



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

Virtual Meeting

January 14, 2021, 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 January 14, 2021 will be conducted remotely and held by 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: 893 3243 0222
Passcode: 019141**

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/89332430222?pwd=aUl4S3NqdUFmcWE0Y0NqTVUzaHRqUT09>

; or

3. You may listen to the meeting by calling: **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/j/9201234567>

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. **Public Comments must be received by 12 p.m., January 14, 2021 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 for 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, Joseph Molina, Trustee

COUNCIL LIAISON: Not yet appointed

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 regular meeting held December 10, 2020**

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on December 10, 2020.

4. Request for Approval of 2021 Library Board of Trustees Work Plan

Recommendation

It is recommended that the Library Board of Trustees review and approve the 2021 Library Board of Trustees Work Plan

5. Election of 2021 Officers

Recommendation

It is recommended that the Library Board of Trustees select their slate of Officers for 2021.

DISCUSSION

6. Library Operations Update

- Support Services (Fine Free implementation)
- Public Services
- Local History Collection
- Children’s Services

7. COVID-19 Update

COMMUNICATIONS

8. Board President

9. Board Members

10. Council Liaison

11. Friends of the Library Representative

12. Trustee Liaison to the Friends

13. Library Director

ADJOURNMENT

FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS

February 11, 2021	Virtual Meeting	7:00 p.m.
March 11, 2021	Virtual Meeting	7:00 p.m.
April 8, 2021	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.

1/11/2021

Date

/s/

Sean Faye,

Administrative Secretary



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
December 10, 2020**

CONVENE:

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order, virtually via Zoom, on December 10, 2020 at 7:00 p.m.

IN ATTENDANCE:

Trustees Present

Debra Beadle
Annie Chang
Joseph M. Molina
Bianca Richards
David Uwins

Also Present

Cathy Billings, Library Director
Sean Faye, Administrative Secretary

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION ITEMS:

3. Review and approve draft minutes of the regular meeting held November 12, 2020

Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Debra Beadle, to approve the minutes as written for the regular meeting of the Library Board of Trustees held November 12, 2020.

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

4. Request for Approval of Library Board of Trustees Annual Report (2020)

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Vice President David Uwins, to approve the Library Board of Trustees Annual Report (2020).

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

ABSTAIN: None

DISCUSSION ITEMS:

5. 2021 Library Board of Trustees Work Plan

The 2021 Library Board of Trustees Work Plan has 4 objectives: to update the Library Administrative Policies and Library Board of Trustees manuals, to update the Library's Emergency Plan and procedures, to evaluate the State Education Code and the South Pasadena Municipal Code to confirm the ordinance reflects the work of the Library Board of Trustees, and to prepare for the Library's next Strategic Plan.

The Library's Emergency Plan should include guidance and procedures for pandemics and other catastrophes.

This will be an Action Item for the 1/14/21 Trustees meeting.

6. Library Operations Update

All 10 Library Aide positions are filled. Library Director Cathy Billings will advocate for the vacant Assistant Library Director to remain with the intent that in the future it will be possible to convert it to a non-manager full time position focused on systems and technology.

The Library's statistics for FY 19/20 have been submitted to the California State Library. All public libraries are required to submit data, and once compiled the result is a useful tool that enables libraries to compare data with other libraries across the state.

The mobile app is very close to being launched. Digital Services Librarian Cynthia Mitchem has been phenomenal in helping to configure it.

The Library reduced its magazine subscriptions from 124 to 68. This can be revisited at any time if there is a demand from the public.

In an effort to reduce expenses, the Library is discontinuing a number of digital resources that either get little use or are duplicative of other digital resources. In some cases, the State Library is now providing the resource for free. State provided products include a resource for job seekers and resources for kids and general reference. The Library will participate in a pilot program for a product from SirsiDynix, the Library's integrated library system (ILS), which makes open access research articles from a wide variety of publications available in the library catalog. The Friends pay for Mango Languages, Ancestry.com, Comics Plus, and RB Digital Magazines. RB Digital Magazines has been purchased by the eBook platform OverDrive and will be retired. The OverDrive digital magazine product is too expensive, so the Library will be without a digital magazine platform for the near future. The Library's website will provide patrons information about alternatives to the discontinued resources. The overall savings from these significant reductions is nearly \$20K.

The Library's social media reach outreach includes 1,242 followers on Facebook, 654 followers on Instagram, 59 subscribers on the Library's YouTube channel, and 3,041 subscribers on Constant Contact. There have been close to 4,000 views of Library programs on YouTube and 1,295 views of Storytime programs.

The Library's updated "fine free" staff report and implementation plan are on the 12/16/2020 City Council agenda. The Library has not charged fines since mid-March. Publicity will be forthcoming if approved by City Council. Targeted outreach will be conducted for patrons with outstanding materials. SirsiDynix has a fine-free consulting service to assist with the transition.

Local History Librarian Olivia Radbill finished processing the collections purchased from Rick Thomas and has published the Finding Aid on the Local History Collection webpage. These materials will soon be digitized.

The City is still operating with a continued appropriations budget from FY 19-20. The Finance Department is working on a final FY 20-21 budget for Council approval. Because of this, each department has been spending conservatively. The Library has been using the reduced budget originally proposed by our department as a guide. That same proposal, with a few small adjustments has been re-submitted to Finance. Adjustments include an increase in the Building Maintenance account to cover COVID-19-related expenses. The Part Time budget remains on track.

The Library's new contract for CENIC Wi-Fi services is currently in the bidding process. The Library contracts for these services through the library consortium CALIFA. The new contract is expected to be a 35% reduction in annual costs compared to the current contract.

A drinking fountain with a bottle-filling station has been installed in front of the Library. In January, the Library will have similar drinking fountains installed inside the building. Staff spoke with Public Works about the possibility of trimming the trees in front of the Community Room on El Centro Street so that the façade of the historic landmark can be better seen. The contract for the Library's Emergency Lighting system has been signed and Public Works is finalizing the details with the vendor. A request for funding for shelving to be located across from the Service Desk has been included in the Library's proposed budget.

The Library is following the protocols issued from LA County, as the number of COVID-19 cases remain high. The Library will not allow the public to gather in the building. The technical aspect of setting up the public computers by appointment is ready, but staff need to develop and put processes and procedures in place before the computers can be made available. This will be revisited in January.

The City will be offering holiday gift cards and a raffle of prizes for staff, instead of hosting its annual Holiday Luncheon.

7. Emergency Plan Update and OSHA Compliance

The Library's last Emergency Plan was developed in 2011 and needs to be updated. The City has formed an intra-departmental Safety Committee that meets once a month. Administrative Secretary Sean Faye is the Library's representative. The Safety Committee's goal is to produce an updated City-Wide Safety Manual.

Each City facility will be inspected twice a year. A safety component will be added for new hire orientation. In-person trainings will be scheduled once the COVID restrictions are lifted. The Injury and Illness Prevention Program (IIPP), which includes information about who maintains authority and responsibility in an emergency, compliance issues, communication protocols, hazard assessment, and accident investigation, will be updated along with evacuation procedures.

The Library's three emergency kits in the Library have been brought up to date. The Library will not wait for the City-Wide Safety Manual to begin updating its own plan and procedures, including re-instituting regular staff walk-throughs of the building.

COMMUNICATIONS:

8. Board President (Bianca Richards):

President Bianca Richards thanked Trustee Debra Beadle for her service on the Library Board of Trustees.

9. Board Members:

Trustee Annie Chang expressed interest in demonstrating appreciation for Library staff in some capacity for the holidays. Director Billings said she would help coordinate, in accordance with the Brown Act.

10. Friends of the Library Representative (Library Director Cathy Billings on behalf of Friends President Ellen Torres):

- The Friends Emergency Fund raised over \$13,000.
- “Ellen’s Giving Tuesday for the Friends” on Facebook raised \$1,445 from 30 donors. Friends Board President Ellen Torres thanked Ed Donnelly for sharing to the 91030 group page, which was responsible for nearly half of the donations.
- Andy Lippman wrote an article for the *South Pasadena Review* about the struggle to raise funds faced by local non-profits during the pandemic that featured the Friends.
- The restructuring of Friends Bylaws and job descriptions should be finalized in December. It will be voted on at their annual meeting in January.
- The Friends’ proposed budget for 2021 will also be presented for approval at the annual meeting in January.
- The nominating committee will present the slate of officers to be voted on the annual meeting in January.
- The Friends Membership campaign for 2021 is underway and letters will be mailed next week.
- The Friends voted to approve the Restoration Concert Committee to present two recorded concerts on the Friends’ YouTube channel. Rehearsals and video recording will take place in the Library Community Room on dates to be decided based on the County’s Public Health order. There will be no live audience.
- The Friends Bookstore will remain closed with no clear date as to when it may reopen.

11. Trustee Liaison to Friends (Bianca Richards on behalf of David Uwins): None to report.

12. 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, January 14, 2021 at 7:00 p.m. via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on December 10, 2020 at 8:23 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date

Library Board of Trustees

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
To publish up-to-date and distinct Library Administrative Policies Manual and Library Board of Trustees Manual	Review and amend, rescind or approve new policies as needed	Senior Library Staff/LBT	Ongoing throughout 2021	Have manuals that contain current and accurate information and will be a resource to staff and trustees
To update Emergency Plan and procedures	Review and amend documents and procedures as needed, and incorporate pandemic preparedness and response information	Senior Library staff and Administrative Secretary Sean Faye/LBT	New emergency plan document published by July 31, 2021	Have an Emergency Plan document and related procedures that support safe library operations.
To evaluate whether the SPMC that applies to the Library Board of Trustees needs revision, and to ensure that all parties understand the State and Municipal Code that governs library boards	Review California Education Code - EDC § 18900-18965 and SPMC § 2.77-2.78; 2.79 in consultation with City Attorney and City Management; adopt changes to SPMC and LBT Bylaws as needed; update LBT Manual as needed	Library Director/LBT	Second half of 2021	All parties have a clear understanding of the LBT charge and authority, and the SPMC accurately reflects these
To prepare for Library's next strategic planning process, which will likely take place in the first two quarters of FY 2022-2023	Discuss what type of planning process to engage in and identify any general fund budget requests to be submitted in the FY 2021-2022 budget cycle	Senior Library staff/LBT	March meeting: FY 2021-2022 budget requests identified; further discussion, last quarter of 2021	Be poised to engage a meaningful strategic planning process in FY 2022-2023