discuss the Strategic Plan findings and the future of the Library and state funding for critical infrastructure projects.

[Library Board Secretary Annie Chang Long arrived at the Library Board of Trustees meeting at 7:15 p.m.]

2. Minutes of the Regular Library Board of Trustees Meeting of December 8, 2022

Motion by Library Board Secretary Annie Chang Long, seconded by Library Board President Dean Serwin, to approve the minutes as written for the regular meeting of the Library Board of Trustees held December 8, 2022.

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

3. Approval of 2023 Library Holiday Closures

Motion by Library Board Secretary Annie Chang Long, seconded by Library Board Vice President Bianca Richards, to approve the 2023 Library Holiday Closures.

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

6. Library Board of Trustees 2023 Agenda Forecast

The State Library Building Forward grant application is due in March and will be discussed at the 2/9/23 Board meeting.

A number of draft policies will be presented for review throughout the year. The Policy Review schedule will be discussed at the 2/9/23 Board meeting.

7. Library Operations Update

A Staff Report will go to City Council to approve the contract for new workstation furniture for the first floor and to appropriate another \$10K for this project.

“The Drawings of Bob Peak” will be presented on 1/25/23 as the second Coffee Table Books Live! partnership with the South Pasadena Arts Council (SPARC).

The Library will have an activity planned for the 2/11/23 Arts Crawl.

The silent film “Pollyanna” will be screened on 2/25/23. A pianist who specializes in silent film scores will provide live accompaniment.

The LA Clarinet Choir will perform on 3/11/23.

The Library will partner with the Music Center on 3/25/23 to present a Korean dance program.

The Full Time Clerk I position received approval to be upgraded to Clerk II.

The recruitment for the Support Services Librarian has been opened. The position was advertised through the California Library Association Careers website and LinkedIn.

Aide interviews were held this week to fill two vacancies.

Library Director Cathy Billings met with new Councilmember Janet Braun. She expressed interest in library services and support for improving the facility, particularly the Teen Area.

A new council liaison will be assigned at the 1/18/23 City Council meeting.

The City produced a "Year in Review" for 2022 and highlights of each department were included.

The Library experienced leaks from the rain in areas that have been affected before. Plastic sheeting and sandbags have been set outside the Community Room to divert this weekend's expected rain. Public Works is aware that area needs to be waterproofed.

COMMUNICATIONS:

8. Board President Communications

President Dean Serwin wished everyone a Happy New Year. He is excited for the finalization and implementation of the Library Strategic Plan. President Serwin was glad to learn the Library didn't experience new leaks from the rain.

9. Board Member Communications

Secretary Annie Chang Long visited the Library during the winter holidays with her family.

Vice President Bianca Richards expressed interest for the Board to send former Council Liaison Diana Mahmud a card to express the Board's appreciation for her service.

10. Council Liaison Communications

None to report.

11. Friends of the Library Representative

The Annual Holiday Book Sale from 12/9/22-12/11/22 raised \$5K. This year's Holiday Book Sale had a silent auction and small vendors on its last day.

The Friends Annual Meeting will be on 1/26/23 at 6pm in the Library Conference Room. The Friends will announce their new slate of officers, their 2023 budget, and updates to their bylaws.

The Friends membership has raised \$48,944 with 370 members. Two large donations were received this past year. Last year the Friends had raised \$27,789 with 291 members.

Vice President Richards praised the Friends membership automatic renewal.

The renewal letter with a QR code has gone out. Friends Board President thanked Sally Kilby, Karen Sima, and Nancy Lem for their efforts.

Friends Board President Ellen Torres encouraged everyone to join.

The next Restoration Concert is on 1/15/23 at 4pm in the Community Room. There will be a make-up concert from the 2021-2022 season on 1/29/23.

On Constant Contact, the Friends Annual Meeting had a 57% open rate, the Restoration Concerts had a 58% open rate, and the Holiday Book Sale had 52% open rate.

The Friends donated a basket to the Tournament of Roses that included the Jane Apostol South Pasadena centennial history book, a South Pasadena license plate from 1922, and a gift certificate worth \$145. The license plate is worth \$175 and includes a copy of the article about its origins to raise money for the War Memorial building.

12. Trustee Liaison to the Friends

Vice President Bianca Richards had nothing to add.

13. Library Director

The Friends donated more than \$5,500 toward the new Library patio table. South Pasadena Beautiful donated \$2,000. This is in memory of Friends Bookstore co-founder Dorothy Cohen and Dennis Potts, volunteer and husband to Friends Bookstore volunteer Donna Potts. The patio table and a plaque of acknowledgement will be ordered soon.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, February 9, 2023 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 January 12, 2023 at 7:47 p.m.

Minutes approved DS as written.

Minutes approved _____ as corrected.

DocuSigned by:

DEAN SERWIN

2/9/2023

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President

Date