



**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

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

ABSENT

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| 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. APPROVAL OF MINUTES OF JULY 11, 2024, LIBRARY BOARD OF TRUSTEES MEETING

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.

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| PUBLIC COMMENT - CONTINUED |
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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:

Signed by:

Sean Faye

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Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

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Kenneth Gross

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Kenneth Gross

Vice President

ATTEST:

Signed by:

Sean Faye

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Sean Faye

Staff Liaison, Library Administrative Secretary

Approved at Commission Meeting: October 10, 2024