



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

**A G E N D A
REGULAR MEETING
THURSDAY, NOVEMBER 14, 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 12:00 p.m. 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
2. 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 one 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 will not be read aloud at the meeting, 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. **APPROVAL OF MINUTES OF OCTOBER 10, 2024, LIBRARY BOARD OF TRUSTEES MEETING**
Recommendation
It is recommended that the Board review and consider approval of the October 10, 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. **APPOINT NOMINATING COMMITTEE FOR 2025 BOARD OFFICERS**
Recommendation
It is recommended that the Library Board of Trustees President appoint two Trustees to a nominating committee which will be responsible for presenting a proposed slate of officers at the January 2025 Board of Trustees meeting.
7. **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.
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**
10. **BOARD MEMBER COMMUNICATIONS**
11. **CITY COUNCIL LIAISON COMMUNICATIONS**
12. **FRIENDS OF THE LIBRARY COMMUNICATIONS**
13. **TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**
14. **LIBRARY DIRECTOR COMMUNICATIONS**

PUBLIC COMMENT – CONTINUED**15. 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**

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.southpasadenaca.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 **November 14, 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.*

11/11/2024



Date

Cathy Billings, Library Director



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: November 14, 2024

FROM: Cathy Billings, Library Director

SUBJECT: **Approval of Minutes of October 10, 2024 Library Board of Trustees Meeting**

Recommendation

It is recommended that the Board review and consider approval of the minutes of the October 10, 2024 regular meeting of the Library Board of Trustees.

Attachment:

1. City of South Pasadena Library Board of Trustees Regular Meeting Minutes, Thursday, October 10, 2024.

ATTACHMENT

City of South Pasadena Library Board of
Trustees Regular Meeting Minutes, Thursday,
October 10, 2024



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

**MINUTES
REGULAR MEETING
THURSDAY, OCTOBER 10, 2024, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Annie Chang Long on Thursday, October 10, 2024, at 7:02 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Annie Chang Long
Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker

ABSENT

Trustee	Bianca Richards
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.

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 SEPTEMBER 12, 2024, LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

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

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. 3, as presented by staff. The motion carried 3-0-1-1 by the following vote:

AYES: Gross, Meeker, Pearson

NOES: None

ABSENT: Richards

ABSTAINED: Long

4. LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT PROGRESS REPORT

Staff and Site Plan Ad Hoc Committee member Trustee Bianca Richards provided 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 provided 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 provided updates to Trustees about Committee activity.

7. LIBRARY OPERATIONS UPDATE

Staff provided 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

President Long expressed her gratitude to Library staff and encouraged everyone to participate in the upcoming election.

9. BOARD MEMBER COMMUNICATIONS

Vice President Gross had no comments.

Trustee Meeker had no comments.

Secretary Pearson shared an article from the *Washington Post*, “Who uses public libraries most? There’s a divide by religion, and politics.”

10. COUNCIL LIAISON COMMUNICATIONS

None. (Councilmember Primuth not in attendance.)

11. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

None. (Representative not in attendance.)

12. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

None.

13. LIBRARY DIRECTOR COMMUNICATIONS

None.

PUBLIC COMMENT - CONTINUED

14. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, President Annie Chang Long adjourned the meeting of the Library Board of Trustees at 8:19 P.M. to the next Regular Library Board of Trustees meeting scheduled for November 14, 2024.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

President



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: November 14, 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 has met three times, on August 1, September 5, and November 7, 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, participating in applicant interviews, and discussing the project's next steps.



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: November 14, 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.



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: November 14, 2024
FROM: Cathy Billings, Library Director
SUBJECT: Appoint Nominating Committee for 2025 Board Officers

Recommendation

It is recommended that the Library Board of Trustees President appoint two Trustees to a nominating committee which will be responsible for presenting a proposed slate of officers at the January 2025 Board of Trustees Meeting.

Background

Per its Bylaws, the Library Board of Trustees must establish a two-person Nominating Committee each November, and that committee must present a slate of officers for the Board to take action on two months later, at the January Board meeting. The Bylaws also allow for additional nominations to be made from the floor at the January meeting, with the consent of the nominee. The officers elected at the January meeting hold their offices until the following January meeting.

The Library Board of Trustees has three officers: President, Vice President, and Secretary. Following are the duties for these positions, as proscribed by Article II, Sections 2 and 3 of the Bylaws.

- **President:** Sets the agenda for Board meetings in conjunction with the City Librarian; conduct meetings; appoint committees; perform all duties of the presiding officer; present the annual report to the City Council and have general supervision of matters pertaining to the library.
- **Vice President:** In the absence of the President from a Board meeting, the Vice-President shall preside.
- **Secretary:** With the assistance of Library staff, shall post meeting agendas; handle correspondence; and perform such other duties as may belong to the office or as may be delegated by the President or by action of the Board.

There are no limits on the number of times a Trustee may serve as Vice President and Secretary, nor on how many times they may do so consecutively. The Bylaws do, however, prohibit Trustees from serving more than two consecutive one-year terms as President.

Nominating Committee Appointments

November 14, 2024

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Discussion/Analysis

The officers currently serving are Annie Chang Long (President), Kenny Gross (Vice President), and Ed Pearson (Secretary).

2024 is Annie Chang Long's first one-year term as President and she is therefore eligible to serve another term as President.

Trustees Kenny Gross, and Minsun Meeker are all eligible to serve in any of the three Library Board of Trustee officer positions.

Trustee Bianca Richards will complete her second 3-year term on the Library Board of Trustees at the end of December, with a replacement to be appointed by the City Council.

The partial term that Trustee Ed Pearson was appointed to serve out ends at the end of the December. His interest in continuing to serve on the Board has been communicated to the City Clerk's Office and will be communicated to the incoming Mayor.

The two-person Nominating Committee should include at least one Trustee that we know for certain will be serving on the Board in January, so that they can present the slate on behalf of the Committee.

Fiscal Impact

There is no fiscal impact related to the appointment of new Library Board of Trustees officers.



Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: November 14, 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. 8

DATE: November 14, 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 were filled from the recruitment that opened last fall. A second recruitment is in process. Interviews will be scheduled this month.

Clerks (part-time)

Interviews of internal candidates took place November 5. Announcements about who will be promoted will be made shortly. In addition to filling the PT Clerk I vacancy from this recruitment, we will also use it to underfill the PT Clerk II vacancy.

Substitute Librarians

Interviews took place on October 10, 2024. Three candidates are completing background checks, and we expect start dates in November and December.