

CITY OF SOUTH PASADENA LIBRARY BOARD OF TRUSTEES

A G E N D A REGULAR MEETING THURSDAY, OCTOBER 10, 2024, AT 7:00 P.M.

SOUTH PASADENA PUBLIC LIBRARY RAY BRADBURY CONFERENCE ROOM, 2ND FLOOR 1100 OXLEY STREET, SOUTH PASADENA, CA 91030

South Pasadena Commission Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Library Board of Trustees Meeting will be conducted in-person from the Ray Bradbury Conference Room on the Library's 2nd Floor, located at 1100 Oxley Street, South Pasadena.

Public participation may be made as follows:

- In Person Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom Webinar ID: 892 5352 3747/ Passcode: 073797
- Written Public Comment written comment must be submitted by <u>12:00 p.m</u>. the day of the meeting by emailing to lbt@southpasadenaca.gov
- Via Phone +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

- 1. Go to the Zoom website, https://zoom.us/join and enter the Zoom Meeting information; or
- Click on the following unique Zoom meeting link: https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na1l0ZExJeEszaytVZz09.

CALL TO ORDER: President Annie Chang Long

ROLL CALL: President Annie Chang Long

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

PUBLIC COMMENT GUIDELINES (Public Comments are limited to 3 minutes)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate by <u>one</u> of the following options:

Option 1:

Participate in-person at the Library Conference Room.

Option 2:

Participate via Zoom.

Public Comment speakers have three minutes to address the Library Board, however, the Chair can adjust time allotted as needed. Participants will be able to "raise their hand" using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to lbt@southpasadenaca.gov.

Public Comments received in writing <u>will not be read aloud at the meeting</u>, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than 12:00 p.m., on the day of the meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

PUBLIC COMMENT

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

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

PRESENTATIONS

ACTION/DISCUSSION

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

3. <u>APPROVAL OF MINUTES OF SEPTEMBER 12, 2024, LIBRARY BOARD OF TRUSTEES MEETING</u>

Recommendation

It is recommended that the Board review and consider approval of the September 12, 2024, Meeting Minutes.

4. 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.

5. VOLUNTEER RECOGNITION COMMITTEE PROGRESS REPORT

Staff and Committee members Annie Chang Long and Minsun Meeker to provide updates to Trustees about Committee activity for discussion and direction.

6. ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT

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

7. 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

- 8. BOARD PRESIDENT COMMUNICATIONS
- 9. BOARD MEMBER COMMUNICATIONS
- 10. CITY COUNCIL LIAISON COMMUNICATIONS
- 11. FRIENDS OF THE LIBRARY COMMUNICATIONS
- 12. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS
- 13. LIBRARY DIRECTOR COMMUNICATIONS

PUBLIC COMMENT - CONTINUED

14. CONTINUED PUBLIC COMMENT – GENERAL

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE LIBRARY BOARD MEETINGS

November 14, 2024 Regular Board Meeting 7:00 p.m. December 12, 2024 Regular Board Meeting 7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA

The complete agenda packet may be viewed on the City's website, www.southpasadenca.gov

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting.

The City's YouTube Channel may be accessed at: https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact Library Administration via email at lbt@southpasadenaca.gov or call (626) 403-7330.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **October 10, 2024**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.

10/7/2024	/S/
Date	Sean Faye, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: October 10, 2024

FROM: Cathy Billings, Library Director

SUBJECT: Approval of Minutes of September 12, 2024 Library Board of

Trustees Meeting

Recommendation

It is recommended that the Board review and consider approval of the minutes of the September 12, 2024 regular meeting of the Library Board of Trustees.

Attachment:

1. City of South Pasadena Library Board of Trustees Regular Meeting Minutes, Thursday, September 12, 2024.

ATTACHMENT

City of South Pasadena Library Board of Trustees Regular Meeting Minutes, Thursday, September 12, 2024



CITY OF SOUTH PASADENA LIBRARY BOARD OF TRUSTEES

MINUTES REGULAR MEETING THURSDAY, SEPTEMBER 12, 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, September 12, 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

Council Liaison Jon Primuth

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. 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. <u>APPROVAL OF MINUTES OF JULY 11, 2024, LIBRARY BOARD OF TRUSTEES MEETING</u>

Recommendation

It is recommended that the Board review and consider approval of the July 11, 2024, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Pearson, seconded by Trustee Richards, and approved by roll call vote to approve Item No. 3, as amended 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. 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.

5. ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT

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

6. LIBRARY SAFETY/SECURITY UPDATE

Staff to provide updates to Trustees on efforts to address safety and security issues at the library.

7. 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

8. BOARD PRESIDENT COMMUNICATIONS

None.

9. BOARD MEMBER COMMUNICATIONS

Vice President Gross is excited to hear about the planning of the next stage of the site planning project. It was confirmed that the public can view the Library/Community Center Site Plan Ad Hoc Committee meetings on Zoom through a webpage on the City website. The

webpage includes links to previous meetings, agendas, minutes, and background information. The public can also sign up to receive updates.

Trustee Meeker said she and President Annie Chang Long would like to meet with Friends Board President Kevin O'Neill to discuss the planning for the next Volunteer Appreciation Event and possible co-partnership with the Friends.

Secretary Pearson attended a Zoom conference for United for Libraries, an arm of the American Library Association. He discovered some wonderful ideas for how to support the library during an "Onboarding Trustees" session. This includes fighting the culture wars, supporting Library staff, and advocating for libraries in the community. This may be a Discussion Item for the 10/10/24 Trustees meeting, or future meetings.

Secretary Pearson shared a piece of library trivia: Harvard University's 21 million items take up 57 miles of shelving.

Secretary Pearson read the poem "Where My Books Go," by William Butler Yeats.

Trustee Richards had a great experience with the Tech Help Session at the Library. She observed that Local History Librarian Olivia Radbill handled an incident with a patron very well.

10. COUNCIL LIAISON COMMUNICATIONS

None.

11. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O'Neill said the first concert of the Restoration Concert Series will be 9/15/24. The Friends Board approved money from their Tech Endowment fund to replace the AWE workstations. He said he was excited to hear about the Library's technology upgrades. The Friends have engaged a website designer. They will co-sponsor the "All About Birds" event in the Community Room with South Pasadena Beautiful on 9/24/24. The Friends hope to continue building community awareness by partnering with other local non-profits and aligned causes.

Secretary Pearson said he found the "Between Friends" monthly newsletter to be fantastic.

12. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Trustee Richards thought the Friends Board retreat was lovely. She may assist the Friends with a "Craft Day for Adults."

13. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings said the Public Services team is meeting to discuss the 2025 program schedule. There will be a Silent Film series with piano accompaniment in the Community Room beginning in October. Banned Book week starts on 9/27/24 and the Library wants to have a raffle giveaway.

PUBLIC COMMENT - CONTINUED

14. 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 8:24 P.M. to the next Regular Library Board of Trustees meeting scheduled for October 10, 2024.

Respectfully submitted:
Sean Faye
Staff Liaison, Library Administrative Secretary
APPROVED:
Kenneth Gross
Vice President



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: October 10, 2024

FROM: Cathy Billings, Library Director

SUBJECT: Library/Community Center Site Planning Project Progress

Report

Recommendation

It is recommended that the Trustees receive an update from Library Staff and Library/Community Center Site Plan Ad Hoc Committee member Trustee Bianca Richards about the Site Planning Project and Ad Hoc Committee activity.

Executive Summary

The Site Planning Project will explore the possibility of building a new facility for library and community services on the current site of the Library and Senior Center. The City Council established an Ad Hoc Committee to work with staff and consultants on the project. The Committee is made up of representatives from the Library Board of Trustees, the Community Services Commission, The Friends of the Library, the South Pasadena Senior Citizens' Foundation, City Council, and six At-Large members from the community.

Background

The Ad Hoc Committee had its first meeting on August 1, 2024. Their work to date has included reviewing and providing feedback on the submissions received in response to the Request for Qualifications for a site planning consultant. Based on that review process, three firms were selected to be interviewed:

- Group 4 Architecture, Research + Planning, Inc.
- Johnson Favaro, LLP
- Koning Eizenberg Architecture Inc.

Interviews were held September 24, 2024, with the help of the following panelists:

- Tom Afschar Member At-Large, Site Plan Ad Hoc Committee
- Janet Braun City of South Pasadena Councilmember
- Ted Gerber Director of Public Works (City of South Pasadena)
- John Jones Community Services Director (retired)
- Bianca Richards Member At-Large, Site Plan Ad Hoc Committee
- Nikki Winslow Director of Altadena Libraries

Library/Community Center Site Planning Project Progress Report October 10, 2024 Page 2 of 2

Lucy Hakobian, Deputy Director of Community Services, Melissa Snyder, Community Services Supervisor, and Cathy Billings, Library Director were also present.

The panelists rated the three candidates and put two forward as equally qualified for staff to consider. Staff are currently conducting reference checks and developing a professional services agreement with the firm they believe is best qualified and most likely to work well with the South Pasadena community.

An award of contract item is on the City Council agenda forecast for November 6, 2024.



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: October 10, 2024

FROM: Cathy Billings, Library Director

SUBJECT: Volunteer Recognition Committee Progress Report

Recommendation

It is recommended that the Trustees receive a progress report from staff and Committee members Annie Chang Long and Minsun Meeker about Committee activity.

Executive Summary

Established by the Library Board of Trustees in May 2024, the Volunteer Recognition Committee was charged with planning for the 2025 Volunteer Recognition Event and with making recommendations to Trustees and staff about the event and volunteer recognition practices in general. Currently, the Committee is exploring with the Friends of the South Pasadena Public Library ideas about collaboration around volunteer recognition and the Friends of the Library annual membership meeting.

Another topic for exploration how Trustees and staff should recognize National Friends of Libraries Week. The 19th annual National Friends of Libraries Week is October 20-26, 2024. National Friends of the Library week is coordinated by United for Libraries, a Division of the American Library Association.

Attachment:

United for Libraries National Friends of Libraries Week Information.

ATTACHMENT

United for Libraries National Friends of Libraries Week Information





National Friends of Libraries Week

Menu

Celebrate Your Friends Group Oct. 20-26, 2024

Friends of Libraries groups have their very own national week of celebration! United for Libraries will coordinate the 19th annual National Friends of Libraries Week Oct. 20-26, 2024. The celebration offers a two-fold opportunity to celebrate Friends. Use the time to creatively promote your group in the community, to raise awareness, and to promote membership. This is also an excellent opportunity for your library and Board of Trustees to recognize the Friends for their help and support of the library.

Webinars

2023 Webinar: Get Ready for National Friends of Libraries Week!

Library Friends groups of all sizes will learn new and innovative ideas for celebrating National Friends of Libraries Week. Find out how to kick off your planning, what free materials are available to download, and how to engage your library and community.

VIEW THE RECORDING OF THIS WEBINAR.

<u>Making the Most of National Friends of Libraries Week</u> with Minnesota Association of Library Friends (MALF)

What is National Friends of Libraries Week, exactly? In short, it is what you make of it! United for Libraries provides Friends with a library of actionable ideas and material templates. Ultimately, though, it falls to organizers in every participating community to determine just how they mark the occasion.

VIEW THE RECORDING OF THIS WEBINAR.

Friendraising & Fundraising Ideas for Friends Groups and Libraries of All Sizes

Hear from Friends of the Library groups across the country about their unique and scalable fundraisers and how they work with the library to raise funds and support. A Q&A session will follow.

VIEW THE RECORDING OF THIS WEBINAR.

Celebration ideas and resources:

- <u>Sign up</u> to receive editable PR and Marketing Materials, including a sample press release that can be customized for your library/Friends group, and editable promotional flyers. Submit the request form to receive:
 - Promotional graphics for Facebook, Twitter, Instagram
 - Editable flyers
 - Sample press release
 - Sample letter to the editor
 - Sample proclamation

- RSVP to National Friends of Libraries Week on <u>Facebook</u>
- <u>Buy NFOLW merchandise</u> for your Friends group and/or library
- <u>Ideas for Friends Groups</u>
- Ideas for Libraries
- Hashtags; <u>#NationalFriendsofLibrariesWeek</u>, <u>#friendsofthelibrary</u>, <u>#libraryfriends</u>

National Friends of Libraries Week Awards

For more information, visit the National Friends of Libraries Week Award page.

Future Dates for National Friends of Libraries Week

- Oct. 19-25, 2025
- Oct. 18-24, 2026





Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: October 10, 2024

FROM: Cathy Billings, Library Director

SUBJECT: Administrative Policies Review Committee Progress Report

Recommendation

It is recommended that the Trustees receive a progress report from staff and Committee members Kenny Gross and Minsun Meeker about Committee activity.



Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: October 10, 2024

FROM: Cathy Billings, Library Director

SUBJECT: Library Operations Update

Recommendation

It is recommended that the Board receive a Library Operations Update.

Background

This Staff Report provides short summaries about library events and programs, new services or changes to service, and about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

UPDATES

Library Staffing

Aides (part-time)

3 of 5 Aide vacancies have been filled.

- Jose Mendez graduated from UCLA with a degree in Anthropology. He is beginning his 3rd year as a physical education teacher at an elementary school. Jose has two Tabitha cats named Mimi & Bowie. He likes running and pickleball.
- Alicia Wilson was raised in Southern California and received AAs in English and Sociology from Pasadena City College. They worked as managing editor of a small literature magazine, have experience in administrative and communications work, and have most recently worked in bookstores. Alicia has two cats, Eli and Rascal, and a pet jumping spider named Simile.
- Dane Leddy is a local South Pasadenan. He received a bachelor's in history from CSULA and multiple associates degrees from PCC. Dane's work history is primarily office related with his most recent experience in the field of immigration.

Clerks (part-time)

Applications for the vacant Clerk I position were due September 26th. Interviews are not yet scheduled. We have put in a requisition to underfill the vacant Clerk II position from the Clerk I list.

Library Operations Update October 10, 2024 Page 2 of 5

Substitute Librarians

Currently 3 vacancies. Eleven candidates were scheduled to interview on October 10, 2024.

State Library Recognizes Library Staff and their Sowing South Pasadena Initiative

Librarians Alexis Mendoza and Olivia Radbill were praised by the State Library for their exemplary work on their grant-funded Sowing South Pasadena initiative. With the \$22,470 in funding they secured from the State Library, they offered sustainability themed programs and services over several months, including the launch of a Seed Library (more than 2,000 packets given away so far), hosting a Repair Cafe, giving away eco-themed books as Summer Reading Program prizes, and presenting talks by Ed Begley, Jr., Barbara Eisenstein, John Fleming, and Matthew Teutimez, Elder of the Gabrieleño Band of Mission Indians. The State Library produced a short, outstanding video about Sowing South Pasadena and Teutimez' talk, which is well-worth watching!



South Pasadena Public Library Greening South Pasadena Program with Matthew Teutimez







California Library Association Conference

The annual <u>CLA conference</u> is taking place October 17-19 in Pasadena. The following staff are attending all or part of the conference:

Barbara Posner, Bre Taylor, Maida Wong. Leticia Cheng, Olivia Radbill, Cathy Billings

Library Operations Update October 10, 2024 Page 3 of 5

staff will be attending Interest Group and other meetings, including the Technical Services Interest Group, Public Libraries Interest Group, and Reference Interest Group. Olivia is presenting at two sessions: "Preventative Community Care: L.A. as Subject and the Archives at Risk Committee" and "Oh the Horror!: Juvenile Delinquency, Fredric Wertham, and the History of Horror Comics".

Olivia and Bre, along with former library employee Kristen Porras, are hosting a Salon Discussion titled "Patron-Perpetrated Sexual Harassment".

Sessions will cover many useful topics relevant to SPPL, including:

Partnering for Student Success Cards Inclusive restroom design Social workers in the library Mental health. Wellness, staff burnout, and resilience Legislative advocacy for California libraries

Library Health and Safety

Staff to provide a verbal update on LA CADA Mental Health Crisis and Supplemental Outreach teams, recent incidents, security guard, and incident tracking and reporting software.

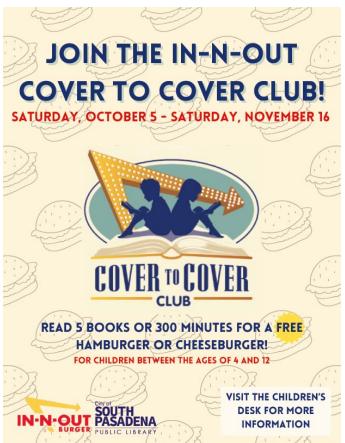
Library Programs

<u>Upcoming Programs</u>





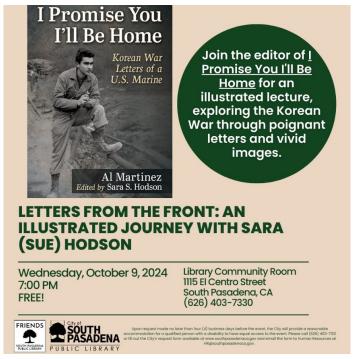
Library Operations Update October 10, 2024 Page 4 of 5





Recent Programs





Library Operations Update October 10, 2024 Page 5 of 5

