



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

**MINUTES
REGULAR MEETING
THURSDAY, APRIL 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 President Annie Chang Long on Thursday, April 11, 2024, at 7:04 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
Trustee	Bianca Richards

Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Jon Primuth, Council Liaison; 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 MARCH 14, 2024 LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the March 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 by the following vote:

AYES: Long, Meeker, Pearson, Richards

NOES: None.

ABSENT: None.

ABSTAINED: Gross

4. VOLUNTEER RECOGNITION EVENT DEBRIEF

Recommendation

It is recommended that the Board discuss the outcome of the April 9, 2024 Volunteer Recognition event and provide any feedback and/or direction to staff.

Trustees gave direction that as a follow-up to the event, volunteers should be surveyed about their recognition preferences, and that President Long would assist by reviewing a draft of the survey questions. Direction was also given that planning for the 2025 should begin much earlier, and that a committee of the Board would be formed to focus on developing the overall event plan, and that the committee would bring ideas back to the full board for their review and approval. Direction was given to staff regarding invitations and the printed program. Invitations should emphasize the “socializing” aspect of the event and this year’s program format should be reused from now on, rather than developing a new design every year.

5. 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.

6. QUARTERLY BUDGET UPDATE

Recommendation

It is recommended that the Trustees receive a quarterly update from staff on the Library’s Fiscal Year 2023-2024 budget.

7. FISCAL YEAR 2024-2025 LIBRARY BUDGET

Staff to provide information to Trustees about the Fiscal Year 2024-2025 Budget Calendar and budgeting process.

COMMUNICATIONS**8. BOARD PRESIDENT COMMUNICATIONS**

Library Board President Long thanked Library Director Billings and Administrative Secretary Sean Faye for their work organizing the Volunteer Recognition event. President Long asked for an update about summer programming for the 5/9/24 Trustees meeting and offered to assist in publicizing its events.

9. BOARD MEMBER COMMUNICATIONS

Vice President Gross was sorry to have missed the Volunteer Recognition event.

Trustee Meeker also thanked Director Billings and Administrative Secretary Faye, as well as the rest of the Library Board, for their contributions towards the Volunteer Recognition event.

Trustee Richards encouraged the Library Board to have a debrief after all future events.

Secretary Pearson will attend the Serving With a Purpose conference in May. This year's conference will be focused on fundraising and capital projects, which is relevant to the Library's current needs.

10. COUNCIL LIAISON COMMUNICATIONS

Council Liaison Primuth spoke about several upcoming City Council meetings. These include a kick-off discussion for a ballot initiative regarding the height limit of South Pasadena buildings, a budget discussion, an overview of the City's Lighting and Landscape Maintenance District, and regular council meeting.

11. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O'Neill thought the Volunteer Recognition event was great. The Friends are gathering in-kind donations for the Summer Reading Program. The Friends provided cards and snacks to Library staff for Library Appreciation Week. President O'Neill encouraged everyone to join the Friends.

12. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

None.

13. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings thanked the Friends for the treats they provided to Library staff. She thanked the Board for making the Volunteer Recognition event so special. Director Billings is the acting project manager for the Comprehensive Site Building Project while Deputy City Manager Domenica Megerdichian is on leave. Trustee Richards and Friends Board member Kristen Dubé have been selected by the respective bodies to represent them on the committee. Regularly scheduled meetings will begin once applications for the at-large committee members have been reviewed and selections made, and the body formally established with these members by City Council. Director Billings would like a webpage dedicated to the project that has context and background information.

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 8:34 P.M. to the next Regular Library Board of Trustees meeting scheduled for May 9, 2024.

Respectfully submitted:

DocuSigned by:

Sean Faye

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Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

DocuSigned by:

Kenneth Gross

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Kenneth Gross
Vice President

ATTEST:

DocuSigned by:

Sean Faye

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Sean Faye
Staff Liaison, Library Administrative Secretary

Approved at Commission Meeting May 9, 2024