



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
February 9, 2023**

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 February 9, 2023 at 7:06 p.m. Members of the public attended in-person and 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
Edward Pearson
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Janet Braun, Council Liaison
Ellen Torres, Friends Board President
Sean Faye, Administrative Secretary

PUBLIC COMMENTS:

1. None

ACTION/DISCUSSION ITEMS:

2. Introduction of New Trustee Edward Pearson

Ed Pearson previously served on the Library Board of Trustees from 2011-2016. He has lived in South Pasadena since 1975 and practices trust and estate law. Ed has two adult children and four grandchildren. He is looking forward to his time on this Board.

3. Minutes of the Regular Library Board of Trustees Meeting of January 12, 2023

Motion by Library Board Vice President Bianca Richards, seconded by Library Board Secretary Annie Chang Long, to approve the minutes as written for the regular meeting of the Library Board of Trustees held January 12, 2023.

AYES:	Long, Richards, Serwin
NOES:	None
ABSENT:	None
ABSTAIN:	Gross, Pearson

4. Library Strategic Plan

Library Director Cathy Billings described the process Strategic Plan consultants BerryDunn undertook to engage responses from the community, Library staff, the Library Board, the Friends, and other stakeholders. The Library Strategic Plan, 2023-2027, will be posted on the Library website for anyone to access. A brochure that summarizes the plan will be prepared for the public.

It was agreed the plan does a great job of distilling so much information, without being overwhelming.

There will be a joint study session with the City Council and the Library Board of Trustees to present the Strategic Plan. The future of the library facility will be discussed, as well as the critical infrastructure improvements the Library has the opportunity to address with grant funding. A date for this meeting has yet to be finalized.

Public Comment:

Sally Kilby referred to the section about facility goals and tasks and the critical and safety-related needs of the Library. She stated she has been following the Library Board for five years and has been involved with the Friends in efforts to create a way to raise significant funds for the needed upgrades and repairs. She and others remain committed to that purpose and are available to work with the Board on upcoming projects.

Motion by Library Board President Dean Serwin, seconded by Library Board Vice President Bianca Richards, to adopt the proposed Strategic Plan, with two augmentations: to add verbiage about “intended outcomes,” both in the table of contents and in the “Goals and Tasks” section; and to add a footnote to define the City’s Fiscal Year on each timeline.

AYES:	Gross, Long, Pearson, Richards, Serwin
NOES:	None
ABSENT:	None
ABSTAIN:	None

5. Volunteer Recognition Event

The Volunteer Recognition Event is scheduled for the morning of Thursday, April 20, 2023. Musicians from the New Hollywood String Quartet are no longer available to provide entertainment. There was a discussion about scheduling a keynote speaker and a theme that would appeal to the volunteers. The importance of story time, volunteerism, and Diversity, Equity, and Inclusion (DEI) in stories to youth, were offered as suggestions.

6. California State Library Building Forward Infrastructure Grant

Public Works is working to engage architectural and engineering consultant Marx Okubo Associates to perform a facility assessment and to provide cost estimates for the proposed critical infrastructure projects.

\$430 million has been allocated to the State Library of California to award grants specifically for critical infrastructure and safety-related improvements. Grants are being awarded in two rounds.

Grantees must provide matching funds. The Library did not apply in the first round, as there was not enough time before the application deadline to determine whether the City could match the funds. The Library is eligible for a 25% reduction of the one-to-one match. The application deadline for the second round is the first quarter of the calendar year. Grant funds must be spend by June 30, 2026.

7. Policy Review Schedule

A proposed schedule for the review of Library Administrative Policies was presented.

Updates to the Collection Maintenance and Material Selection policies are scheduled to be reviewed at the 3/9/23 Trustees meeting for feedback and input.

The Request for Reconsideration of Library Materials, which is related, is scheduled to be reviewed at the 4/13/23 Trustees meeting.

A new policy covering art donations and display is proposed to be discussed/reviewed at the 8/10/23 Trustees meeting. The Public Art Commission and the City Manager's office have begun to review this issue. The Library Board of Trustees should be included in this discussion. The Public Art Commission has the authority to approve donations of art, but the Library Board of Trustees have the authority to accept donations and property for the Library. Authority needs to be clearly understood and criteria, considerations, restrictions, and terms for public donations need to be documented.

President Dean Serwin noted that the effort undertaken in 2021 to update the South Pasadena Municipal Code that outlines the Board's charge was not completed. President Serwin asked Director Billings to seek direction from the City Manager regarding moving this effort forward.

8. Library Operations Update

In a follow up from a question raised by Trustees at the 1/12/23 meeting, the Finance Department believes that the reason the Library's FICA budget is overspent is due to part-time employees not being factored into the FICA budget. This will be addressed with a mid-year budget adjustment.

Director Billings had her annual performance evaluation with the City Manager. Goals were laid out for the coming year, including implementation of the Strategic Plan, the implementation of RFID (Radio Frequency Identification Technology), the development new library communication materials, the development of a funding program, and reviewing library programming to ensure programs meet the needs of the community and that we are seeing a return on the investment of staffing resources. Last year's goals were to complete the Strategic Plan, placing the Library parcel tax on the ballot for the 2022 election, and reorganizing the Support Services division; the latter is still in process.

The new patio furniture will be ordered soon. Public Works will contract with a vendor to do the installation.

The first round of interviews for the Full Time Support Services Librarian, a new position approved for this fiscal year, will take place on 2/22/23.

New Library Aides are undergoing a background check to fill the two vacancies.

Recruitment will soon begin to fill the vacant Library Administration Clerk position.

The five-year contract with SirsiDynix, the Library's integrated library system, will expire in December 2024, the middle of the fiscal year. Staff intend to enter into a new agreement that aligns with the City's fiscal year.

Head counts were conducted in December and January to assess the busiest times for the Library. The statistics will be shared once they are compiled.

There have been 454 attendees since Storytime resumed on 1/10/23.

Entries for the "Find Your Voice" Bookmark contest, the theme of the 2023 Summer Reading Program, will be accepted until 3/1/23.

The silent film *Pollyanna* will be screened on 2/25/23.

Secretary Annie Chang Long requested an update every two months about Library safety and security matters.

COMMUNICATIONS:

9. Board President Communications

President Serwin congratulated Library staff, Director Billings, and BerryDunn on the completion of the Library Strategic Plan. President Serwin is pleased to resume the review and update of Library policies to best meet the needs of the patrons. He expressed excitement to hear Councilmember Janet Braun's enthusiasm and to see what her contributions will be.

10. Board Member Communications

Vice President Bianca Richards agreed with President Serwin's comments. She expressed gratitude for Ed Pearson's return to the Library Board and the appointment of Councilmember Janet Braun as the Council Liaison.

Secretary Annie Chang Long echoed Vice President Richards' comments.

Trustee Kenneth Gross thanked everyone for their efforts to produce the Library Strategic Plan.

Trustee Ed Pearson is happy offer his services to the Board.

11. Council Liaison Communications

Councilmember Janet Braun is thrilled to be the council liaison to the Library Board of Trustees. The Library was on her list of priorities when she ran for City Council. She thanked everyone for their commitment.

Councilmember Braun met with Director Billings a few weeks ago, where she received her new library card. She said the Strategic Plan is amazing and acknowledged all the work required to synthesize it to a succinct document. She believes the Library is central to this City. She expressed interest for the Library to coordinate with the Senior Center for potential activities with teens. Councilmember Braun believes the Library will have a large role to play in the future as the housing element reflecting state housing requirements in adopted and implemented. The needs of the Library will likely change as well. There will be many exciting opportunities.

12. Friends of the Library Representative

The Friends held their annual meeting on 1/26/23 where they voted on their new slate of officers, their 2023 budget, and updated their bylaws.

The Friends had 216 members with a total of \$21,114 in 2021. In 2022, they had 363 members for a total of \$44,310. In 2021 the Restoration Concert Series raised \$7,491 in donations for a total of \$18,800. In 2022, the Restoration Concert Series raised \$17,753 in donations for a total of \$35,948.

The Friend Bookstore raised \$45,240.59 in 2022.

The first meeting of the new Friends Board will be on 2/16/23 at 6:30 pm in the Library Conference Room. The new Trustee Liaison to the Friends will be appointed at the 3/9/23 Trustees meeting.

Friends Board President Ellen Torres hopes all new board members will attend the Serving With a Purpose Conference in May.

The Friends will help staff the Showcase House of Design. \$40 per volunteer shift will be donated to the Friends.

So far in 2023 there are 96 members for a total of \$8,310.

President Torres encouraged everyone to join the Friends.

There are three remaining Restoration Concerts for the 2022-2023 series. The next concert is on 3/19/23.

The new Friends Board Member responsible for communications will assist with the website. The Friends are still working with Jericho Road on this project.

The Friends want to restart their Instagram account.

The Friends have 208 followers on Facebook. The Friends Holiday Book Sale had 117 likes. The 2/5/23 Restoration Concert had 112 likes. Most followers are women from the Alhambra and Pasadena areas.

President Torres thanked Library staff for their support.

The 21st Century Committee for the Library is the major fundraising committee for the Friends. It is expected to start again to help with capital campaigns.

13. Trustee Liaison to the Friends

Vice President Richards attended the 1/26/23 meeting and thought it was run very well. There are three new, young board members under the age of 30 that grew up and live in South Pasadena.

The new Friends CFO has lived in South Pasadena for 19 years and was a former banker. She attended the 2/5/23 Restoration Concert with her family.

The Friends tightened the language in their updated bylaws.

14. Library Director

The Serving With a Purpose Conference will be on 5/23/23. The City will pay the registration fee for those board members who wish to attend. Ed Pearson has attended in the past.

Director Billings is excited to have Ed Pearson return to the Board and share his expertise and knowledge. She is also excited to have Councilmember Braun as the new Council Liaison and believes she will be a great asset.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, March 9, 2023 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference for the public via Zoom.

ADJOURNMENT: President Dean Serwin adjourned the regular meeting of the Library Board of Trustees on February 9, 2023 at 8:24 p.m.

Minutes approved DS as written.

Minutes approved _____ as corrected.

DEAN SERWIN

3/10/2023

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President

Date