



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
September 9, 2021**

CONVENE:

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on September 9, 2021 at 7:02 p.m. Some participants attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person public meetings.

IN ATTENDANCE:

Trustees Present
Annie Chang Long
Joseph M. Molina
Bianca Richards
Dean Serwin
David Uwins

Also Present
Cathy Billings, Library Director
Sally Kilby, Friends Board President
Sean Faye, Administrative Secretary

EXCUSED:

Mayor Diana Mahmud, Council Liaison

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION/DISCUSSION ITEMS:

3. Review and approve draft minutes of the regular meeting held August 12, 2021

Motion by Library Board Secretary Annie Chang Long, seconded by Library Board Trustee Dean Serwin, to approve the minutes as written for the regular meeting of the Library Board of Trustees held August 12, 2021.

AYES:	Long, Molina, Richards, Serwin
NOES:	None
ABSENT:	None
ABSTAIN:	Uwins

4. Library Board of Trustees Agenda Forecast

The Board reviewed items forecast for future agendas. Discussion Items for the 10/14/21 Trustees meeting are forecast to include: the Quarterly Budget report, winter holiday closure schedule, the Code of Conduct's rules

regarding exterior rules of behavior in the Administrative Policies manual, and an update about the South Pasadena Municipal Code (SPMC). The discussion about the Code of Conduct's exterior rules of behavior will include a distinction between the Library Park and the Senior Center.

Discussion Items for the 11/18/21 Trustees meeting are forecast to include: Annual Report discussion, appointing a nominating committee for the 2022 Board officers, and the request for proposal (RFP) for Strategic Planning. Approval of the Annual Report, discussion of the LBT Work Plan for 2022, Volunteer Recognition, and approval of 2022 meeting dates will be addressed at the 12/9/21 Trustees meeting. A discussion of the Library's hours will take place before the end of the calendar year.

5. LBT Work Plan: Review the Board's Charge, SPMC, and Statutory Authority

The Board's authority is dictated by the State Education Code, the SPMC, and the bylaws. At the prior meeting, held August 12, the LBT engaged in a discussion and review of key elements of State code, SPMC, and bylaws, with the goal of ensuring the local ordinance is consistent with State code and identifying any updates needed to the SPMC to make the LBT role and responsibilities clear. Areas that the LBT would like to be more explicit in the SPMC include their role in participating in evaluating and hiring the library director and their role related to the Library's budget. Staff are seeking input from the City Attorney on three items that need to be clarified, in the context of the State Education Code, in order to finalize proposed updates to the Library Board of Trustees portion of the South Pasadena Municipal Code: 1) authority for spending funds donated to the library, 2) authority for making decisions about artwork on the exterior of the Library building, 3) definition of, and authority for "library grounds." A draft policy will be a Discussion Item for the 10/14/21 Trustees meeting.

6. LBT Work Plan: Administrative Policy Review

As a result of the discussion held August 12, staff recommend that Section 2.2: *Governance: Administrative vs. Advisory* be removed from the Trustee Reference Manual. They also recommended that a reference to Appendix C: Excerpt on Statutory Authority from the *Trustee Tool Kit for Library Leadership* be added to Section 2.1: *Governance: Government of the Library*. These edits were approved.

The Library Board of Trustees manual had been a combination of reference material for Board members and Library policies. These are now separated into two documents, the LBT Reference Manual and the Library Administrative Policy Manual (LAPM). In the past, due to the combined format, the Board formally voted to adopt changes to the reference material. Now that the LBT reference material is separated from the Administrative Policy Manual, the Library Director seeks permission for staff to make edits to reference material without the Board's prior approval. Instead, at any time, the Board can convey to staff changes they would like to see to the Reference Manual's contents, and staff would alert the LBT to any changes made to the contents. It was agreed that going forward, Library staff have permission to make updates to the reference material to make it useful and pertinent without requiring adoption by the LBT.

7. Staffing Update

Three new Library Aides have been hired. One vacant Library Aide position remains and a new recruitment has begun. A requisition for an additional three to four Substitute Librarians has been submitted. The Weekend In-Charge Librarian will be a separate recruitment from the Substitute Librarian. A requisition for this position has been submitted.

8. Library Operations Update

The State Library will use funds from the American Rescue Plan Act (ARPA) to provide one year of access to six digital resources for all California public libraries. *Coursera*, *GetSetUp*, *LearningExpress*, *LinkedIn Learning*, *Northstar Digital Literacy*, and *Skillshare* offer courses to develop job skills, explore the creative arts, and conduct test preparation. It will be marketed as a “recovery from the pandemic” package, available for a limited time. Patrons can access these anywhere with their library card. This is expected to launch in October. Data usage will be trackable.

The Southern California Library Cooperative will use their State funds to purchase access to *PressReader.com*. *PressReader.com* is a platform that provides newspapers and magazines from all over the world. It includes the *Los Angeles Times*, the newspaper of record, in full text. It will also be accessible anywhere with patrons’ library cards. This will go live on 10/1/21 and will be available for three years.

The voting for the selection for One City One Story will end on 9/10/21. Local History Librarian Olivia Radbill has conducted outreach in front of the Library for the last two Thursday nights. 125 people have voted. The winning title will be announced on 9/27/21.

In-person Story Time will begin on 9/21/21 in the picnic table area in front of the Library.

9. LBT Work Plan: Emergency Plan and Procedures

There are no updates at this time.

10. LBT Work Plan: Prepare for Library’s Next Strategic Planning Process

The RFP will be presented for review at the 11/18/21 Trustees meeting.

11. LBT Work Plan: Aid the Friends of the Library with 21CCL Fundraising Committee

The future facility needs analysis and strategic planning process the Library will be undertaking will provide helpful information for the 21CCL. While those projects are happening, the Friends will continue to work on developing their policies and roles for the 21CCL. Friends Executive Vice President PJ Lutz has taken leadership on this assignment.

An RFP is needed for the facility needs assessment consultant.

COMMUNICATIONS:

12. Board President (Bianca Richards): President Bianca Richards was pleased to see activities resume on the Library patio area. The Oxley Street side of the Library Park is almost as active as the El Centro Street side on Thursdays for the Farmers Market. Staff are looking into the possibility of replacing the two large picnic tables with smaller tables to offer seating for more people in the Library patio area.

President Richards and Vice President Uwins were invited to the Stakeholder Focus Group for the City’s Strategic Plan. The meeting included a cross section of business people, non-profit representatives, residents, and other voices from the community. The concept of sharing resources was discussed.

13. Board Members: Vice President Uwins and Trustee Joseph M. Molina had nothing to add.

Trustee Dean Serwin was appreciative for the update about the Strategic Planning session.

Secretary Annie Chang Long thanked Library staff. Secretary Long asked if there was any feedback since school returned to session. The Library has been very busy with students. The Teen and Children's areas have been quite full. Children's Librarian Judy Neeb attends PTA meetings and the Library sends out an educator's newsletter quarterly. There will be outreach about the Library's new resources provided by the State Library. The students have been very cooperative about following the rules and wearing their masks.

President Richards noted that some teens ride their skateboards in front of Library entryways and in the Library Park. The South Pasadena ordinance prohibits use of skateboards on City sidewalks. The Library will reach out to the Police Department to enforce these rules.

14. Council Liaison (Mayor Diana Mahmud): Absent.

15. Friends of the Library Representative (Friends Board President Sally Kilby): The Friends will approve the purchase of a laptop/tablet dispensing kiosk station and battery pack station for approximately \$35K.

The 21CCL will continue to assist the Library to receive funds from the State Library's grant programs.

Friends Board President Sally Kilby attended the Serving With a Purpose conference on 9/1/21. State Librarian Greg Lucas praised Senate President Pro Tempore Toni Atkins, who is responsible for \$500M allotted to the State Library. Senate Pro Tem Atkins was raised in southwestern Virginia. She credits her success to use of the library when she was growing up. Senate Pro Tem Atkins represents San Diego.

The Library's use of the Senior Center patio was discussed at the Friends Annual Retreat.

The Friends will receive organizational and fundraising guidance to their Board from the non-profit organization Jericho Road.

Friends member and art professional Nancy Lem is assisting with the Friends newsletter. The newsletter is only accessible online, but printed copies will be available at the Friends Bookstore. A binder of past newsletters could also be placed in the Friends Bookstore.

The Restoration Concert Committee's concert on 9/12/21 will be the first public event the City has had in the last year and a half.

The Friends Bookstore will have a \$1 book sale on 9/25/21. The Friends Bookstore is open 4 days/week. Donations are received every week.

16. Trustee Liaison to Friends (David Uwins): Nothing to add.

17. Library Director (Cathy Billings): Library Director Cathy Billings, Public Services Manager Maida Wong, and Children's Librarian Judy Neeb met with Community Services Director Sheila Pautsch and her senior staff to discuss use of the Senior Center patio for future partnerships. Many ideas are on the table.

The next opportunity to take part in the City's Strategic Planning is 9/22/21.

The South Pasadena Rotary Club has requested to charge admission for two Community Room rentals on 10/27/21 and 10/28/21. They would like to screen two movies starring South Pasadena resident Greg Sestero. The request came in too late to add to tonight's agenda. Charging admission requires Board approval. All proceeds after costs will go to the Rotary Foundation to benefit their public projects. This will be an Action Item for the 10/14/21 Trustees meeting. Community Services and the Library are developing an

acknowledgement form to be signed by renters that addresses COVID safety protocols that must be followed. Capacity will be limited. Masks will be required. A Library staff member will be present. The Board suggested they were inclined to approve the South Pasadena Rotary Club's request to charge admission for tickets.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, October 14, 2021 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on September 9, 2021 at 8:51^{BS} p.m.

Minutes approved BRP as written.

Minutes approved _____ as corrected.

Bianca Richards, President

DocuSigned by:
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President

10/15/2021

Date