



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
March 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 March 9, 2023 at 6:59 p.m. Members of the public attended in-person and virtually, via Zoom, as part of the City's resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Edward Pearson
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Dominica Megerdichian, Deputy City
Manager
Janet Braun, Council Liaison
Maida Wong, Public Services Manager
Sean Faye, Administrative Secretary

EXCUSED: Secretary Annie Chang Long

PUBLIC COMMENTS:

1. None

PRESENTATION:

2. Deputy City Manager Domenica Megerdichian provided updates from the City Manager's Office.

The City's Strategic Plan for 2021-2026 will be revised this summer.

The City's *2022 Year in Review* is available on the website.

Library staff have participated in the Chamber of Commerce ShopTalk and at the Quarterly Networking Business events to share the Library's resources for career and professional development.

The *Guide to Doing Business* offers a host of resources and guidance from the City's Economic Development team for operating or starting a business in South Pasadena.

The quarterly City newsletter provides updates about major projects and development from the Public Works and Community Development departments.

The *Social Services Resource Guide* will assist the community in navigating the many agencies that provide assistance.

The City's Finance Policies and Procedures were adopted in December 2022. Next week there will be a joint special meeting with the Finance Commission on the mid-year budget report and adjustments. Board members were encouraged to participate in opportunities for community input related to the budget.

The State's COVID-19 Emergency Declaration has ended. AB 361, which allowed members of bodies subject to the Brown Act to participate in public meetings remotely, is no longer in effect. Elected and appointed council and board members are now required to appear in-person for their respective meetings. Members of the public will still be able to participate via Zoom. COVID-19 protections for residential tenants are also set to expire. The temporary programs related to local businesses using outdoor spaces will transition to the City's existing sidewalk dining program.

City-wide department organizational assessments are being conducted and will be presented to City Council.

An RFP for City Attorney services has been issued.

There is a new Housing Division within the Community Development department which will be involved with the Caltrans surplus properties and other matters related to housing. An inter-departmental Homelessness Working Group has been established under the Housing Division. The homeless population in South Pasadena is served very heavily by the Police Department and Library.

The City-wide electrification project is underway. This includes the Police Department's transition to an all-electric fleet and the installation of electric vehicle chargers at City Hall.

Some important upcoming dates for City Council:

- 3/15/23 – Finance Commission to discuss the mid-year budget report
- 4/19/23 – Study session on street improvements and infrastructure
- 4/29/23 – The state of housing and Caltrans policies
- 5/3/23 – Joint Council/Library study session on the strategic plan and library facility
- 6/28/23 – Commissioner Congress, the joint meeting of all City commissions and boards to meet with City Council, provide updates, and to approve work plans

The *Social Services Resource Guide* will be formatted for the City's mobile app. The City's website will soon be revamped.

[Deputy City Manager Domenica Megerdichian left the Library Board of Trustees meeting at 7:20 p.m.]

ACTION/DISCUSSION ITEMS:

3. Minutes of the Regular Library Board of Trustees Meeting of February 9, 2023

Motion by Library Board Vice President Bianca Richards, seconded by Library Board Trustee Edward Pearson, to approve the minutes as written for the regular meeting of the Library Board of Trustees held February 9, 2023.

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

4. Election of Officers and Appointment of Representative to the Friends of the Library

Motion by Library Board Trustee Edward Pearson, seconded by Library Board Trustee Kenneth Gross, to approve the Library Slate of Officers for 2023 as follows – President – Dean Serwin; Vice President – Bianca Richards; Secretary – Annie Chang Long. Bianca Richards will continue to serve as the Trustee Representative to the Friends of the Library.

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

5. Volunteer Recognition Event

Options for the Keynote speaker were discussed. The importance of volunteerism should be emphasized in the topic that is ultimately chosen.

Tables, chairs, and tablecloths will be set up by Library staff the day before the event. Board members will help pick-up refreshments. Coffee, tea, and juice will be provided. Specific duties will be assigned as needed via email.

Library staff will contact Brad Colerick for a musician recommendation.

6. California State Library Building Forward Infrastructure Grant

The contract has been completed with architectural and engineering consultant Marx Okubo Associates. An assessment of the Library facility was conducted on 3/8/23. This will provide the necessary background information for the grant application. The due date for the application may be pushed back. This topic will be discussed at the 5/3/23 joint City Council/Library Board study session.

7. Policy Review

[Public Services Manager Maida Wong arrived at the Library Board of Trustees meeting at 7:36 p.m.]

The Board discussed the “Gifts to the Library” policy. It was suggested that a reference to the South Pasadena Municipal Code (SPMC) be included for any non-collection-related donations,

including, but not limited to monetary, real property, or other works of art. A separate policy that addresses monetary gifts to the Library will be brought to the Board for review. A policy for art donation and display is being developed by the City and Public Arts Commission. The Library's policy will be developed to be consistent with the City policy.

There was a discussion about the term "intellectual freedom." Staff provided an explanation as to why that language was used and noted that is in keeping with the American Library Association's foundational positions on the freedom to read and freedom of information.

The definitions and function of the collecting levels that are included in the Collection Guidelines documents were explained by staff. These levels signify the depth of different areas of the collection. As a small public library our collections are generally maintained at a "general interest" level.

Motion by Library Board Trustee Edward Pearson, seconded by Library Board President Dean Serwin, to adopt the amended "Material Selection Policy," renamed as "Collections Selection and Maintenance Policy," and rescind the following policies, which are either obsolete or have been incorporated into the "Collections Selection and Maintenance Policy": the Collection Maintenance Policy, the Graphic Novel Selection Policy, and the Video Materials Policy.

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

[Public Services Manager Maida Wong left the Library Board of Trustees meeting at 7:56 p.m.]

8. Trustees 2023 Work Plan and 2022 Accomplishments

The Commissioner Congress will take place on 6/28/23 at the War Memorial Building. Boards and Commissions will highlight three accomplishments tied to the work plan goals presented at the last Congress.

Work Plans for the 2023-2024 Fiscal Year will also be presented at the Congress. The goals/tasks to include in next year's Work Plan were discussed. Goals should be consistent with the new 2023-2027 Strategic Plan. Goals related to improvements to the existing building, possibly planning for a new building and the use of the Carlyle bequest for a "story room" were proposed. Staff will present draft goals for Trustees to review at the 4/13/2023 meeting.

9. Library Health and Safety Update

The cypress trees in front of the Library have been removed.

There were 15 entries in the Library Code of Conduct log for February. Incidents documented were related to hygiene, theft, men using the women's restroom, abusing the computer guest pass system, and a variety of low-level disruptive behaviors. Three people are currently banned for a year, in accordance with the SPMC.

There were no outreach requests submitted to the Los Angeles Homeless Services Authority (LAHSA) in February.

The San Gabriel Valley Supplemental Care Team responded to a homeless outreach request made by Library staff, but the individual did not want to engage with them. In January, outreach services were provided to four individuals in South Pasadena.

The Housing Division in Community Development is taking a leadership role in the Homelessness Working Group. The goal of developing a proposal for a "Continuum of Care Program" was discussed at their 2/22/23 meeting.

Letters from the City Manager and Police Chief in support of a request for \$4 million in federal funding for a regional alternative local crisis response program were submitted to Senator Diane Feinstein and Congressman Alex Padilla. If funding is received, the Mobile Crisis Response program may be expanded throughout the San Gabriel Valley region.

The Police Department will provide Active Shooter training for Library staff on 3/24/23 and 4/7/23.

10. Library Operations Update

Local History Librarian Oliva Radbill received a \$950 grant from the Internet Archives to attend a Zine conference in San Francisco in August.

Digital Services Librarian Alexis Mendoza gave a presentation at the Chamber of Commerce this week.

The second round of interviews for the Support Services Librarian are scheduled for 3/17/23.

Recruitment is underway for additional Substitute Librarians.

Applications for the part time Administrative Office Clerk are being reviewed.

Teen volunteer applications for the Summer Reading Program are being accepted.

67 people attended the 2/25/23 *Pollyanna* screening, despite the poor weather.

The Los Angeles Clarinet Choir will perform a Cherry Blossom Festival-themed concert of contemporary Japanese music on 3/11/23.

On 3/25/23 the Library will partner with the Music Center to present a Korean Classical Music and Dance Company event.

South Pasadena Poet Laureate Ron Koertge will lead a poetry writing workshop for adults on 4/18/23.

The Eclectic Music Festival will be on 4/29/23. The Library will not have a stage, but will have a crafting activity for families.

On 5/5/23 there will be an event presented in partnership with the South Pasadena Preservation Foundation called “Wynyate: If Walls Could Talk”. Wynyate is a house that was built in 1888 by South Pasadena’s first mayor, Donald Graham, which is listed on the National Register of Historic Places.

Details for the 5/3/23 Joint Study Session with City Council are being finalized.

The Strategic Plan brochure is under review.

The Library published a bookmark that provides tips for adults to talk to children about issues of equity, diversity, and inclusion as they relate to literature.

The mid-year budget review will occur soon. The Library Board will have a chance to review the proposed Fiscal Year 2023-2024 budget before Library staff discuss it with the City Manager. This will be a Discussion Item at the 4/13/23 Trustees meeting.

COMMUNICATIONS:

11. Board President Communications

President Serwin commended Library staff and the Board for reviewing and updating Library policies that haven’t been reviewed in many years. The updated policies will reflect the current intentions of the Strategic Plan.

12. Board Member Communications

Vice President Bianca Richards agreed with President Serwin’s comments. She thanked Library Director Cathy Billings for forwarding the *New York Times* article, “A Love Letter to Libraries, Long Overdue.” Vice President Richards expressed interest for the Board to tour surrounding libraries.

Trustee Kenneth Gross thought Deputy City Manager Mergerdichian’s presentation was wonderful.

Trustee Edward Pearson had nothing to add.

13. Council Liaison Communications

Councilmember Janet Braun thanked the Board for a great discussion and feels the Library’s future could be very exciting.

14. Friends of the Library Representative

Friends Board President Ellen Torres was not present.

15. Trustee Liaison to the Friends

Vice President Richards had nothing to add.

16. Library Director

Director Billings reminded the Board of the Serving With a Purpose conference on 5/23/23 in Ontario, CA. Trustee Pearson and members of the Friends Board will be attending.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, April 13, 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 March 9, 2023 at 8:33 p.m.

Minutes approved DS as written.

Minutes approved _____ as corrected.

DocuSigned by:
DEAN SERWIN

6/8/2023

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President

Date