



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

**SPECIAL MEETING AGENDA  
THURSDAY, NOVEMBER 14, 2024, at 6:59 p.m.**

**SOUTH PASADENA PUBLIC LIBRARY  
1100 OXLEY STREET, SOUTH PASADENA, CA 91030**

**South Pasadena Library Board of Trustees 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 2<sup>nd</sup> Floor, located at 1100 Oxley Street, South Pasadena.

The Meeting will be available:

- In Person – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Webinar ID: 892 5352 3747/ Passcode: 073797**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

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>
- or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

**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

**COUNCIL LIAISON:**

Councilmember Jon Primuth

**PUBLIC COMMENT GUIDELINES**

The City welcomes public input. Members of the public may speak for up to 3 minutes for a general public comment or per agenda item **by means of one of the following options:**

Option 1:

Participate in-person at the Library Conference Room.

Option 2:

Participate via Zoom.

Public comment speakers are able to speak by going to the Zoom controls and clicking on the "Raise Hand" icon. The Meeting Host will be notified that a hand has been raised and speakers will have their microphone un-muted by the Host during the appropriate Public Comment period.

Option 3:

Email public comment(s) to [lbt@southpasadenaca.gov](mailto: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).
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than 12:00 p.m., November 14, 2024

*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.*

**1. PUBLIC COMMENT****ACTION/DISCUSSION****2. APPROVAL TO OPEN LIBRARY AT 2 P.M. ON THURSDAY, DECEMBER 19, 2024**Recommendation

It is recommended that the Library Board of Trustees approve the request for the Library to open at 2:00 p.m. on Thursday, December 19, 2024, so that staff may attend the City-sponsored employee holiday event.

**ADJOURNMENT****PUBLIC ACCESS TO AGENDA DOCUMENTS**

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](http://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](https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured)

**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](mailto: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.*

11/13/2024                    /S/

Date                                    Sean Faye, Library Administrative Secretary



# Library Board of Trustees Agenda Report

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ITEM NO. 1

**DATE:** November 13, 2024

**FROM:** Cathy Billings, Library Director

**SUBJECT:** **Request to Open the Library at 2:00 P.M. on Thursday, December 19, 2024, to Enable Staff to Attend Annual Holiday Event.**

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## **Recommendation**

It is recommended that the Board review and consider approval of the request to open the Library at 2:00 p.m. on Thursday, December 19, 2024, so that staff may attend the City-sponsored holiday event.

## **Background**

The City has traditionally hosted a staff appreciation luncheon during the month of December, to which all staff are invited. At this event staff are honored with awards and milestone years of service to the City are recognized. To make it possible for staff to attend, City Hall Departments are closed from 11:30 a.m. to 1:30 p.m. on the day of the event. It is also traditional for the Library to be closed to enable staff to attend and enjoy the event. Because it does not make sense to open for an hour and a half (10:00-11:30 a.m.), and then close for two hours, staff recommend closing the Library between 10:00 a.m. and 2:00 p.m. for a total closure of four hours.

The closure would be well publicized in advance, on the Library's website and social media, via the Library's email list, and with in-library signage and printed announcements to be distributed at the public service desks.