



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
May 12, 2016



CONVENE:

Board President Ed Pearson called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on May 12, 2016 at 7:01 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, President
Constance Lue, Vice President
Rick Thomas, Secretary
Andy Lippman, Trustee

Also Present

Steve Fjeldsted, Director of Library, Arts &
Culture
Sean Faye, Library Administrative Secretary

EXCUSED: Carolyn Flemming, Trustee

MINUTES: The minutes of the Regular Meeting of April 14, 2016 were reviewed – **MSC: Andy Lippman/Rick Thomas – all approved.**

PUBLIC COMMENTS:

ACTION ITEM:

1. **Proposed Library Budget, FY 2016/17** – President Ed Pearson said this Budget will be presented at the City Council meeting on 5/18/16 and the overall City Budget, including the Library Budget, is scheduled to be adopted at the City Council Meeting on 6/1/16. President Pearson noted that employee wages and benefits comprise the largest portion of the Budget by far. Library Director Steve Fjeldsted said that there are 10 Full Time Employee positions, but 2 of those positions are currently vacant and the hours are being filled by substitutes. The Library Director will work with the HR Manager to craft new job descriptions and titles for the currently vacant Reference Librarian and Adult Services Librarian positions. The positions, which will possibly be changed according to the Operations Study Recommendation, will be reviewed by the Employee Association and then voted on by the City Council.

President Pearson noted a \$55,000 increase in the Operations and Maintenance for the next Fiscal Year, which would be applied towards technology. Director Fjeldsted credited much of the increased rates and term of the increase in the Library's Budget to the support of the voters and taxpayers who passed Measure L during the November election.

President Pearson said the Library Operations Study has not been factored into the Library's Budget, including the position of the Assistant Library Director. Director Fjeldsted said a possible midyear augmentation to the Budget may be requested. President Pearson clarified that this Budget has to be viewed as a final budget and that there will be a fiscal impact in the near future when the Library Operation Study is implemented. Director Fjeldsted estimated that the implementation of the recommendations of the Library Operations Study could take 5 years.

Director Fjeldsted gave an overview of how the Budget is allocated for the Library's needs and said the Library will be acquiring more electronic resources as called for in the Library Operations

Study and that the increase in the Advertising category has proved to be a worthwhile expense in marketing the Library.

Director Fjeldsted said that the Books and Periodicals account was increased by \$37,000 last year after President Pearson spoke at the City Council Fiscal Budget Hearing. Director Fjeldsted encouraged the Library Board of Trustees to speak again at this year's Budget hearing.

Motion by Library Board of Trustees Secretary Rick Thomas, seconded by Library Board Vice President Constance Lue, to approve the submission of the Proposed Library Budget FY 2016/17 as part of the City Budget for FY 2016/17.

AYES: Pearson, Lue, Thomas, Lippman
NOES: None
ABSENT: Flemming
ABSTAIN: None

2. **Request for Approval of Draft Amended Library Community Room Application Packet** – Director Fjeldsted informed the Library Board of Trustees that the Steinway piano, in the North East Corner of the Community Room, which is owned and used exclusively by the Restoration Concert Committee, is kept under a locked cover with a prohibitive sign mounted on its cover. The Baldwin piano in the South East Corner can be used by other groups using the Community Room. The Steinway piano is used by world-class musicians for the Restoration Concert Series performances and by special permission during some other Library-sponsored events. Director Fjeldsted said the Steinway piano was moved without authorization across the Community Room and scratched by the Pacific Opera Project, which had rented the Community Room for several dates in April. Director Fjeldsted said that the alcohol deposit left by the Pacific Opera Project will go toward the re-tuning and refurbishing of the piano and that the remainder of the repair fees will be covered by Library funds, with permission of the City Manager. The Pacific Opera Project has shown little cooperation in paying additional money for the repair of the Steinway piano and Director Fjeldsted said it was time to revise the Community Room application to specifically indicate that the Steinway piano is not to be used or moved by groups using the Community Room. The Pacific Opera Project will be billed for repair costs over and above their deposit.

Vice President Constance Lue suggested reversing the proposed sentences on the draft checklist and creating separate checklist boxes for each piano to emphasize what is permissible regarding the pianos.

Motion by Library Board of Trustees Vice President Constance Lue, seconded by Library Board Trustee Andy Lippman, to approve the Draft Amended Library Community Room Application Packet with the suggested revisions.

AYES: Pearson, Lue, Thomas, Lippman
NOES: None
ABSENT: Flemming
ABSTAIN: None

DISCUSSION ITEMS:

1. **Future Library Budget Processes** – President Pearson said he would like to see the Library Board of Trustees become more active in understanding what goes into each budget category. In the future, President Pearson would like the Library Director and a subcommittee of the Library Board to go over the budget and the formulation of the amounts dedicated to each category. Director Fjeldsted said that this year the budget process was different from previous years in that there was no public budget meeting and the final budget hearing and adoption dates are taking place earlier than usual. City Hall instead conducted a community forum where priorities were placed on projects already being planned.

Director Fjeldsted said that Mayor Pro Tem Michael Cacciotti has been advocating for more funds to be put away for special projects in the City's reserves and has been a strong advocate for the Library's expansion.

2. **Volunteer Recognition Luncheon on April 22, 2016**– President Pearson thought the event and the Keynote speaker were great, but expressed concern that attendance for this year's Volunteer Recognition Luncheon was low and asked what could be done differently. Director Fjeldsted said that 53 people attended, including all five members of the City Council, the City Manager, and most of the Trustees. Director Fjeldsted suggested expanding the scope of invitees and inviting more attendees from organizations from the community, such as Vecinos, WISPPA, the Senior Center, the Chinese-American Club, SPEF, PTA, Rotary, and the Kiwanis Club. Trustee Rick Thomas said that inviting more people from the community could inspire them to become volunteers at the Library. President Pearson suggested that planning for the next Volunteer Recognition Luncheon should begin in January with the intention of having the event in March. Director Fjeldsted said the brochures for this year's Volunteer Recognition Luncheon were mailed out to those that were unable to attend.
3. **Library Flood Remediation Work Starting on May 29, 2016** – Director Fjeldsted said the Library will remain open to the public while the repairs are made to the flood damage in the Children's Room and Technical Services area, which will be sealed off to the public. The Children's Room will be closed for the first week of June for its carpet replacement and Technical Services will be closed for the next three weeks as new flooring is installed. The project costs will be covered by the City's insurer. The Library is making arrangements with San Marino Security to relocate the alarm box from Technical Services to the main entrance of the Library and is working with the Senior Center in terms of placement of the Library's janitorial supplies. Director Fjeldsted has encouraged the Friends to not accept any donations during this time and Friends Bookstore Manager Dorothy Cohen is drafting publicity for the *South Pasadena Review*.
4. **Subcommittee of 2 Trustees to Investigate difference between "Administrative" and "Advisory" Library Boards with Library Director** – The subcommittee of 2 Trustees, Constance Lue and Rick Thomas, will meet with Library Director Fjeldsted in the Ray Bradbury Conference Room on 5/20/16. President Pearson said the task is to line up all of the governing documents such as the by-laws, municipal codes and procedures.
5. **Library Operations Study Final Report** – President Pearson said Library Consultant Joe Matthews' Final Library Operations Study was approved and adopted by the City Council. President Pearson reviewed Joe Matthews' PowerPoint presentation which summarized the purpose of the study and how resources could be better allocated to meet the Library's strategic goals based on urgency and impact. Improved Wi-Fi and the fiber-optic Internet link rank as the most urgent and of greatest impact. Director Fjeldsted reminded the Board that Joe Matthews will also serve as the consultant for the next Library Strategic Plan. Director Fjeldsted said he would email Joe

Matthews' implementation plan to the Board, which designates each task and the responsible person(s), as well as the anticipated deadline. Director Fjeldsted said he would also email the information he has about the preliminary costs, but said there was some information that hasn't been provided yet. President Pearson said this will be very useful, as none of the recommendations proposed by the Library Operations Study were included in the budget and some recommendations would require no out-of-pocket costs for the Library.

Director Fjeldsted mentioned the Library Operations Study recommendation of switching the Library's operating hours in order to open the Library on Thursday nights and said this could curry great favor in the community. Director Fjeldsted said that this could be an opportunity to align the Library's hours to the traffic patterns of the community. Vice President Lue warned of the unintended consequences of the limited amount of parking and wanted this concept to be carefully considered before any changes are made. President Pearson asked for this to be on the agenda for the July meeting.

Trustee Thomas said that planning software by Joe Matthews would be a great use of technology to plug in the progress of these recommendations. President Pearson said that once recommendations have been accomplished these successes can be added into the marketing materials of the Library and would help give concise accomplishment lists for presentations to the City Council.

[Trustee Andy Lippman left the Board of Trustees Meeting at 8:22 p.m.]

6. **CENIC Broadband Grant** –Plans for implementation are moving forward and Acorn, the City's IT firm, is making a list of recommendations of equipment to be purchased at a great discount from CISCO.
7. **Library 'Carnegie Stage' Eclectic Music Festival Concert on May 14, 2016** – Director Fjeldsted said the Library will have five performances of an assortment of folk/rock, country and blues music. John York and Carla Olson will be the headliners and three South Pasadena groups will also perform: Elliot Caine and Mark Hatch are professional jazz musicians of great note who have played here before, as well as Dave Plenn from the Dinosaur Farm. Jared Barken as Clark Chimp will perform as well as help with the Community Room. Bob McClain will serve as the Sound Engineer.
8. **Serving with a Purpose Conference on May 12, 2016 from 9 a.m. to 4 p.m. in Ontario, CA** – President Pearson and Trustee Thomas had attended the conference earlier in the day. President Pearson said the Keynote address was presented by Jean Block, who specializes in advising non-profit organizations. Her speech, entitled "Leading a Legacy," asked questions related to leading more effectively and enhancing a Board's leadership and effectiveness. President Pearson was intrigued by the ideas of Annual Board self-evaluations, Board job descriptions, an annual Board Commitment Letter, and Board member orientation. President Pearson said the American Library Association has a series of ten minute videos that outline Board processes and would be interested to learn more about these. Vice President Lue praised President Pearson's leadership in framing discussions and encouraging more participation from the Trustees.

President Pearson said the Board can do more to recruit new Board members. Director Fjeldsted said the importance of creating a Library Foundation cannot be underestimated and could help the Library involve some "heavy hitter" supporters from the community.

Trustee Thomas said he would prepare his notes from the Conference for the June meeting.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: President Pearson passed around a newsletter from the Pasadena Library which promoted its events and Children's programs. Director Fjeldsted said Sharon Cockroft of the Friends produces a monthly newsletter for the Friends which include the Library's events. President Pearson also discussed the \$3.9 million remodel of the Temple City Library for which Los Angeles County made a huge financial contribution to match City Funds. Director Fjeldsted clarified that Temple City Library is not a Municipal Library, but rather an L.A. County Library.

President Pearson said that the Friends have mentioned that there has not been a Trustee representative at their monthly meetings in some time. The Friends monthly meetings take place in the Ray Bradbury Conference Room usually on the third Thursday of each month at 1:00 p.m. President Pearson wanted to make sure that the Trustee Liaison to the Friends had an alternate Trustee to attend in his absence. The Friends representatives rotate Trustee meetings and perhaps the Trustees could follow suit. Trustee Thomas said he is available should Trustee Lippman not be available. This will be on the agenda for the June meeting.

City Council Liaison: None to report.

Friends Representative: None to report.

Trustee Liaison to Friends: None to report.

Representative to Community Center Ad Hoc Report: None to report.

Director of Library, Arts & Culture:

- Public Works has only received two qualified bids for the A/V improvements to the Community Room and a minimum of three is required. A third A/V firm was recently found and they will be submitting a bid. This project will not be able to be completed by the end of the Fiscal Year but plans are being developed to make sure the project will be completed.
- Director Fjeldsted attended a WISPPA meeting where Craig Watson, Executive Director of the California Arts Council, was the Keynote speaker. Mr. Watson gave a presentation about a coming grant opportunity for areas that want to be affiliated as Arts Districts. Director Fjeldsted said that South Pasadena continues to grow as an arts community.
- There will be a screening of Ray Bradbury's "The Wonderful Ice Cream Suit" on 6/23/16. Special guest appearances are being planned.
- Scott Van Sant's family made a memorial donation of \$1,000 to the Friends. A plaque honoring Scott and Janet Van Sant will replace the current plaque that only acknowledges Janet.
- The 4/28/16 History Program with Matt Horrman was attended by 150. It focused on the destruction of Pasadena's Chinatown. For part of the outreach Director Fjeldsted had reached out to professors at U.S.C. that teach subjects related to China.
- Eric Ripert, a celebrity chef, will appear for an Author Night on 5/25/16 with Pulitzer Prize winning food critic Jonathan Gold. The event will be co-sponsored by Vroman's Bookstore. The Library will distribute a limited amount of free tickets to the event, but Vroman's Bookstore has set up an account on eventbrite.com to purchase a copy of the book, which entitles purchasers to admission.
- On 5/19/16 there will be a program about Woody Guthrie, based on a new book "Woody Guthrie L.A.: 1937-1941." Bill Deverell, one of the co-authors, is in charge of the U.S.C. Division of Western

Studies at the Huntington and has spoken at the Library before. His co-author Professor Darryl Holter from U.S.C. will perform music and Joel Rafael, a longtime folk musician, will also perform.

- Director Fjeldsted asked the Board if they wanted to submit new quotes about the importance of libraries to be posted on the Library's website.

NEXT MEETING: The next meeting for the Library Board of Trustees will be a Special Meeting on 6/8/16 in the Ray Bradbury Conference Room in the Library at 7 p.m.

ADJOURNMENT: The regular meeting of May 12, 2016 was adjourned at 9:06 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

