



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

A G E N D A

REGULAR MEETING

THURSDAY, DECEMBER 12, 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 – **Meeting ID: 892 5352 3747**
- 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 – +1-669-900-9128 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>

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 NOVEMBER 14, 2024, LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the November 14, 2024, Meeting Minutes.

4. **APPROVAL OF 2025 LIBRARY BOARD OF TRUSTEES MEETING DATES**

Recommendation

It is recommended that the Board review and approve the Meeting Dates for 2025.

5. **APPROVAL OF PROPOSED 2025 LIBRARY CLOSURES THAT ARE NOT CITY HOLIDAYS**

Recommendation

It is recommended that the Board review and approve proposed 2025 Library closures that are due to the Library's seven day per week schedule, which necessitates closures in addition to regular City holidays.

6. **LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT DISCUSSION**

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

7. **VOLUNTEER RECOGNITION COMMITTEE DISCUSSION**

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

8. **ADMINISTRATIVE POLICIES REVIEW COMMITTEE DISCUSSION**

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

9. **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

10. **BOARD PRESIDENT COMMUNICATIONS**

11. **BOARD MEMBER COMMUNICATIONS**

12. **CITY COUNCIL LIAISON COMMUNICATIONS**

13. **FRIENDS OF THE LIBRARY COMMUNICATIONS**
14. **TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**
15. **LIBRARY DIRECTOR COMMUNICATIONS**

PUBLIC COMMENT – CONTINUED

16. **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

January 9, 2025 Regular Board Meeting 7:00 p.m.

(Pending approval of the 2025 meeting schedule by the Library Board of Trustees)

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://youtube.com/playlist?list=PL6FKtOMLurbZciMuQGgVVt1zaymy6BtxZ&si=nV5N_dDAWsDx8fGc

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 **December 12, 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.*

12/9/2024

/S/

Date

Sean Faye, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: December 12, 2024

FROM: Cathy Billings, Library Director

SUBJECT: **Approval of Minutes of November 14, 2024, Library Board of Trustees Meeting**

Recommendation

It is recommended that the Board review and consider approval of the minutes of the November 14, 2024, regular meeting of the Library Board of Trustees.

Attachment:

1. City of South Pasadena Library Board of Trustees Regular Meeting Minutes, Thursday, November 14, 2024.

ATTACHMENT

City of South Pasadena Library Board of
Trustees Regular Meeting Minutes, Thursday,
November 14, 2024



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

**MINUTES
REGULAR MEETING
THURSDAY, NOVEMBER 14, 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, November 14, 2024, at 7:06 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Annie Chang Long
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

ABSENT

Vice President	Kenneth Gross
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. APPROVAL OF MINUTES OF NOVEMBER 14, 2024, LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the November 14, 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: Long, Meeker, Pearson, Richards
NOES: None.
ABSENT: Gross
ABSTAINED: None.

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. 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.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Pearson, seconded by Trustee Meeker, and approved by roll call vote to nominate Vice President Gross and Trustee Meeker to serve on the nominating committee for 2025 Board officers. The motion carried 4-0-1-0 by the following vote:

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

7. ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT

Staff and Committee member Minsun Meeker provided updates to Trustees about Committee activity. Committee member Gross was absent.

8. 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

9. BOARD PRESIDENT COMMUNICATIONS

President Long's daughter had a great time visiting the library, as part of a community walk with the Marengo schools.

10. BOARD MEMBER COMMUNICATIONS

Secretary Pearson spent time at the Library preparing for an upcoming speaking engagement, which rekindled his appreciation for what the library offers the public.

Trustee Meeker had no comments.

Trustee Richards had no comments.

11. COUNCIL LIAISON COMMUNICATIONS

None. (Councilmember Primuth was not in attendance.)

12. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O'Neill announced the New Hollywood String Quartet will perform on 11/24/24, as part of the Restoration Concert Series. The Friends Annual Holiday Book Sale will be in the Community Room from 12/6/24-12/8/24. Restoration Concert tickets will also be sold at the book sale. The new slate of officers will be announced at the Friends Annual Board meeting on 1/16/25. Library staff have submitted their budget requests for 2026 to the Friends for consideration. The Library may make a special request separate from the regular budget for a Book Bike, which is a bookmobile on two wheels.

13. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Trustee Richards' term on the Library Board will end after the December meeting and a new liaison to the Friends will need to be appointed. Trustee Richards will soon be a volunteer in the Friends Bookstore.

14. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings shared that Public Works hired a Project Manager/Consultant to address various library projects, including issues with the roof, HVAC, ADA ramp lighting, and adding wrought iron doors to the balconies. The bids for carpeting and painting the Teen Room are being finalized.

PUBLIC COMMENT - CONTINUED

15. 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 8:08 P.M. to the next Regular Library Board of Trustees meeting scheduled for December 12, 2024.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

Annie Chang Long
President

DRAFT



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: December 12, 2024
FROM: Cathy Billings, Library Director
SUBJECT: **Approval of 2025 Library Board of Trustees Meeting Dates**

Recommendation

It is recommended that the Board review and approve the Meeting Dates for 2025.

Attachment:

1. Draft 2025 Library Board of Trustees Meeting Dates.

ATTACHMENT
Draft 2025 Library Board of Trustees Meeting
Dates



Proposed Library Board of Trustees 2025 Meeting Schedule

Thursday, January 9, 2025
Thursday, February 13, 2025
Thursday, March 13, 2025
Thursday, April 10, 2025
Thursday, May 8, 2025
Thursday, June 12, 2025
Thursday, July 10, 2025
Thursday, August 14, 2025
Thursday, September 11, 2025
Thursday, October 9, 2025
Thursday, November 13, 2025
Thursday, December 11, 2025



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: December 12, 2024

FROM: Cathy Billings, Library Director

SUBJECT: **Approval of Proposed 2025 Library Closures That Are Not City Holidays**

Recommendation

It is recommended that the Board review and approve proposed 2025 Library closures that are due to the Library's seven day per week schedule, which necessitates closures in addition to regular City holidays.

Background

City Holiday closures are established by a Memorandum of Understanding (MOU) between the City of South Pasadena and the Public Service Employees' Association. Because the Library is open 7-days per week, staff recommend additional closures for the Trustees to consider. For example, staff typically recommend that the Library close Easter Sunday, close early on the day before Thanksgiving and Christmas Eve and on Halloween if it falls on a library that the library is usually open until 8:00 p.m. Depending on the calendar in a given year, staff may recommend a closure (or closures) during City's "Winter Holiday" period between December 25th and January 1st. The Winter Holiday is established by the MOU. Staff are recommending the following closures that are in addition to City closures in 2025:

- Sunday, April 20 – Full Closure (Easter)
- Wednesday, November 26 – Early Closure at 5 p.m. (Day before Thanksgiving)
- Wednesday, December 24 – Early Closure at 5 p.m. (Day before Christmas Day)
- Wednesday, December 31 – Full Closure (Day that falls within the City Winter Holiday period)

Attachment:

1. List of 2025 Library closures – City Holidays and proposed closures for Trustee review and approval.

ATTACHMENT

List of 2025 Library closures – City Holidays and
proposed closures for Trustee review and
approval



2025 Library Closures

South Pasadena Public Library

Holiday closures are established by a Memorandum of Understanding between the City of South Pasadena and the Public Service Employees' Association. Closures that are not recognized City holidays are recommended by staff for review and approval by the Library Board of Trustees.

Wednesday, January 1	City Holiday (New Year's Day)
Monday, January 20	City Holiday (Martin Luther King, Jr. Day)
Monday, February 17	City Holiday (Presidents' Day)
Sunday, April 20	Trustee Approved Closure (Easter)
Monday, May 26	City Holiday (Memorial Day)
Thursday, June 19	City Holiday (Juneteenth)
Friday, July 4	City Holiday (4 th of July)
Monday, September 1	City Holiday (Labor Day)
Tuesday, November 11	City Holiday (Veterans Day)
Wednesday, November 26	Early Closure at 5PM - Trustee Approved
Thursday, November 27	City Holiday (Thanksgiving)
Friday, November 28	City Holiday
Wednesday, December 24	Early Closure at 5PM – Trustee Approved
Thursday, December 25	City Holiday (Christmas)
Friday, December 26	City Approved Closure (Winter Holiday)
Monday, December 29	City Approved Closure (Winter Holiday)
Tuesday, December 30	City Approved Closure (Winter Holiday)
Wednesday, December 31	Trustee Approved Closure

Reviewed and approved [DATE] by the Library Board of Trustees.



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: December 12, 2024
FROM: Cathy Billings, Library Director
SUBJECT: Library/Community Center Site Planning Project Discussion

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 eight At-Large members from the community. The Library Board of Trustees previously designated Trustee Bianca Richards as its representative to the Committee.



Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: December 12, 2024
FROM: Cathy Billings, Library Director
SUBJECT: **Volunteer Recognition Committee Discussion**

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. 8

DATE: December 12, 2024
FROM: Cathy Billings, Library Director
SUBJECT: **Administrative Policies Review Committee Discussion**

Recommendation

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



Library Board of Trustees Agenda Report

ITEM NO. 9

DATE: December 12, 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

Substitute Librarians

The Library welcomed two new Substitute Librarians to the Public Services Team:

Monica Isaac-Garcia started November 21. Monica earned her MLIS from USC, her BA in American Indian Studies with a minor in Chicano and Chicana Studies from UCLA, and her AA in Liberal Arts from East LA College. Monica currently also works as a part-time Librarian at Alhambra Public Library.

Stephanie Higgins started November 18. She earned her MLIS as well as her Bachelor's in Psychology / Applied Developmental Psychology from UCLA. She also currently works as an Associate Faculty Librarian for the College of the Redwoods. In addition, she has experience working at the Pasadena Public Library Hastings Branch and Beverly Hills Public Library, where she provided the gamut of public library services from reference and readers advisory to collection development and programming for all ages.

One additional newly hired Substitute Librarian will start in January.

Promotions

Staff are happy to announce two promotions:

Jackie Heinze: after 2.5 years working as an Aide, Jackie has been promoted to Clerk I after a competitive recruitment. Jackie came to us with relevant experience from working at a bookstore and has a background in digital art & graphic design.

Rosemary Guerrero is also a veteran South Pasadena Library Aide of 2.5 years and has been promoted to Clerk I after a competitive recruitment. She has previously worked at another local library, has extensive retail experience, and recently received her Library Tech certificate from PCC.

Aides

As of the end of December there will be five (out of ten) Aide positions vacant. We expect to fill these positions from the current recruitment. Interviews will be held in January.

Full-time Children's Librarian

This recruitment is in process. Applications have been reviewed and interviews will be conducted in January.

Facilities

Teen Room Update: the Project Manager brought on board by the Public Works Department to oversee multiple projects related to the Library facility has received the necessary number of quotes (three each) from carpet vendors and paint vendors. The lowest bids will be accepted and once contracts are completed work can begin. The new furniture is safe in storage.