



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

**A G E N D A
REGULAR MEETING
THURSDAY, NOVEMBER 9, AT 7:00 P.M.**

**SOUTH PASADENA PUBLIC LIBRARY
RAY BRADBURY CONFERENCE ROOM, 2ND FLOOR
1100 OXLEY STREET, SOUTH PASADENA, CA 91030**

South Pasadena Commission 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.

Public participation may be made as follows:

- In Person – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Webinar ID: 892 5352 3747/ Passcode: 073797**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to lbt@southpasadenaca.gov
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

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>.

CALL TO ORDER:	President	Dean Serwin
ROLL CALL:	President	Dean Serwin
	Vice President	Bianca Richards
	Secretary	Annie Chang Long
	Trustee	Kenneth Gross
	Trustee	Edward Pearson

PUBLIC COMMENT GUIDELINES (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in-person at the Library Conference Room.

Option 2:

Participate via Zoom.

Public Comment speakers have three minutes to address the Library Board, however, the Chair can adjust time allotted as needed. 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 to speak.

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. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

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.

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

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

PRESENTATIONS**2. LIBRARY JOURNAL DESIGN INSTITUTE****ACTION/DISCUSSION**

3. **REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**
4. **APPROVAL OF MINUTES OF OCTOBER 12, 2023 LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the October 12, 2023, Meeting Minutes.

5. **PRESIDENT TO APPOINT NOMINATING COMMITTEE FOR 2024 BOARD OFFICERS**

Recommendation

It is recommended that the Library Board of Trustees President appoint two Trustees to a nominating committee which will be responsible for presenting a proposed slate of officers at the January 2024 Board of Trustees Meeting.

6. **LIBRARY OPERATIONS UPDATE**

COMMUNICATIONS

7. **BOARD PRESIDENT COMMUNICATIONS**
8. **BOARD MEMBER COMMUNICATIONS**
9. **CITY COUNCIL LIAISON COMMUNICATIONS**
10. **FRIENDS OF THE LIBRARY COMMUNICATIONS**
11. **TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**
12. **LIBRARY DIRECTOR COMMUNICATIONS**

PUBLIC COMMENT – CONTINUED

13. **CONTINUED PUBLIC COMMENT – GENERAL**
This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT

<i>FOR YOUR INFORMATION</i>

FUTURE LIBRARY BOARD MEETINGS

December 14, 2023 Regular Board Meeting 7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact Library Administration via email at lbt@southpasadenaca.gov or call (626) 403-7330.

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 **November 9, 2023**, 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.*

11/6/2023

/S/

Date

Sean Faye, Library Administrative Secretary



**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:

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

Dean Serwin
President

ATTEST:

Sean Faye
Staff Liaison, Library Administrative Secretary

Approved at Commission Meeting: November 9, 2023



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: November 9, 2023
FROM: Cathy Billings, Library Director
SUBJECT: **Nominating Committee Appointments**

Recommendation

It is recommended that the Library Board of Trustees President appoint two Trustees to a nominating committee which will be responsible for presenting a proposed slate of officers at the January 2024 Board of Trustees Meeting.

Background

Per its Bylaws, the Library Board of Trustees must establish a two-person Nominating Committee each November, and that committee must present a slate of officers for the Board to take action on two months later, at the January Board meeting. The Bylaws also allow for additional nominations to be made from the floor at the January meeting, with the consent of the nominee. The officers elected at the January meeting hold their offices until the following January meeting.

The Library Board of Trustees has three officers: President, Vice President, and Secretary. Following are the duties for these positions, as proscribed by Article II, Sections 2 and 3 of the Bylaws.

- **President:** Sets the agenda for Board meetings in conjunction with the City Librarian; conduct meetings; appoint committees; perform all duties of the presiding officer; present the annual report to the City Council and have general supervision of matters pertaining to the library.
- **Vice President:** In the absence of the President from a Board meeting, the Vice-President shall preside.
- **Secretary:** With the assistance of Library staff, shall post meeting agendas; handle correspondence; and perform such other duties as may belong to the office or as may be delegated by the President or by action of the Board.

There are no limits on the number of times a Trustee may serve as Vice President and Secretary, nor on how many times they may do so consecutively. The Bylaws do, however, prohibit Trustees from serving more than two consecutive one-year terms as President.

Nominating Committee Appointments

November 9, 2023

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Discussion/Analysis

The officers currently serving are Dean Serwin (President), Bianca Richards (Vice President), and Annie Chang Long (Secretary).

Because Dean Serwin is finishing his second consecutive year as President, the Nominating Committee will be tasked with identifying a nominee for that office.

Bianca Richards has previously served as President during her current tenure on the Board and is eligible to do so again.

Trustees Kenny Gross, Ed Pearson, and Annie Chang Long are all eligible to serve in any of the three Library Board of Trustee officer positions.

Fiscal Impact

There is no fiscal impact related to the appointment of new Library Board of Trustees officers.



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: November 9, 2023
FROM: Cathy Billings, Library Director
SUBJECT: Library Operations Update

Recommendation

It is recommended that the Board receive and file a Library Operations Update for November 2023.

Background

This Staff Report provides short summaries of selected highlights from the previous month's Library operations.

Updates

Library Staffing

An offer made to a candidate for the full-time Children's Librarian position has been accepted. The candidate is currently in the background check process. Staff hope to be able to make an announcement introducing our new staff member soon.

Part-time Clerk I Andrea Patlan was promoted to part-time Clerk II. Final interviews for this promotional opportunity were conducted on October 9th. Andrea has been with the Library since November 2020, when she was hired as an Aide. In February 2022 she was promoted to Clerk I. This is a well-deserved promotion. Andrea is currently studying for her Master in Library and Information Science.

Library Not Awarded Critical Infrastructure Grant Funds from State Library

On May 11, 2023, the City submitted a grant application to the California State Library for the [Building Forward](#) Library Facilities Improvement Program. This was the second round of funding from this program. Round two had \$175 million available to award to eligible capital projects, including addressing critical maintenance needs, improving energy efficiency and sustainability, and expanding access digitally and physically. The State Library received 148 applications with requests totaling over \$482 million. By law, first priority was given to local libraries located in high poverty communities. South Pasadena's proposed project was not selected for funding in this round because South Pasadena was not among the facilities with the highest poverty levels, as determined by the [California Poverty Measure](#). The notification letter from State Librarian Greg Lucas stated that the governor and the Legislature have promised they will allocate an additional \$100 million in Building Forward funds over the next three years, and that those funds will be awarded to support more projects from the Round two application pool. City staff will be revisiting the prioritization and possible funding sources for the

critical repairs and improvements that the library building needs in order to determine next steps.

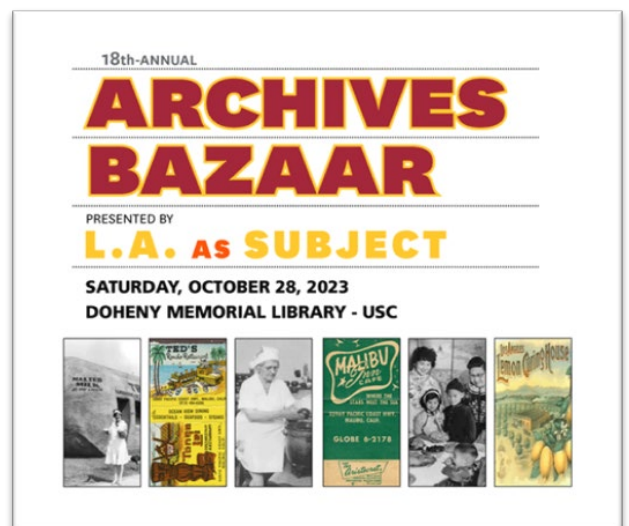
Retro Games Day at the Library

The South Pasadena Public Library's Teen Advisory Board will host an all-ages Retro Games Day on Saturday, November 18, 2023 from 10:30 a.m. to 12:00 p.m. in the Library Community Room. The event is made possible by support from the Friends of the Library. All ages—children, teens, and adults—are invited to learn and play classic hands-on games at stations led by our Teen Advisory Board volunteers. Explore *cat's cradle*, *American jacks*, *Gonggi* (Korean jacks), marbles, chess, hopscotch, card games such as *Spoons* and *Go Fish*, pen and paper games, a treasure hunt, and *Doggy*, *Doggy*, *Where's Your Bone* (for the little ones!)



Library at the Los Angeles Archives Bazaar on October 28th

The Library's [Local History Collection](#) will be one of 67 collections showcased at the annual [L.A. Archives Bazaar](#). The Bazaar is sponsored by L.A. as Subject, a non-profit that brings to life the diverse, often hidden stories that make Southern California such a fascinating place of discovery. Library staff will be on site at the beautiful Doheny Memorial Library on Saturday, October 28th from 10:00 a.m. to 3:00 p.m., sharing highlights from the Library's Local History Collection. Free and open to the public, the Bazaar provides a one-stop opportunity to interact with dozens of archives, from large institutions to private collectors.





National Friends of the Library Week

Last week was the 18th annual National Friends of the Library Week, designated by the American Library Association to celebrate the non-profit groups that support local libraries all over the country. The [Friends of the South Pasadena Public Library](#) have been going strong for decades, and just this year donated more than \$45K to the Library to support our collections, programs, technology improvements, and much more. The Friends raise money for the Library through membership dues and their popular Bookstore. Mark your calendars for their Holiday Book Sale, where the best donations they have received throughout the year are sold at bargain prices. The sale will take place in the Library Community Room Friday, December 1st through Sunday, December 3rd.



Dia de los Muertos Celebration with SPUSD Elementary Schools

*The Library has teamed up once more with South Pasadena's three award-winning elementary schools Arroyo Vista, Marengo, and Monterey Hills, to bring back the *Día de Los Muertos* (Day of the Dead) community celebration. Join us on Friday, November 3, from 2:00-5:00 p.m. in front of the Library for a flower making workshop, coloring, and a special dance from the Danza Azteca group *Tlalli Iyollo* (Heart of the Earth). The celebration will culminate with a community altar building inside the Library. The public is encouraged to drop by and leave a special message to their loved ones, add paper flowers, or leave photographs on the community altar. We are also proud to host a Day of the Dead exhibit by [Vecinos de South Pasadena](#) in our display case during the month of November. And don't forget to borrow a book from the Library's Dia de los Muertos display in the Children's Room.*



SPUSD Class Visits

At the beginning of every school year, the Library reaches out to the District inviting teachers to bring their classes for a Library visit. When a class visits the Library, they learn all about the Library and what it has to offer. They also have a mini-Storytime and get to check out books to take home. On October 18, five Marengo Elementary School first grade classes visited the Library. Over several hours, we were able to connect with 180 students and share our enthusiasm for the Library’s collections, resources, and programs. Many of these students have been using the Library since they were little, but these visits, especially with first grade classes, mark a milestone on the path to becoming one of the “big kids”.



Photo Caption: Librarian Cindy Finder with Marengo first graders.

Kudos on Equity, Diversity and Inclusion at the Library

Library staff are committed to making a sustained effort to look at our collections and programs through the lens of [equity, diversity, and inclusion](#). We were very pleased to receive kudos from a long-time (44-year) resident who happened upon Librarian Cindy Finder’s Storytime in Library Park. Diane Burr emailed us to say “I noticed an animated storyteller holding her outdoor audience in awe. [I was told] you [were] reading about Sukkoth! I was thrilled! Learning about different traditions that make up South Pasadena’s multicultural tapestry makes all of us richer, stronger and safer. Thank you for bringing this gift to the children and families in our community.” This encouraging feedback meant a lot to staff. Diane serves as the Co-chair of Jewish Equity Diversity and Inclusion for the Pasadena Jewish Temple and Center (PJTC).