



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

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**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 December 9, 2021 at 7:07 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  
Bianca Richards  
Dean Serwin  
David Uwins

Also Present

Cathy Billings, Library Director  
Diana Mahmud, Mayor  
Sally Kilby, Friends Board President  
Sean Faye, Administrative Secretary

**EXCUSED:** Secretary Annie Chang Long

**PRESENTATIONS:**

1. None

**PUBLIC COMMENTS:**

2. None

**ACTION/DISCUSSION ITEMS:**

**3. Review and approve draft minutes of the regular meeting held November 18, 2021**

**Motion by Library Board Vice President David Uwins, seconded by Library Board President Bianca Richards, to approve the minutes as written for the regular meeting of the Library Board of Trustees held November 18, 2021.**

<b>AYES:</b>	<b>Richards, Serwin, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Long</b>
<b>ABSTAIN:</b>	<b>None</b>

**4. Request for Approval of Library Board of Trustees Annual Report (2021)**

**Motion by Library Board Trustee Dean Serwin, seconded by Library Board Vice President David Uwins, to approve the Library Board of Trustees Annual Report for 2021.**

<b>AYES:</b>	<b>Richards, Serwin, Uwins</b>
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**NOES:** None  
**ABSENT:** Long  
**ABSTAIN:** None

#### **5. Request for Approval of 2022 Meeting Dates**

The Board acknowledged the meeting dates for 2022. Meetings will be held the second Thursday of every month at 7:00 p.m.

#### **6. Request for Proposal (RFP) for Strategic Planning**

The Request for Proposal (RFP) for Strategic Planning will go out to bid for a consultant in January. In-person meetings will be scheduled with the Board of Trustees, Library staff, and the community.

The Board requested that the RFP emphasize that the Library is surrounded by a well-used public park and shares a wall with the Senior Center. It should also include that South Pasadena is likely to experience population growth in the next eight years. The consultant will need a basic understanding of the Library, the community, and the increase in residential development that is expected.

After revisions are made, the RFP will be sent to specific consultants with Library experience and posted to the California Library Association listserv.

#### **7. Volunteer Recognition**

There was a discussion about how to honor the service of the Library's volunteers. The Library Board normally organizes an annual volunteer luncheon in the Community Room that includes a guest speaker and awards for service. Staff from State Representative offices typically attend and have issued awards of recognition. The event has taken place in the spring. The budget this year is \$1K.

An indoor, sit-down luncheon may not be ideal this year. Changes to the format are under consideration.

There could be a community event with a guest speaker, a recognition component, background music, and a takeaway gift, such as a library t-shirt or mug. Items donated from local community-based businesses could also be included as gifts. Having an opportunity drawing was also suggested. There was a discussion of holding the event outdoors. Trustee Dean Serwin suggested asking South Pasadena musician Brad Colerick to write a song about the volunteers to perform at the event. There was concern about an expectation of food. The volunteers will be polled for their preferences.

This topic will be a Discussion Item for the 1/13/22 Trustees meeting where a date will be assigned.

#### **8. 2022 Library Board of Trustees Work Plan**

At the City Manager request, South Pasadena Boards and Commissions will develop their work plans after the City's Strategic Plan is released at the end of the year.

This will be revisited at the 1/13/22 Trustees meeting.

#### **9. Library Operations Update**

The Library created a brochure to advertise its suite of new career development/skills building resources. The State Library has funded these resources for one year. It was distributed at the 11/30/21 job fair co-sponsored by the Chamber of Commerce and Foothill Workforce Development Board.

The Teen Advisory Board (TAB), with funding from the Friends, prepared Wellness Kits for high school students for Finals Week. Among the kits' contents are handwritten notes with motivational quotes.

Book Club Kits, which will provide patrons with all the resources needed to launch a book club, are now available. They include eight copies of a book title and a resource sheet of where to find articles, discussions, and videos about the book and author online. The Book Club Kits will be displayed near the Friends' Last Chance Books.

The Library's printed calendar of events is now available in a single-fold brochure format. It allows staff to include more information about programs and services. Customers appreciate the return of the paper calendar.

Children's Librarian Judy Neeb received many submissions for the Scary Story Contest. The winning entries and honorable mentions were printed in a booklet that is available in the Children's Room for families to take home.

The Library is planning to replace the two 6' tables in the Library patio area with 4-5 smaller tables. These will accommodate more individuals and groups of people. At least one table will be ADA compliant. Quotes are being received and samples of the physical materials will be reviewed. Long-time bookstore volunteer Donna Potts may be interested in using funds collected by the Friends in memory of her husband Dennis to help pay for the new tables. Additional funding could come from the Romine and Mullen Estate Trusts. The family that donated the original tables will be notified as a courtesy. The plaque bearing their name would be updated to reflect additional donors.

[Mayor Diana Mahmud arrived at the Library Board of Trustees meeting at 8:08 p.m.]

## **COMMUNICATIONS:**

**10. Board President (Bianca Richards):** President Bianca Richards volunteered for the Friends Holiday Book Sale and found it very well organized. President Richards enjoyed getting to know the volunteers, the Friends, and more of the community who share a love of books.

**11. Board Members:** This will be Vice President David Uwins' final meeting as a Library Board Trustee. Vice President Uwins reflected on his four years on the Board and their accomplishments. Some highlights include the elimination of overdue fines and fees, the creation of the 21<sup>st</sup> Century Committee for the Library (21CCL), the Library Tree's recognition as a historic landmark, and the installation of the Ray Bradbury Stained Glass Windows in the Ray Bradbury Conference Room. Vice President Uwins thanked Mayor Mahmud and former Mayor Bob Joe for their service as Council Liaisons to the Board. Vice President Uwins thanked the Board, the Friends, and Library staff for their contributions to the Library, particularly during the pandemic.

**12. Council Liaison (Mayor Diana Mahmud):** Mayor Diana Mahmud thanked Vice President Uwins for his dedication to the Board and expressed hope he will continue to be involved with the Library in some fashion.

The provisions of the South Pasadena Municipal Code (SPMC) as it relates to commissions is under review in preparation for City Council's consideration. Review of commissions will be under the purview of the new Deputy City Manager. Mayor Mahmud praised the Library Board of Trustees as the best organized of all the

City commissions. The position of Secretary may be not be required under the Municipal Code. Mayor Mahmud asked the Trustees to submit their thoughts regarding the elimination of this position.

The appointment and reappointment of commissioners is expected to occur in late February or early March. Mayor Mahmud may not be re-assigned as the Library's council liaison, but expressed her enjoyment working with the Board and emphasized the Library as the most important resource in the City. She described the Library as the City's heart and soul.

Mayor Mahmud wished everyone a happy holiday.

**13. Friends of the Library Representative (Friends Board President Sally Kilby):** Friends Board President Sally Kilby thanked Mayor Mahmud for her contributions as council liaison.

The Friends Holiday Book Sale was very successful due to extensive outreach and the work of many volunteers. More than \$3K was raised and over 500 books were sold.

The Friends Bookstore and book sales have raised \$17K since June.

Friend's membership has raised \$28K for the year.

The Friends will have new board members next year. Ellen Torres will serve as President for one year. Lela Bissner will serve as Executive Vice President and may transition into the role of President.

The Friends received a \$500 grant from the South Pasadena Woman's Club to provide technical assistance for electronic communications. This will go towards the Friends' website.

The Friends membership campaign is underway.

Jericho Road sent a letter with suggestions after their presentation last month. Jericho Road offered recommendations with how to assist with Strategic Planning, organizing a board retreat, improving their website, and a list of technical systems a Friends group should have to conduct their operations. The Friends will have a retreat next year.

President Kilby was very appreciative of Vice President Uwins' contributions as the Trustee liaison to the Friends. President Kilby cited his work alongside the 21CCL and the committees to establish the Library Foundation.

**14. Trustee Liaison to Friends (David Uwins):** Vice President Uwins had nothing to add.

**15. Library Director (Cathy Billings):** Library Director Cathy Billings also thanked Vice President Uwins for his steady and wise leadership. Director Billings expressed hope that Vice President Uwins will participate with the Strategic Planning and the Library Parcel Tax renewal.

#### **NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, January 13, 2022 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 December 9, 2021 at 8:38 p.m.

Minutes approved  as written.

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

DocuSigned by:  
*Bianca Richards, President*  
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President

1/14/2022

Date