



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

**MINUTES
REGULAR MEETING
THURSDAY, MAY 9, 2024, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by Vice President Kenneth Gross on Thursday, May 9, 2024, at 7:02 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Annie Chang Long
Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

ABSENT

Council Liaison Jon Primuth

Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Sean Faye, Library Administrative Secretary; were present at Roll Call. The Friends of the Library 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:

None.

ACTION/DISCUSSION

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

None.

3. APPROVAL OF MINUTES OF APRIL 11, 2024 LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the April 11, 2024, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Pearson, seconded by Trustee 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, Meeker, Pearson, Richards

NOES: None.

ABSENT: Long.

ABSTAINED: None.

4. CREATION OF A VOLUNTEER RECOGNITION COMMITTEE

Recommendation

It is recommended that the Trustees establish, and appoint two Board members to, a Volunteer Recognition Committee charged with planning for the 2024 Volunteer Recognition Event and with making recommendations to Trustees and staff about the event and volunteer recognition practices in general.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Pearson, seconded by Trustee Meeker, and approved by roll call vote to appoint President Annie Chang Long and Trustee Minsun Meeker to a Volunteer Recognition Committee for the 2024 Volunteer Recognition Event, to be held in 2025. The motion carried 4-0-1 by the following vote:

AYES: Gross, Meeker, Pearson, Richards

NOES: None.

ABSENT: Long.

ABSTAINED: None.

[Library Board President Annie Chang Long arrived at the Library Board of Trustees meeting at 7:07 P.M.]

5. LIBRARY BOARD OF TRUSTEES ACCOMPLISHMENTS, 2024-2024 WORK PLAN, AND THE 2024 COMMISSIONER CONGRESS

Recommendation

In preparation for the 2024 Commissioner Congress, it is recommended that the Trustees:

1. Discuss and identify the Fiscal year 2023-2024 accomplishments to be highlighted at the Commissioner Congress; and
2. Discuss and identify 3-5 goals to comprise the Trustees' Fiscal Year 2024-2025 Work Plan; and

3. Direct staff to present a draft Work Plan for Fiscal Year 2024-2025 at the regular meeting of the Board of Trustees on June 13, 2024, to be considered for adoption.

6. ADMINISTRATIVE POLICIES REVIEW PROJECT: CODE OF CONDUCT POLICY

Recommendation

It is recommended that the Trustees:

1. Receive a report from staff that summarizes previous activity, current status, and next steps related to reviewing and updating the Code of Conduct Policy; and
2. Identify whether there are tasks included in the next steps that individual Board members are interested in working on; and
3. Direct staff regarding whether or not an action item to establish an Administrative Policies Review Committee should be agendaized for the June 13, 2024 meeting.

COMMISSION ACTION AND MOTION

A motion was made by Trustee Meeker, seconded by Vice President Gross, to establish an Administrative Policies Review Committee of two Library Board Trustees to focus on the Code of Conduct Policy review and related Municipal Code review.

President Long amended the motion, seconded by Trustee Richards, to establish an Administrative Policies Review Committee, consisting of Trustee Meeker and Vice President Gross, to focus on the Code of Conduct Policy review and related Municipal Code review. The motion carried 5-0 by the following vote:

AYES: Gross, Long, Meeker, Pearson, Richards

NOES: None.

ABSENT: None.

ABSTAINED: None.

7. 2024 SUMMER READING PROGRAM OVERVIEW

Recommendation

It is recommended that the Trustees receive a report about the upcoming Summer Reading Program.

8. LIBRARY OPERATIONS UPDATE

Recommendation

It is recommended that the Trustees receive a report from staff that includes updates about library events and programs, new services or changes to service, and information of operational matters of note, including staffing changes, project status updates, outreach activities, etc.

COMMUNICATIONS

9. BOARD PRESIDENT COMMUNICATIONS

President Long thanked Director Billings for the update about the Summer Reading Program, which is a signature program for the Library.

10. BOARD MEMBER COMMUNICATIONS

Trustee Richards had no comments.

Secretary Pearson shared that he found the comedian John Oliver's examination of public libraries to be very entertaining.

Vice President Gross is looking forward to working on the Library Policy Committee and comparing their findings with the Municipal Code.

Trustee Minsun also enjoyed John Oliver's examination of public libraries, and his observation that libraries provide access to many things beyond books.

11. COUNCIL LIAISON COMMUNICATIONS

None.

12. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O'Neill encouraged everyone to join the Friends. The final Restoration Concert of the season will be on 5/19/24. President O'Neill asked the Library Board to send him any suggestions for increasing community involvement with the Summer Reading Program, including offering partnerships to local businesses.

13. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Vice President Richards is very impressed with the Friends Board. She finds them to be very cohesive and organized.

14. LIBRARY DIRECTOR COMMUNICATIONS

None.

PUBLIC COMMENT - CONTINUED

15. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, President Annie Chang Long adjourned the meeting of the Library Board of Trustees at 8:34 P.M. to the next Regular Library Board of Trustees meeting scheduled for June 13, 2024.

Respectfully submitted:


DocuSigned by:

Sean Faye


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Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

DocuSigned by:

 8C0E1D5846EF459...
 Annie Chang Long
 President

ATTEST:

DocuSigned by:

 840EF1F080624F3...
 Sean Faye
 Staff Liaison, Library Administrative Secretary

Approved at Board Meeting: June 13, 2024