



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

**MINUTES  
REGULAR MEETING  
THURSDAY, JULY 11, 2024, AT 7:00 P.M.**

**CALL TO ORDER:**

The Meeting of the South Pasadena Library Board of Trustees was called to order by Vice President Kenneth Gross on Thursday, July 11, 2024, at 7:00 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

**ABSENT**

President	Annie Chang Long
Sean Faye, Library Administrative Secretary	

Library Director Cathy Billings announced a quorum.

**CITY STAFF PRESENT:**

Cathy Billings, Library Director; Jon Primuth, Council Liaison; were present at Roll Call. The Friends of the Library 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 JUNE 13, 2024, LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the June 13, 2024, Meeting Minutes.

**COMMISSION ACTION AND MOTION**

**A motion was made by Trustee Richards, seconded by Secretary Pearson, and approved by roll call vote to approve Item No. 3 as presented by staff. The motion carried 4-0-1-0 by the following vote:**

**AYES:** Gross, Meeker, Pearson, Richards  
**NOES:** None.  
**ABSENT:** Long  
**ABSTAINED:** None.

**4. CONSIDER CLOSING THE LIBRARY FOR THREE HOURS TO ALLOW STAFF TO ATTEND AN ALL-STAFF MEETING ON LIBRARY HEALTH AND SAFETY MATTERS**

Recommendation

It is recommended that the Board approve closing the library for three hours, from 10:00 a.m. to 1:00 p.m., on a date in the month in August to be determined by staff availability, for the purpose of an all-staff meeting on library health and safety matters.

**COMMISSION ACTION AND MOTION**

**A motion was made by Secretary Pearson, seconded by Trustee Meeker, and approved by roll call vote to approve Item No. 4, as presented by staff. The motion carried 4-0-1-0 by the following vote:**

**AYES:** Gross, Meeker, Pearson, Richards  
**NOES:** None.  
**ABSENT:** Long  
**ABSTAINED:** None.

**5. REQUEST TO DESIGNATE \$6,950 FROM THE ROMINE ESTATE FUNDS TO PAY FOR THE FIRST YEAR SUBSCRIPTION FEE AND ONE-TIME IMPLEMENTATION COSTS FOR INCIDENT TRACKING SOFTWARE**

Recommendation

It is recommended that the Board consider designating \$6,950 from the Romine Estate funds to pay for the implementation costs (\$2,250) and first year subscription fee (\$4,700) for an incident tracking software from the vendor OrangeBoy, Inc.

**COMMISSION ACTION AND MOTION**

**A motion was made by Trustee Richards, seconded by Trustee Meeker, and approved by roll call vote to approve Item No. 5, as presented by staff. The motion carried 4-0-1-0 by the following vote:**

**AYES:** Gross, Meeker, Pearson, Richards

**NOES:** None.

**ABSENT:** Long

**ABSTAINED:** None.

#### **6. LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT PROGRESS REPORT**

Staff and Site Plan Ad Hoc Committee member Trustee Bianca Richards to provide updates to Trustees about the Site Planning Project and Ad Hoc Committee activity.

#### **7. ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT**

Staff and Committee members Kenny Gross and Minsun Meeker to provide updates to Trustees about Committee activity.

#### **8. LIBRARY OPERATIONS UPDATE**

Staff to provide updates to Trustees about library events and programs, new services or changes to service, and to inform Trustees about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

### **COMMUNICATIONS**

#### **9. BOARD PRESIDENT COMMUNICATIONS**

None.

#### **10. BOARD MEMBER COMMUNICATIONS**

Vice President Gross was not able to attend the Commissioner Congress on 6/20/24. He asked the Board to provide an update.

Trustee Meeker attended the Commissioner Congress with President Long, Secretary Pearson, Trustee Richards, and Library Director Billings. She said it was good to hear what other commissions are working on and observe their passion for public service. She praised President Long's presentation of their goals, accomplishments, and the distinctions between the Library Board and other commissions.

Trustee Richards said it was a great opportunity for the Library Board to socialize amongst themselves, as well as meet other Board commissioners. Trustee Richards will attend the Arroyo Seco Golf Course Facility Planning Open House on 8/7/24. She will see if the approach for this project could be applied to the Library/Community Center Site Planning Ad Hoc Committee.

Secretary Pearson was impressed with the details from the Code of Conduct research provided by the Administrative Policies Sub-Committee. He would like to explore what the Board can do to better support and advocate for the Library.

**11. COUNCIL LIAISON COMMUNICATIONS**

City Council Liaison Primuth announced the City has parted ways with City Manager Arminé Chaparyan. The search for a new City Manager is underway. He said the City is currently under a continuing appropriations resolution, as opposed to a budget, which has yet to be approved, and that there won't be much impact in quality of service (because of continued appropriations).

**12. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS**

Friends Board President Kevin O'Neill said the Friends have been working with their lawyer regarding their amended Articles of Incorporation. He was very appreciative of the community's enthusiasm at the kick-off for the Wonderful Wednesday programs. He would like to continue to find ways to support any public outreach. There will be no Friends meeting in July.

**13. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**

None.

**14. LIBRARY DIRECTOR COMMUNICATIONS**

None.

**PUBLIC COMMENT - CONTINUED**


**15. CONTINUED PUBLIC COMMENT – GENERAL**

None.


**ADJOURNMENT**

There being no further matters, Vice President Kenneth Gross adjourned the meeting of the Library Board of Trustees at 8:01 P.M. to the next Regular Library Board of Trustees meeting scheduled for August 8, 2024.

Respectfully submitted:


Signed by:  
  
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Sean Faye  
Staff Liaison, Library Administrative Secretary

APPROVED:

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Kenneth Gross  
Vice President

ATTEST:

Signed by:

  
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Sean Faye  
Staff Liaison, Library Administrative Secretary

*Approved at Commission Meeting: September 12, 2024*