



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
April 14, 2022**

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**CONVENE:**

President Dean Serwin called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on April 14, 2022 at 7:03 p.m. Some participants attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person meetings.

**IN ATTENDANCE:**

Trustees Present

Kenneth Gross  
Annie Chang Long  
F.J. Pratt  
Bianca Richards  
Dean Serwin

Also Present

Cathy Billings, Library Director  
Diana Mahmud, Council Liaison  
Sally Kilby, Friends Board Representative  
Sean Faye, Administrative Secretary

**PRESENTATIONS:**

1. None

**PUBLIC COMMENTS:**

2. None

**ACTION/DISCUSSION ITEMS:**

3. Review and approve draft minutes of the regular meeting held March 10, 2022

**Motion by Library Board Vice President Bianca Richards, seconded by Library Board Trustee Kenneth Gross, to approve the minutes as written for the regular meeting of the Library Board of Trustees held March 10, 2022.**

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

4. Strategic Planning Proposals Review

Three Strategic Planning consultant proposals were reviewed. Two of the three candidates distinguished themselves.

Library IQ offers strong analysis, but does not have a local representative. BerryDunn offers innovative technology for gathering community input, citing diversity, equity, and inclusion practices, and have a

presence in Southern California. BerryDunn is currently developing the Strategic Plan for the Southern California Library Cooperative (SCLC).

A final Zoom interview was proposed for Library IQ and BerryDunn. The Strategic Plan Subcommittee comprised of Vice President Bianca Richards, Secretary Annie Chang Long, Library Director Cathy Billings, Support Services Manager Barbara Posner, and Public Services Manager Maida Wong will participate. The Board suggested additional questions for the final interview. Each candidate's references will be contacted to assess their satisfaction with the result.

President Serwin thanked Director Billings for her efforts securing the Strategic Plan proposals.

**Motion by Library Board President Dean Serwin, seconded by Library Board Trustee F.J. Pratt, to proceed forward with the next steps to interview the Strategic Planning consultants BerryDunn and Library IQ, to check references, and to designate authority for final selection to the Subcommittee.**

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

The Board will review the 2017-2022 Strategic Plan to guide the development of the 2023-2027 Strategic Plan.

## **5. Parcel Tax Renewal**

Director Billings requested the Parcel Tax terms of renewal be tabled to the 5/12/22 Trustees meeting. The City Attorney is reviewing questions from the City Manager and Finance Director.

There was a discussion of trying to capture the inflation rate from the previous renewal campaign. Former Parcel Tax Committee chair Brendan Durrett could be consulted. Recapturing funds would present a financial increase on the voters for this campaign. If the Parcel Tax were renewed in perpetuity, it would save the time and energy put into renewal by the citizens that make up the Parcel Tax Committee and by City staff. Councilmember Diana Mahmud reminded the Board of the California Business Roundtable initiative to prevent evergreen taxes.

## **6. Library Operations Update**

There have been positive comments regarding the Library being open in the morning and its extended hours.

There are six Library Aide vacancies. Aide interviews took place this week. Five offers were made. Once the last resignation goes into effect, there will be another round of interviews from the same pool of candidates.

Equipment is being purchased for the Memory Lab grant-funded program. Seven intern candidates will be interviewed.

The California State Library Parks Pass program will provide free vehicle day-use passes to state parks for all public libraries to circulate to their patrons. The Library will have three passes available. The Parks Pass program will launch on 4/15/22, with accompanying publicity.

The Library's lineup is set for the 4/30/22 Eclectic Music Festival. There will be four bands on the Library's outdoor stage, in front of the Community Room.

The Library will have a booth at the Asian American Pacific Islander Heritage Month event on 5/21/22 in Garfield Park.

The Library may partner with the South Pasadena Chinese-American Club in May for a screening of the award-winning documentary “Far East Deep South”. The filmmakers would attend for a Q&A.

The Library received the analysis of the HVAC system to determine if it is meeting Cal/OSHA’s standards. The system is in need of maintenance and is not performing as well as hoped. Director Billings and Public Works will meet with the vendor that conducted the analysis to discuss repairs. Funds from the American Rescue Plan Act (ARPA) could be applied. The analysis was paid from the City Facilities and Equipment Replacement Fund.

The Library Board of Trustees Work Plan had been on a calendar year cycle. It will transition to a fiscal year cycle to align with the budget schedule. The Work Plan will be discussed at the 5/12/22 Trustees meeting.

Vice President Richards requested the gate count statistics from when the Library extended its hours on 4/4/22.

The Library computer terminals put out-of-service to enable physical distancing between users will be put back in service when there is a demand for them.

Revising the Code of Conduct to apply to exterior library spaces is a project that is in the queue. Director Billings considers the areas immediately adjacent to the Library building where patrons can sit and access the Wi-Fi to be part of the Library’s footprint. These include the balconies, patio area, benches in front of the Library, and the seating area in front of the Community Room. President Serwin requested there be an official designation with a drawn map to assist Library staff with enforcement of the Code of Conduct when it is revised.

There are no updates about the Tournament of Roses grant to review the Library’s collection for diversity and inclusion.

There are no updates about the Building Forward Infrastructure grant from the State. The first deadline for applications was 3/21/22. The Library did not apply at that time because it was not known what matching funds would be available. Some funding was intended to be reserved for a second round of applications to take place in one year. The State Librarian received 278 applications that totaled more than \$500M in requests. The total pool of funds available is only \$430M. It is unclear how much will remain in one year.

There will be an Earth Day-themed Storytime and Crafts in the Library Park on 4/21/22. Earth Day related book lists and displays have been prepared. Earth Day or the topic of conservation could be tied to next year’s Summer Reading Program and bookmark contest.

## COMMUNICATIONS:

**7. Board President (Dean Serwin):** President Dean Serwin was excited to see everyone in person. He feels the Board is working well together with constructive comments and input. President Serwin thanked Director Billings for her report and candor. Public comments are welcomed. He praised the Volunteer Recognition Tea. It highlighted the Library’s importance to the community, as well as the breadth of volunteerism. President Serwin applauded Library staff.

**8. Board Members:** Vice President Bianca Richards also commended the Volunteer Recognition Tea. Hosting the event in the morning, as well as providing coasters with historical South Pasadena images, were

wonderful ideas. Vice President Richards suggested the Friends sell these coasters to the public to raise funds. Vice President Richards was quite impressed with Local History Librarian Olivia Radbill's presentation. It was suggested Olivia conduct more local history presentations in the future.

Trustee Kenneth Gross was also quite taken with the Volunteer Recognition Tea and the local history presentation.

Secretary Annie Chang Long is happy the Library has expanded its hours and expressed appreciation to Library staff.

Trustee F.J. Pratt was impressed with the Library's online and social media presence. He noted updates are made daily and do a great job of promoting the Library and its services. Trustee Pratt was fascinated to learn about the South Pasadena's solar panels in Local History Librarian Radbill's presentation.

**9. Council Liaison (Councilmember Diana Mahmud):** Councilmember Mahmud suggested Olivia's presentation could be part of the Library's outreach and education efforts in the period leading up to the general election. Councilmember Mahmud will meet with the City Manager and Finance Director to go over the proposed City Budget. On 4/27/22, the City Council will hold a Special Meeting regarding the City's water infrastructure. A preliminary report on the budget will also be discussed at that Special Meeting.

**10. Friends of the Library Representative (Friends Board Representative Sally Kilby):** The Friends met with their fund manager to discuss investment goals. The Friends have safe investments, but may consider taking more risk in the future.

The Friends purchased a 360-degree video camera to help with hybrid virtual/in-person meetings. The Friends will allow the Library to use the camera. .

The Friends have applied to Jericho Road for assistance with website design, developing a business plan, and a future board retreat.

The Friends Board meetings may alternate from days to evenings to accommodate members' work schedules.

Three Friends Bookstore volunteers and Friends Board President Ellen Torres received Volunteer of the Year acknowledgements for their respective years at the Volunteer Recognition Tea.

The Friends donated flowers, treats, and gift cards to Library staff in honor of Library Appreciation Week.

A surplus of funds entrusted to the Friends from the 2015 Measure L campaign were transferred to the existing Measure L campaign.

The Friends Membership Drive has yielded \$16K and they now have 166 active members.

The Friends newsletter comes out every month.

The Friends Bookstore is open five days a week. February sales were \$2,500. Nearly \$6K has been raised in 2022. Better signage for the Last Chance books is under consideration. Descriptions of the auction items are on the Friends website and advertised in the Friends newsletter.

Two concerts remain for this season of the Restoration Concert Series. There will be an additional concert in January 2023 to make up for a canceled concert.

**11. Trustee Liaison to Friends (Bianca Richards):** Vice President Richards had nothing to add.

**12. Library Director (Cathy Billings):** Director Billings circulated a thank you note from former Restoration Concert Chair Kay Rosser regarding the Volunteer Recognition Tea.

**NEW BUSINESS:** President Dean Serwin will not be available for the 5/12/22 Trustees meeting. Vice President Bianca Richards will serve in his place.

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, May 12, 2022 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference via Zoom.

**ADJOURNMENT:** President Dean Serwin adjourned the regular meeting of the Library Board of Trustees on April 14, 2022 at 8:31 p.m.

Minutes approved BRP as written.

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

Bianca Richards, President

5/12/2022

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President

Date