



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

**Virtual Meeting**

**October 8, 2020, at 7:00 p.m.**

**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.*

**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 October 8, 2020 will be conducted remotely and held by Zoom video conference.

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. Trustees will be participating remotely and will not be physically present in the Council Chambers.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

**Library Board of Trustees  
Zoom Meeting Information  
Meeting ID: 833 7826 3829  
Passcode: 909610**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly; or

- 2. Click on the following unique Zoom meeting link:  
<https://us02web.zoom.us/j/83378263829?pwd=aXkxcEJlMlVdXYVp1Tm4yc3R2TDI3QT09;>  
or
- 3. You may listen to the meeting by calling: **+1-669-900-9128** and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:  
<https://zoom.us/u/adz9VBkd7p>

**IMPORTANT NOTE:** Members of the public may access the meeting to observe the meeting’s proceedings; however, at this time, there is no live, real-time participation by members of the public.

**PUBLIC COMMENTS**

If you would like to comment on an agenda item, members of the public may submit their comments in writing by emailing them to: [lbt@southpasadenaca.gov](mailto:lbt@southpasadenaca.gov). **Public Comments must be received by 12 p.m., October 8, 2020 to ensure adequate time to compile and post.** Public Comment portion of the email is limited to 250 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) if you request your public comment to be read at the meeting.

- 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

**PRESENTATIONS**

- 1. None

**PUBLIC COMMENTS**

- 2. Public Comment

**ACTION**

- 3. Review and approve draft minutes of the rescheduled regular meeting held September 14, 2020

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the rescheduled regular meeting held on September 14, 2020.

**DISCUSSION**

- 4. **One City, Many Stories**
- 5. **Ray Bradbury Fused Glass Public Art Project**
- 6. **Library Budget Updates**
- 7. **Reintroduction of Services Update**

**COMMUNICATIONS**

- 8. **Board President**
- 9. **Board Members**
- 10. **City Council Liaison**
- 11. **Friends of the Library Representative**
- 12. **Trustee Liaison to the Friends**
- 13. **Library Director**

**ADJOURNMENT**

**FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS**

November 12, 2020	Virtual Meeting	7:00 p.m.
December 10, 2020	Virtual Meeting	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/library-board-of-trustees>

**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.*

10/2/2020

Date

/s/

Sean Faye,  
Administrative Secretary



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
September 14, 2020**

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**CONVENE:**

President Bianca Richards called the rescheduled regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the City Council Chambers, virtually via Zoom, on September 14, 2020 at 7:02 p.m.

**IN ATTENDANCE:**

Trustees Present

Debra Beadle  
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  
Sean Faye, Administrative Secretary

**PRESENTATIONS:**

1. None

**PUBLIC COMMENTS:**

2. Ed Donnelly submitted a written comment to express support for passage of the Utility User's Tax (UUT) for the 11/3/2020 General Election.

**ACTION ITEMS:**

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

**Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Joseph Molina, to approve the minutes as written for the regular meeting of the Library Board of Trustees held August 13, 2020.**

<b>AYES:</b>	<b>Beadle, Chang, Molina, Richards, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**4. Elimination of Library Overdue Fees**

**Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Secretary Annie Chang, to approve the elimination of Library Overdue Fees.**

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

This recommendation will be presented to City Council for review and action.

[Mayor Robert S. Joe arrived at the Library Board of Trustees meeting at 7:24 p.m.]

**5. Request to Designate \$1,000 from the Romine Estate Funds for the Acquisition of Materials for the Local History Collection**

Former Library Board Trustee, author, and collector Rick Thomas submitted a Public Comment regarding the increase from the \$1K he had initially requested to sell his collection of local history materials to the Library. He is now requesting \$3K, which he maintains is half of its value.

The Romine Estate Trust was one of two trusts given to the Library. The funds are not restricted or designated for a specific purpose.

The Solar Motor Company and Busch Garden collections would be appropriate additions to the Library's Local History Collection. As a condition of sale, Rick Thomas asked for the Solar Motor Company collection to be named after him.

**Motion by Library Board Trustee Joseph Molina, seconded by Library Board Trustee Debra Beadle, to amend the written motion to approve \$3,000 from the Romine Estate Funds, with the caveat of exploring the naming rights of the Solar Motor Collection, to acquire materials for the Local History Collection.**

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

**6. Rescind Obsolete Library Administration Policies**

Library Staff recommended the Board rescind the following obsolete Library Administrative policies: City Council Recordings Policy, Community Services Volunteer Policy, Internship Policy, and the Policy on Monitoring of Examinations.

**Motion by Library Board Trustee Joseph Molina, seconded by Library Board Trustee Debra Beadle, to accept the staff's recommendations to rescind the four stated obsolete Library Administration Policies.**

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

**DISCUSSION ITEMS:**

**7. Library Operations Update**

The Citywide Reading Project, One City, Many Stories, will run from 9/14/2020-11/1/2020.

Storytime has restarted for the fall and will be available on the Library's YouTube page. Reading challenges for young people have also launched.

The Community Room will serve as an 11-day Vote Center for the 11/3/2020 General Election.

The Library is recruiting for 5 out of the 10 available Aide positions. Interviews were conducted the last week of August and yielded a good pool of candidates. Recruitment for the vacant Clerk position is on hold until Community Room rentals and passport services resume.

Since March, the Library has followed the more restrictive health guidelines from LA County, not the State. LA County is still reporting high transmission of the COVID-19 virus and is classed in the State's "Widespread" tier, which represents the highest level of risk. On 8/28/2020, the State released new guidelines that libraries in this tier could be re-opened to the public at 25% capacity, with modifications. The County has not updated their guidelines in response to the State's new guidance yet. Library Director Billings has been in communication with other library directors, and no libraries in the County are open to the public at this time. If the County does approve the State guidelines, the first phase of the Library's Reopening Plan would be to make computers available to the public by appointment. With the exception of access to the public computers, the Library is currently doing an excellent job providing materials and services that patrons want and need.

The public computers will be moved to the magazine section, which is a location that is compatible with Library Takeout workflow, and has a sliding glass door that opens for ventilation. The Library is working with the fire department to get max occupancy numbers so that the State's 25% capacity number can be calculated. Library Staff does hourly cleaning of high-touch surfaces and the City's custodial company cleans at night. According to the State, libraries are to follow the guidelines for retail for re-opening.

Some sanitizing supplies are still difficult to obtain. The Fire Department has provided sanitizing wipes, hand sanitizer, and paper masks.

Acorn Technologies, the City's IT firm, has back-up generators for the City's servers for power outages, including servers for the Library's data. The Library does not have a back-up generator.

## **8. Ray Bradbury Fused Glass Public Art Project**

The designation of \$9,022.00 from the Romine Trust towards the Ray Bradbury Fused Glass Public Art Project is on the 9/16/2020 City Council agenda for approval. A contract will be drafted for Judson Studios if the funds are approved.

President Bianca Richards asked that the contract include a clause about artist copyrights.

## **9. One City, Many Stories**

The Citywide Reading program, One City, Many Stories (OCMS), went live on 9/14/2020. The community is encouraged to participate with this year's theme of "Exploring Common Ground." Library staff will provide assistance to any challenges associated with a strictly virtual program, as patrons may need help navigating the platforms. The Teen Advisory Board (TAB) will do their own OCMS with their own book list that will launch on 10/1/2020.

Friends of the Library Book Endowment funds have been used to purchase copies of books for OCMS.

Public Services Manager Maida Wong will conduct outreach with local groups and organizations. A banner ad is on the *Southpasadenan.com* website for 6 weeks. The Author Night on 10/27/2020 will be advertised in the *South Pasadena Review*. This will also be posted on the *City Hall Scoop* blog, *Nextdoor*, and the Chamber Event calendar. South Pasadena Poet Laureate Ron Koertge wrote a poem inspired by One City, Many Stories, which will be used for outreach.

**COMMUNICATIONS:**

**10. Board President (Bianca Richards):** President Bianca Richards encouraged the Board to learn more about the Utility User’s Tax and encouraged them to visit the City’s UUT webpage and pointed out that a local group is advocating for the passage of the UUT and that they also have an informative website.

**11. Board Members:** Trustee Annie Chang praised Children’s Librarian Judy Neeb’s contributions to the Marengo Elementary Read-a-thon.

**12. City Council Liaison (Mayor Robert S. Joe):** Mayor Robert S. Joe informed the Board that City Manager Stephanie DeWolfe has retired as of 9/12/2020. Fire Chief Paul Riddle will serve as Acting City Manager. Interviews for Interim City Manager will begin soon.

**13. Friends of the Library Representative (Friends President Ellen Torres):** At their retreat, the Friends revamped their Mission Statement to state their objective is “to raise money and public awareness in the community to support the services and programs of the Library.” The Friends streamlined their Board structure and guidelines for their committees. A nominating committee has been formed for those interested in serving on the Board. A fundraising letter will go out soon to help recoup losses from the Friends Bookstore’s closure due to COVID-19. Friends Bookstore losses are expected to be at least \$32K and those funds go towards Library programs and resources, including, eBooks and Tutor.com. The Friends Board voted that the Restoration Concert Committee’s Summer Festival will not take place under the organization’s umbrella. For the Holiday Book Sale, the Friends may conduct a drive-by book sale.

**14. Trustee Liaison to Friends (David Uwins):** None to report.

**15. Library Director (Cathy Billings):** None to report.

**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, October 8, 2020 at 7:00 p.m. in the City Council Chambers.

**ADJOURNMENT:** President Bianca Richards adjourned the rescheduled regular meeting of the Library Board of Trustees on September 14, 2020 at 8:13 p.m.

Minutes approved \_\_\_\_\_ as written.

Minutes approved \_\_\_\_\_ as corrected.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date