



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES - REGULAR MEETING AGENDA**

**Council Chambers
1424 Mission Street, South Pasadena, CA 91030**

May 14, 2020, at 7:00 p.m.

**PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO
THE PUBLIC**

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Library Board of Trustees for May 14, 2020 will be conducted remotely and held by video conference. The Meeting will be broadcast live on the City's website (https://www.spectrumstream.com/streaming/south_pasadena_lbt/live.cfm) and local cable channels.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. The Board of Trustees will be participating remotely and will not be physically present in the Council Chambers.

If you would like to comment on an agenda item, members of the public may submit their comments in writing for consideration by the Board of Trustees, by emailing them to: lbt@southpasadenaca.gov. **Public Comments must be received by 6 p.m., May 13, 2020** to ensure adequate time to compile and post. Public Comment portion of the email is limited to 150 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) clearly state if you wish for your comment to be read.

South Pasadena Library Board of Trustees 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 tonight will be for the benefit of the South Pasadena community and not for personal gain.

- CALL TO ORDER:** President Bianca Richards
- ROLL CALL:** Bianca Richards, President, David Uwins, Vice President, Annie Chang, Secretary, Debra Beadle, Trustee, Joseph Molina, Trustee
- COUNCIL LIAISON:** Mayor Robert S. Joe, Council Liaison
- STAFF PRESENT:** Cathy Billings, Library Director
Sean Faye, Administrative Secretary

SPECIAL PRESENTATION

1. Budget Outreach Presentation

City of South Pasadena Budget Information available at:
<https://stories.opengov.com/southpasadenaca/published/B0sH9wZvQ>

PUBLIC COMMENTS AND SUGGESTIONS

The Library Board of Trustees welcomes public input. Members of the public may address the Library Board of Trustees by emailing lbt@southpasadenaca.gov

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Pursuant to state law, the Library Board of Trustees may not discuss or take action on issues not on the meeting agenda, except that members of the Library Board of Trustees 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.

2. Public Comment

ACTION

3. Review and approve draft minutes of the regular meeting held February 13, 2020

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meetings held on February 13, 2020

DISCUSSION

4. Reintroduction of Library Services

COMMUNICATIONS

BOARD MEMBER COMMUNICATIONS

5. Board President

6. City Council Liaison

7. Trustee Liaison to the Friends

8. Library Director

ADJOURNMENT

FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS

June 11, 2020	Library Conference Room	7:00 p.m.
July 9, 2020	Library Conference Room	7:00 p.m.
August 13, 2020	Library Conference Room	7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City’s website at: <https://www.southpasadenaca.gov/government/boards-commissions>

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the Library Administrative Office at (626) 403-7330. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. 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).

I declare under penalty of perjury that I posted this notice of agenda 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.

5/11/2020

/S/

Date

Sean Faye,
Administrative Secretary



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
February 13, 2020



CONVENE:

President David Uwins called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on February 13, 2020 at 7:06 p.m.

IN ATTENDANCE:

Trustees Present

Annie Chang
Joseph M. Molina
Bianca Richards
David Uwins

Also Present

Cathy Billings, Library Director
Robert S. Joe, Council Liaison
Ellen Torres, Friends Board President
Judy Neeb, Children's Librarian
Cynthia Mitchem, Adult Services/Digital Services Librarian
Olivia Shea, Adult Services/Local History Librarian
Sean Faye, Administrative Secretary

EXCUSED: Vice President Debra Beadle

PUBLIC COMMENTS:

DISCUSSION ITEMS:

4. Introduction of New Trustee Joseph M. "Mario" Molina

Dr. Joseph M. "Mario" Molina has been a South Pasadena resident for 30 years. He has 5 children that attended SPUSD when they were school age and 2 grandchildren that live in Florida. Dr. Molina serves on the Library Committee at the Huntington Library and as a Trustee at the Osler Library at McGill University.

5. Introduction of New Public Services Team Staff: Olivia Shea, Judy Neeb, Cynthia Mitchem

Children's Librarian Judy Neeb was born in Kansas and raised in Washington State. Judy received her MLIS from San Jose State University while working as a barista. She has served as a Children's Services Librarian, an Adult Services Librarian, and a Teen Librarian. Judy is a voracious reader and is excited to serve the South Pasadena community.

Adult Services/Local History Librarian Olivia Shea is originally from Maryland and earned her undergraduate degree in Forensic Psychology. Olivia changed her focus in graduate school to Library Science with a concentration in Archiving. Olivia has interned at the National Sporting Library in Middleburg, Virginia, several small historical societies, and a small art library in Maryland. Olivia worked as a Literacy Coordinator Librarian at the Santa Fe Springs Library and is now a South Pasadena resident.

Adult Services/Digital Services Librarian Cynthia Mitchem earned her MLIS from the University of Hawaii. Cynthia has worked in the Hawaii and Massachusetts Public Library systems. Cynthia was a flight attendant for three years and taught English in Japan for one year. Cynthia will be working on the library's website as well as taking the lead on the library's social media outreach.

[Children’s Librarian Judy Neeb, Adult Services/Local History Librarian Olivia Shea, and Adult Services/Digital Services Librarian Cynthia Mitchem left the Trustees meeting at 7:19 p.m.]

ACTION ITEMS:

1. Review and approve draft minutes of the regular meeting held January 9, 2020

Motion by Library Board Trustee Annie Chang, seconded by Library Board Trustee Joseph M. Molina, to approve the minutes as written for the regular meeting of the Library Board of Trustees held January 9, 2020.

AYES: Chang, Molina, Richards, Uwins
NOES: None
ABSENT: Beadle
ABSTAIN: None

2. Election of 2020 Officers

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Trustee Annie Chang, to approve the Library Board of Trustees Slate of Officers for 2020 as presented – Trustee Bianca Richards will serve as President, Trustee David Uwins will serve as Vice President, and Trustee Annie Chang will serve as Secretary.

AYES: Chang, Molina, Richards, Uwins
NOES: None
ABSENT: Beadle
ABSTAIN: None

3. Approve 2020 Work Plan

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Secretary Bianca Richards, to approve the 2020 Work Plan.

AYES: Chang, Molina, Richards, Uwins
NOES: None
ABSENT: Beadle
ABSTAIN: None

DISCUSSION ITEMS:

6. Advisory Body Training – Tuesday, February 18, 6:00-8:00 p.m. – Council Chambers

Members of an Advisory Body must undergo this ethics training every two years as required by California Law.

7. Commission Congress – Tuesday, February 25, 6:00-8:00 p.m. – War Memorial Building

The time for the 2nd Annual Commission Congress has changed from 6:30 p.m. to 6:00 p.m. on 2/25/2020. This Congress is an opportunity for City Commissions to share the work they do and their accomplishments. Bianca Richards will attend on behalf of the Trustees and Public Services Manager Maida Wong will attend on behalf of Library staff.

Council Liaison Robert S. Joe said there will be more time this year for Commission members to interact with each other and staff members. The City Manager will share updates about the City and plans for the future.

8. Library Staffing Update

The Clerk II candidates are being reviewed. Of the three open Library Aide I positions, one will start on 2/18/20 and two are undergoing their background checks. One of the current Library Aides resigned recently due to family issues and that position will be re-opened shortly.

Library Director Cathy Billings would like to convert the vacant Assistant Library Director position to a full time Support Services position. A position description and justification will be brought to the Board and provided to the City Manager.

9. Volunteer Recognition Luncheon Topic and Key Note Speaker

Suggestions for the Key Note Speaker and topic for the Volunteer Recognition Luncheon on 4/17/20 were discussed. The Trustees will reach out to the individuals that were discussed regarding their availability. Once the topic and Key Note Speaker are selected the luncheon invitation will be designed and mailed out.

Trustee responsibilities for the Volunteer Recognition Luncheon will be assigned at the 3/12/20 Trustees meeting.

10. Bradbury Centennial Celebration and Fused Glass Public Art Project

Activities for Ray Bradbury's Centennial in August 2020 are being planned throughout the United States. Ray Bradbury had several connections to South Pasadena. Staff are planning three events to take place over the course of about one week. The Library will partner with Lissa Reynolds and the Fremont Centre Theatre on a literary program. Dave Marchant, a friend of Ray Bradbury, has suggested a Mars-themed event with the Planetary Society. Library staff will work with the Planetary Society to plan the event. Should the Ray Bradbury fused glass artwork be completed, a third program would feature the artist Tim Carey and Judson Studios talking about the creation of the work.

The Library Board voted in November 2019 to allocate funds from the Library's Mullen and Romine Estate Trusts to pay for the Bradbury fused glass artwork. City staff subsequently discussed how the artwork relates to community needs as defined in the Library's Strategic Plan and Operations Study goals. Staff also noted that the November 2, 2019 City Council Staff Report indicated that the Library Board of Trustees would be seeking private donations for the project, and in that context had reservations about using Mullen/Romine funds to cover the cost of the whole project. It was suggested that Mullen/Romine funds could be used to match private donations. The project is estimated to cost \$24,500K. \$2K has been raised from the Friends of the Library through the Restoration Concert Committee and Mayor Pro Tem Diana Mahmud has contributed \$1,500 from her discretionary fund. Use of Mullen or Romine funds would need to be approved by the City Council.

The Friends' main fundraising goal at this time is to raise \$35K for a kiosk to check out laptops and tablets for use within the Library. The Library Director will revisit the idea of raising funds for the Bradbury artwork project with the Friends of the Library board.

BOARD MEMBER COMMUNICATIONS:

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

11. Board President (David Uwins): The Serving With a Purpose Conference will take place on 5/20/2020 at the City of Ontario Convention Center. It is a good opportunity for Trustees and Friends from other libraries to meet and share ideas.

President David Uwins and Secretary Bianca Richards attended the Library Fine Free webinar and said there is a lot of momentum for libraries to make this policy change. It could remove the stigma for patrons that owe a fine and make libraries a more welcoming environment.

12. City Council Liaison: Mayor Robert S. Joe emphasized the importance of the upcoming One City, One Story City-Wide Reading Project, new library staff, and that objectives are being met with the Library Operations Study.

Mayor Joe met with other LA County Mayors and Public Health agencies to discuss the Coronavirus and develop protocols. Two key takeaways are not to panic and to be aware that hoaxes exist.

There are 10 homeless residents that stay in South Pasadena. There is a task force that works with the homeless with compassion while ensuring public safety. There is now a caseworker stationed at Holy Family Church. This is funded through Measure H.

13. Friends Representative (Ellen Torres): David Uwins will continue to be the Trustee Liaison to the Friends.

All Friends Board positions are filled for 2020. One Board member will be in charge of outreach and there will be a newsletter. The Friends will use Zoom for conference calling for their monthly meetings, as they take place in the afternoon when some Board members are at work.

14. Trustee Liaison to Friends (David Uwins): The Friends have more than 107 members.

15. Library Director (Cathy Billings):

- Director Billings and Administrative Secretary Sean Faye met with the caseworker from HOPE Homeless Services to acquaint her with the Library and discuss some ongoing issues. Library staff will continue to enter requests through the Los Angeles Homeless Services Authority portal, which will be received by the caseworker to coordinate a response.
- The Arts Crawl will be on 2/15/2020. There will be three events in the Community Room. The Artisans' Alley vendors will display their wares, Pascale Music will be rehearsing their upcoming Carnegie Hall performance, and a dance studio will perform. There will also be a paper lantern hands-on craft activity.
- The California Young Reader Medal event will take place on 2/22/2020.
- Green Kids & Crafts is a crafting program led by teens from South Pasadena Public High School every second and fourth Sunday in the Library Children's Room until May.
- The Summer Reading Program will begin soon and Children's Librarian Judy Neeb has been distributing materials to local schools.
- A Community Room rental application was received today from a non-profit with a request to conduct fundraising on 3/28/2020. Approval for fundraising will be an Action Item at the 3/12/2020 Trustees meeting.
- The new Public Works Director has asked for the Library's input for the Capital Improvement Plan for the City.

- The City's Budget process has begun and the Library is on target for the current fiscal year.
- Director Billings thanked David Uwins for serving as Board President.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, March 12, 2020 at 7:00 p.m. in the Ray Bradbury Conference Room.

ADJOURNMENT: President David Uwins adjourned the regular meeting of the Library Board of Trustees on February 13, 2020 at 9:21 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: May 14, 2020
FROM: Cathy Billings, Library Director
SUBJECT: **Library Reintroduction of Services Plan - Summary**

Overview

Library staff are developing a Reintroduction of Services Plan (RSP) to guide library operations through the challenges presented by the COVID-19 pandemic. The Plan identifies core objectives and provides detailed documentation for programs, functions, initiatives, and services that meet these objectives. The RSP is being developed in consultation with other libraries and in accordance with public health agency directives and recommendations from the California State Library, and presents a phased approach to reintroducing library services.

Public libraries serve people from all walks of life and socio-economic backgrounds, and will play an important role in the recovery from the COVID-19 crisis. Library services support education, professional development and entertainment, all of which are more critical than ever in times of uncertainty and economic downturn. The goal of the South Pasadena Public Library (SPPL) is to safely reintroduce services that support South Pasadena residents during this difficult time.

The reality of COVID-19 upends the library service model as we know it. Public libraries have historically been places where people gather and seek personalized customer service. SPPL sees an average of 21,500 visits per month and most library staff spend as much as 50% of their time at work providing in-person customer service at our three public service desks (circulation, reference, and children's room). The service model necessitated by the current circumstances and outlined in the RSP will be based on limited in-person interaction and virtual services.

Primary Objectives

1. Keep staff and customers safe
2. Provide access to physical materials
3. Provide access to internet computers and Wi-Fi
4. Provide access to digital resources
5. Provide Services in ways that do not require lingering in the library

Objective: Keep Staff and Customers Safe

- Enforce physical distancing and use floor markings for control of queuing/foot traffic
- Staff and customers wear masks
- Clean and disinfect counters and high-touch surfaces multiple times daily and/or at shift change
- Regular hand-washing
- Obtain supplies: disinfectant wipes, hand sanitizer, masks, gloves, keyboard covers
- Install foot pulls on doors and Plexiglas screens at service counters
- Quarantine circulating library materials for minimum of 72 hours; always use gloves to handle materials

Objective: Provide Access to Physical Materials

- Library Takeout Service – no-touch materials check-out/pick-up
 - Customers place holds by phone or online, or submit requests using Materials Matchmaker recommendation service
 - Library staff check-out and package material for pick-up during open hours
- Delivery to Seniors in cooperation with Dial-a-Ride and Senior meal program

Objective: Provide Access to Internet Computers and Wi-Fi

- Book a Computer (Customers access computers by appointment; capacity reduced due to physical distancing requirements)
- Explore grant funding for Wi-Fi hotspot circulation program to help bridge the Digital Divide

Objective: Provide Access to Digital Resources

- Utilize digital platforms (e.g. Zoom) to provide technology skills training and support to customers
- Adjust the library's digital resources collection to support job seeking, skills building and professional development

Objective: Provide Services in ways that do not Require Lingering in the Library

- Process library card applications via email
- Implement Library Takeout and senior delivery
- Utilize existing and possibly new platforms (e.g. chat) to provide reference service
- Implement Auto Renewal, lessening need for frequent library visits
- Utilize existing and new (Instagram, YouTube) outreach and communication tools to serve and engage customers
- Local History Collection engagement through online exhibitions