



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES**

**MINUTES
REGULAR MEETING
THURSDAY, SEPTEMBER 14, 2023, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Dean Serwin on Thursday, September 14, 2023, at 7:03 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Dean Serwin
Vice President	Bianca Richards
Secretary	Annie Chang Long
Trustee	Kenneth Gross
Trustee	Edward Pearson

ABSENT

Council Liaison Janet Braun

Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Sean Faye, Library Administrative Secretary; were present at Roll Call. Friends Board representative presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

In Person Comments:

None.

ACTION/DISCUSSION

2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None.

3. APPROVAL OF MINUTES OF JULY 13, 2023 LBT MEETINGRecommendation

It is recommended that the Board review and consider approval of the July 13, 2023, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Long, seconded by Vice President Richards, and approved by roll call vote to approve Item No. 3 as presented by staff. The motion carried 5-0, by the following vote:

AYES: Gross, Long, Pearson, Richards, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

4. REQUEST TO CLOSE THE LIBRARY AT 6 P.M. ON TUESDAY, OCTOBER 31, 2023 FOR HALLOWEENRecommendation

It is recommended that the Board review and consider approval of the request to close the Library at 6 p.m. on Tuesday, October 31, 2023 for Halloween.

COMMISSION ACTION AND MOTION

A motion was made by President Serwin, seconded by Trustee Gross, and approved by roll call vote to approve Item No. 4 as presented by staff. The motion carried 5-0 by the following vote:

AYES: Gross, Long, Pearson, Richards, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

5. REQUEST TO OPEN THE LIBRARY AT 2 P.M. ON THURSDAY, DECEMBER 14, 2023 FOR CITY HOLIDAY LUNCHEONRecommendation

It is recommended that the Board review and consider approval of the request to open the Library at 2 p.m. on Thursday, December 14, 2023 so that staff may attend the City-sponsored holiday event.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Long, seconded by Vice President Richards, and approved by roll call vote to approve Item No. 5 as presented by staff. The motion carried 5-0, by the following vote:

AYES: Gross, Long, Pearson, Richards, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

6. LIBRARY ADMINISTRATIVE POLICY MANUAL UPDATE

Recommendation

It is recommended that the Board review and adopt the amended "Library Card Policy"

COMMISSION ACTION AND MOTION

A motion was made by Vice President Richards, seconded by Trustee Pearson and approved by a roll call vote to approve Item No. 6, with modification to the recommendation as follows: "The Library Director and City Attorney will provide additional language regarding the eligibility section, to state that accommodations can be made for residents of South Pasadena who have been confined to their home." The motion carried 5-0 by the following vote:

AYES: Gross, Long, Pearson, Richards, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

7. MASTER PLAN PROJECT UPDATE

8. 2023-2027 STRATEGIC PLAN UPDATE

9. LIBRARY OPERATIONS UPDATE

COMMUNICATIONS

10. BOARD PRESIDENT COMMUNICATIONS

Library Board President Serwin commented he was in support of the standardization of the meeting format. He expressed appreciation that the Library Board is considered to be a part of the fold with all City commissions. He thanked Library Director Billings for her accomplishments.

11. BOARD MEMBER COMMUNICATIONS

Vice President Richards had no comments.

Trustee Gross supports the change in the meeting format, as long as it doesn't create more work for staff.

Trustee Pearson had no comments.

Secretary Long expressed appreciation for the extra effort made to accommodate the Board as part of the updated meeting format.

12. COUNCIL LIAISON COMMUNICATIONS

None.

13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Ellen Torres commented on the Friends' Annual Retreat and updates to their mission statement, with their bylaws and standing rules to be reviewed in September. She also provided updates about the Friends' website, social media, newsletter, and the 21st Century Committee for the Library. She shared the Restoration Concert Series will open its season on 9/24/2023.

14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Vice President Richards had no comments.

15. LIBRARY DIRECTOR COMMUNICATIONS

Library Director Billings commented that the first round of interviews for the Children's Librarian position will begin next week. She will attend the *Library Journal* Design Institute in Hayward, CA. She shared that longtime Reference Librarian and South Pasadena resident Michael Toman passed away.

PUBLIC COMMENT - CONTINUED

16. CONTINUED PUBLIC COMMENT - GENERAL

None.

ADJOURNMENT

There being no further matters, President Serwin adjourned the meeting of the Library Board of Trustees at 8:28 P.M. to the next Regular Library Board of Trustees meeting scheduled for October 12, 2023.

Respectfully submitted:

DocuSigned by:
Sean Faye
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Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

DocuSigned by:
DEAN SERWIN
AA523A995E1A43F...

Dean Serwin
President

DocuSigned by:
ATTEST:
Sean Faye
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Sean Faye
Staff Liaison, Library Administrative Secretary

Approved at Commission Meeting: October 12, 2023