



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
June 8, 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 June 8, 2023 at 7:01 p.m. Members of the public attended in-person and virtually, via Zoom, as part of the City's resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Edward Pearson
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Kim Omens, Friends Board
Representative
Sean Faye, Administrative Secretary

EXCUSED: Councilmember Janet Braun
Secretary Annie Chang Long

PUBLIC COMMENTS:

1. South Pasadena Resident Sally Kilby made a public comment to share that the city of Alhambra will receive \$25M from the state of California to build a Community Center.

ACTION/DISCUSSION ITEMS:

2. **Minutes of the Regular Library Board of Trustees Meeting of March 9, 2023**

Motion by Library Board President Dean Serwin, seconded by Library Board Vice President Bianca Richards, to approve the minutes as revised for the regular meeting of the Library Board of Trustees held March 9, 2023.

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

3. **Minutes of the Special Library Board of Trustees Meeting of April 13, 2023**

Motion by Library Board Vice President Bianca Richards, seconded by Library Board Trustee Kenneth Gross, to approve the minutes as written for the special meeting of the Library Board of Trustees held April 13, 2023.

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

4. Minutes of the Regular Library Board of Trustees Meeting of April 13, 2023

Motion by Library Board Vice President Bianca Richards, seconded by Library Board President Dean Serwin, to approve the minutes as written for the regular meeting of the Library Board of Trustees held April 13, 2023.

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

5. California State Library Building Forward Infrastructure Grant

Engineering consultant Marx Okubo Associates completed their assessment of the Library. The California State Library Building Forward Infrastructure Grant application has been submitted. It is unknown when a decision will be made.

If approved, the Library would apply the funds to the following requests:

- Accessibility site improvements to correct small ADA issues
- Water-proofing and water damage repair
- Partial roof replacement
- HVAC upgrades and improvements
- Lighting on the ADA ramp to the Community Room
- Replacement of the fire alarm control system
- Repair of electrical distribution equipment
- Security and safety improvements – security cameras, electronic door control, security gates on balconies, and seismic shutoff valve for natural gas service
- Exterior paint and protective coatings to reseal asphalt, repair cracks in concrete, repaint the building, waterproof balconies, and reinforce railings

Improvements to the bathrooms were not included in the request but the need will be revisited at a future date after the master site plan moves forward.

The total cost would be \$1,017,000. If the Library receives the 25% reduction in matching funds, the City would be responsible for \$437,420.

6. Library Administrative Policy Manual Update

Library staff has requested to remove the “Procedures for Patrons Exhibiting Disruptive Behavior” from the Policy manual, as it is a procedure, not a policy. The Library Code of Conduct is the Administrative Policy that addresses disruptive behaviors.

The Board directed staff to retain the Policy, but revise it to state only that Library staff will follow procedures when dealing with patrons exhibiting disruptive behavior.

This will be amended and resubmitted for the 7/13/23 Trustees meeting.

7. Trustees 2023 Work Plan and 2022 Accomplishments

The three goals for the Trustee's Work Plan for Fiscal Year 2023-2024 (FY 23-24) were discussed. The Trustees were in agreement that one goal should be the continued, comprehensive review and update of library administrative policies. The Trustees were also in favor of the third goal to actively engage in the master site planning process and to serve as ambassadors to the community to raise awareness about the need for a new or remodeled library building. The Trustees gave staff direction to update the language for the second goal to properly explain that the purpose for visiting other libraries is to become better educated about the best practices in library design and preparation for the master site building process.

The Commissioner's Congress will take place on 6/28/23.

The City did not adopt the FY 23-24 budget at the 6/7/23 City Council meeting. It will be sent back to the Finance Commission further review. There will be a joint meeting between City Council and the Finance Commission on 6/21/23 where review and recommended approval of the budget will be on the agenda.

Big ticket items in need of funding, such as the Library's master site plan, the City Manager's "South Pasadena Vision 2050" project, and a City-wide cultural event, were also discussed at the 6/7/23 City Council meeting. A majority of councilmembers expressed support for funding the Library's master site plan.

8. Fiscal Year 2023-2024 Library Budget

There was a discussion about the Library's operating budget for FY 23-24, and how it compares to other South Pasadena departments, as well as allocations in previous years. Most increases to the budget are related to salaries and benefits. There was approximately a 1% increase over last year for maintenance and operations. Utility payments are centralized and are not part of the Library's budget.

The Library has not requested additional staffing for FY 23-24.

Funding was requested for the one-time items such as new ADA compliant exterior bookdrops and an upgrade to the Teen Area.

The Part-Time budget has been increased from last year.

Funding for Conference and Meeting Expenses has been increased. Both the American Library Association and the California Library Association conferences will be held locally this year providing a good opportunity for staff to participate. The City Manager is very supportive of professional development.

A new agreement is in development with SirsiDynix, the Library's Integrated Library System vendor. The agreement includes a one-time expense cleaning up the meta-data in the catalog. The new contract will also provide for a set amount of consulting services throughout the year, and will include annual updates to authority records metadata.

Permission is required to work overtime. Full-Time staff are entitled to time and a half for a holiday or on a Sunday.

The new key performance indicators are similar to last year, but the quantitative goals have been increased for:

- Adding people to email list
- Increasing the number of class visits and off-site presentations
- Number of items added to the collection
- Increasing rentals of the Community Room
- Increasing monthly visitors
- Number of items borrowed
- Increasing programming and program attendance

Auto-renewals inflate our circulation statistics. It is difficult to compare circulation statistics pre- and post-COVID because of the implementation of auto-renewal in 2021. Before auto-renewal the Library did not track initial checkouts and renewals separately. After auto-renewal the Library started tracking initial checkouts and auto-renewal statistics separately.

The Library positions are all funded by the General Fund. Measure LL (Special Tax) revenue goes directly into the General Fund. The Part-Time Authorized Positions list should have two Librarian-in-Charge positions identified, instead of one.

The Capital Improvement Plan budget is preliminary at this time. Library projects for FY 23-24 include HVAC repairs, improvements and lighting for the ADA ramp, security cameras, waterproofing the facility, the Library roof, and the Library master plan. Funding is already associated with security cameras and ADA ramp lighting, but the work is not slated for FY 23-24.

If the California State Library Building Forward Infrastructure Grant is received, funds will need to be spent by 6/30/27.

9. Library Operations Update

Library usage is steadily increasing post-pandemic, but gate count is still down from pre-COVID numbers. This is true for other public libraries in the region, and among Urban Library Council member libraries nationwide. Auto-renewal may also affect the gate count, as patrons are no longer required to physically renew their items. Also, eBook and eAudiobook use has increased. Circulation numbers, however, are close to pre-COVID.

The Summer Reading Program has launched. 1,200-1,300 people have registered so far. There will be programming for adults and children, including six Wonderful Wednesday performances. Staff members from across the City have signed up for the City-wide summer reading challenge and will engage with the Library.

Children's Librarian Judy Neeb has resigned. This vacancy will be filled after City Council approves the budget and authorizes the recruitment. There are a number of City positions that need to be filled, and other positions may take priority.

Three new Substitute Librarians have been hired.

COMMUNICATIONS:

10. Board President Communications

President Dean Serwin thanked staff for their work and was appreciative of the statistical information and budget consistency provided during tonight's meeting. He feels the Library is doing a great job.

President Serwin thanked everyone who attended the 5/3/23 Joint Study Session.

11. Board Member Communications

Vice President Bianca Richards had nothing to add.

Trustee Kenneth Gross thought the Library's budget was quite detailed and well laid out.

Trustee Edward Pearson attended the 5/23/23 Serving With a Purpose conference. He found this conference very useful when he attended in the past. Trustee Pearson felt this year's conference was better suited as orientation for members of the Friends, rather than Trustees.

12. Council Liaison Communications

Councilmember Janet Braun was not present.

13. Friends of the Library Representative

Friends Board Representative Kim Omens reported on behalf of the Friends.

Friends Board President Ellen Torres and Friends Chief Financial Officer Melisa Wilson also attended the 5/23/23 Serving With a Purpose conference.

The Friends received a generous Planned Giving donation of \$20K for their trust from former South Pasadena Reference Librarian Louise Mills.

In April, the Friends showed their appreciation for the Library staff with a week of snacks, tokens of gratitude, and a lunch.

The next Friends meeting is 6/15/23 at 6pm. There will not be a meeting in July. Their annual retreat will be held in August.

There were eight new members in May for a total of \$760. At this time there are 140 members for a total of \$13,935.

Donations are down, which is typical for this time of year.

Renewal reminders will be sent out this month.

New members will receive a printed welcome letter to acknowledge their membership and provide information about the Friends, the programs they fund, and to assign social media handles.

Friends Bookstore donations have increased and they have three new volunteers. \$14K has been collected through April. The Friends Bookstore has new bags that are available in a new color.

The Friends Bookstore chairs are investigating selling some of the more expensive items on eBay.

The final Restoration Concert of the 2022-2023 season was held on 5/28/23 with the New Hollywood String Quartet. Tickets for the 2023-2024 season are available online for purchase.

The Restoration Concert Committee is still trying to sell the Steinway piano.

The Restoration Concert Committee has added a \$5K donor level for the 2023-2024 season.

The Friends newsletter is scheduled to go out on the fifth of each month. The open rate is 58%. News articles are always welcome.

The Friends can be followed on Instagram - @friendsofsopaslibrary.

14. Trustee Liaison to the Friends

Vice President Richards said there are a lot of new faces at Friends Board meetings.

The Friends bylaws and policies have been updated.

Vice President Richards shared the report from the 5/3/23 Joint Study Session with the Friends.

15. Library Director

Outreach about the 2023-2027 Strategic Plan is in development. A brochure is printed and will be distributed once the website is updated.

The Senior Center and Community Services Department will need to be included in the conversation regarding the Library Master Plan. Government funding may be more inclined to support a multipurpose community center project. A scope of work will be developed if City Council approves funding for a master site plan process.

The Library will be closed on 6/19/23 for Juneteenth for the first year, as the City is marking Juneteenth instead of Columbus Day.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, July 13, 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 June 8, 2023 at 8:27 p.m.

Minutes approved DS as written.

Minutes approved _____ as corrected.

DocuSigned by:
DEAN SERWIN

7/13/2023

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President

Date