



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

**MINUTES
REGULAR MEETING
THURSDAY, OCTOBER 12, 2023, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Dean Serwin on Thursday, October 12, 2023, at 7:01 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Dean Serwin
Vice President	Bianca Richards
Trustee	Kenneth Gross
Trustee	Edward Pearson

ABSENT

Secretary	Annie Chang Long
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Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Janet Braun, Council Liaison; Sean Faye, Library Administrative Secretary; were present at Roll Call. Friends Board representative presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

In Person Comments:

South Pasadena resident Sally Kilby introduced fellow South Pasadena resident Susan McCarty to the Board. Susan McCarty is very interested in getting involved with the Library.

ACTION/DISCUSSION

2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None.

3. RECOMMENDED FALL AND WINTER HOLIDAY CLOSURES

Recommendation

It is recommended that the Board review and consider approving the following Library closures:

1. Wednesday, November 22, close early at 5:00 p.m.
2. Sunday, December 24, close.
3. Sunday, December 31, close.

COMMISSION ACTION AND MOTION

A motion was made by President Serwin, seconded by Vice President Richards, and approved by roll call vote to approve Item No. 3 as presented by staff. The motion carried 4-0-1, by the following vote:

AYES: Gross, Pearson, Richards, Serwin
NOES: None.
ABSENT: Long.
ABSTAINED: None.

4. APPROVAL OF MINUTES OF SEPTEMBER 14, 2023 LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the September 14, 2023, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Vice President Richards, seconded by Trustee Gross, and approved by roll call vote to approve Item No. 4 as presented by staff. The motion carried 4-0-1 by the following vote:

AYES: Gross, Pearson, Richards, Serwin
NOES: None.
ABSENT: Long.
ABSTAINED: None.

5. LIBRARY OPERATIONS UPDATE

6. CARLYLE BEQUEST UPDATE

7. LIBRARY SPECIAL TAX FISCAL YEAR 2023-2024 ADMINISTRATOR'S REPORT

8. LIBRARY HEALTH AND SAFETY UPDATE

9. LIBRARY OPERATIONS UPDATE

COMMUNICATIONS**10. BOARD PRESIDENT COMMUNICATIONS**

Library Board President Serwin expressed appreciation for Library Director Billings and Library staff in adapting to the new format for conducting Commission meetings. He requested to resume the review of Library policies for the 11/9/23 Board meeting.

11. BOARD MEMBER COMMUNICATIONS

Vice President Richards reported that some of the neighbors have concerns that there will be an increase in public urination with the Library's early closure on Halloween at 6 p.m.

12. COUNCIL LIAISON COMMUNICATIONS

Council Liaison Braun said she would follow up with the City Manager regarding the installation of the new patio furniture. She will also speak with the Finance Department and the City Attorney about the financial and legal aspects of the City accepting and holding funds from private donors. She will host a dialogue session at her home on 11/5/23 from 11 a.m.- 2 p.m. to review the past year and what still needs to be done. She noted that the City has made a lot of forward progress.

13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Ellen Torres provided updates about the Friends' new website, the possibility of hosting local author events, and the formation of a nominating committee. The Friends budget will be presented in November and their holiday luncheon is scheduled for 12/7/23. Starting in 2024, the Friends and the Restoration Concert Committee will each sponsor a scholarship for graduating South Pasadena High School seniors. Details were provided about Friends membership, the amount of money raised by the Friends Bookstore, the sale of books on eBay, and their silent auction. The Friends Holiday Book Sale will take place from 12/1/23-12/3/23. The first Restoration Concert of the year was the most attended concert in the history of the committee, perhaps due to the publicity on Instagram. The Friends are developing a new, social-media friendly logo.

14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Vice President Richards is very impressed with the newest and youngest members of the committee and their social-media expertise.

15. LIBRARY DIRECTOR COMMUNICATIONS

Library Director Billings announced that next week is "National Friends of the Library Week". The Governor signed SB 321, which requires public libraries to ensure the children in their local school district have library cards. Library staff have wanted to do this for some time, and are looking forward to forthcoming guidance from the California State Library. Any teen in the state of California can get a library card through Los Angeles County. An obituary for former Reference Librarian Michael Toman was published in the *South Pasadenan*. Director Billings and Administrative Secretary Sean Faye will attend a Parliamentary Procedure training. The Library will not receive California State Library Building Forward Critical Infrastructure grant funding. This will be discussed at the 11/9/23 Board meeting. Director Billings attended the *Library Journal Design Institute* in Hayward, CA, where she met with several architectural firms and visited the recently built Hayward Public Library. This will also be discussed at the 11/9/23 Board meeting.

PUBLIC COMMENT - CONTINUED

16. CONTINUED PUBLIC COMMENT - GENERAL

None.

ADJOURNMENT

There being no further matters, President Serwin adjourned the meeting of the Library Board of Trustees at 8:06 P.M. to the next Regular Library Board of Trustees meeting scheduled for November 9, 2023.

Respectfully submitted:

DocuSigned by:

Sean Faye

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Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

DocuSigned by:

Bianca Richards, President

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Dean Serwin

President

ATTEST:

DocuSigned by:

Sean Faye

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Sean Faye

Staff Liaison, Library Administrative Secretary

Approved at Commission Meeting: November 9, 2023