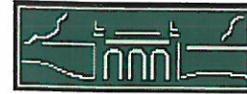




**South Pasadena Public Library**  
**SPECIAL MEETING OF THE**  
**LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**June 8, 2016**



**CONVENE:**

Board President Edward Pearson called the Special Meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the South Pasadena School District Board Chambers on June 8, 2016 at 7:01 p.m.

**IN ATTENDANCE:** Trustees Present

Edward Pearson, President  
Constance Lue, Vice President  
Andy Lippman, Trustee  
Carolyn Flemming, Trustee

Also Present

Steve Fjeldsted, Director of Library, Arts, &  
Culture  
Diane Larson, Friends Representative  
Sean Faye, Administrative Secretary

**EXCUSED:** Rick Thomas, Secretary

**MINUTES:** The minutes of the Regular Meeting of May 12, 2016 were reviewed – **MSC: Andy Lippman/Constance Lue – all approved.**

**Action Items:**

1. **Request for Approval to open Library at Noon to the public on Monday, June 27, 2016 so Consultant Joe Matthews can conduct a 3 hour “Design Charette” meeting with the staff –** Library Director Steve Fjeldsted explained that Joe Matthews, Consultant for the Library Operations Study and the upcoming Library Strategic Plan, has requested to hold a 3 hour meeting with the Library staff to discuss suggestions for how the main floor of the Library can be re-imagined via a “design charette.” The staff members expected to be involved would be Library Director Steve Fjeldsted, Senior Librarian Barbara Posner, Senior Librarian Maida Wong, Reference Librarian Chelsea Clark, Circulation Supervisor Christina Lozano-Jones, and Full-Time Clerk Curtis Callahan.

[Friends Representative Diane Larson arrived at the Trustees meeting at 7:04 p.m.]

Director Fjeldsted said he thought that this “design charette” between Joe Matthews and the Library staff does not have to affect the Library’s normal hours of operation.

**The Trustees discussed the item and decided to take no action on the item.**

2. **Request for Approval for a tentative fundraising concert on July 7, 2016 with profits split evenly between the Friends of the Library and the Eclectic Friends of the Arts, both South Pasadena Nonprofits** – Director Fjeldsted said that he has expressed interest in booking multiple Grammy Award-winning musician Jim Webb, famous for writing “MacArthur Park” and “By the Time I Get to Phoenix,” for years and was finally able to tentatively schedule a date with Jim Webb’s agent. Brad Colerick, co-coordinator of the Eclectic Music Festival, is in communication with Jim Webb’s agent. Director Fjeldsted said that the Library’s previous fundraising concerts have done very well, and that this could help the Friends revenues at a time they are down while

flood repairs are made to the Library's first floor. If the concept is approved, Director Fjeldsted said the Friends would sell tickets through eventbrite.com for \$25-\$30 per ticket.

President Pearson said that the Board has been asked before to approve fundraising requests, usually for nonprofit organizations, and has made their decision on a case-by-case basis. Director Fjeldsted said this concert would support the Chamber of Commerce, which created the Eclectic Friends of the Arts as a nonprofit organization, as well as strengthen the Library's relationship with the parties involved. It would also bring a musical legend for a concert in South Pasadena and enhance the Library's standing in the community.

**Motion by Library Board Trustee Andy Lippman, seconded by Library Board Vice President Constance Lue, to approve the proposed fundraising concert on July 7, 2016 with profits split evenly between the Friends of the Library and the Eclectic Friends of the Arts.**

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

#### **Discussion Items:**

1. **Library Budget FY 2016/17** – President Pearson said that the Library's Budget for Fiscal Year 2016/17 was approved by the City Council on 6/1/16 and noted a significant increase over the Library's previous year's budget, likely reflective of the increased cost of personnel. Vice President Lue suggested that quarterly reports on Library Budget expenditures be presented to the Trustees during their meetings. President Pearson agreed and asked that the first quarterly report for FY 16/17 be presented at the 10/13/16 Trustees meeting.

President Pearson also called attention to the Supplemental Budget Request of \$20,000 for the interior walls of the Community Room to be repaired and repainted after the new audio/visual system is installed.

2. **Library Flood Remediation Work** – Director Fjeldsted said that the flood remediation work is progressing and that the Children's Room has re-opened. Technical Services and the Friends Sorting Area remain sealed off. Book donations are not being accepted at this time, but should resume in early July. Director Fjeldsted said the City's insurers are paying for the repairs.
3. **Subcommittee Investigation of Administrative vs. Advisory Library Boards** – Vice President Lue said that she and Secretary Rick Thomas met with Director Fjeldsted on 5/20/16 to review the the Trustees Bylaws and the relevant sections of the South Pasadena Municipal Code. The Library Board of Trustees is an Administrative body that develops and adopts written policies that govern the operations of the Library, while Director Fjeldsted and Library staff administers those policies. All other commissions in South Pasadena are Advisory. Vice President Lue described the following as key points of the Trustees' responsibilities:
  - To annually evaluate the Director of the Library and present the evaluation to the City Manager.
  - Prepare bylaws as may be necessary.
  - Prepare rules and regulations as may be necessary.
  - Develop and adopt written policies which govern the Library's operations.
  - Provide input in reviewing the annual budget.
  - Present an annual report to the City Council.

- Provide input to the City Librarian on Library needs, traditions, community attitudes and values.
- Appoint an Ad Hoc Committee to recruit, screen, and select candidates for the position of City Librarian.
- Accept money, personal property, or real estate donated to the City for Library purposes, subject to the approval of the City Council.
- Contract with school, county, or governmental agencies to render or receive Library services or facilities subject to the approval of the City Council.

President Pearson thanked Vice President Lue and asked her to distribute these findings to the Trustees. President Pearson encouraged the Board to review existing policies every few years.

4. **CENIC Broadband Grant** – Director Fjeldsted reported that Mickey McGuire of Acorn Technologies, the City’s IT firm, helped with the Library Grant Application to the State Library for a CENIC grant which was approved. The grant enables the Library to a 65.25% discount on equipment purchased from Cisco. Director Fjeldsted said that Acorn Technologies will gather model numbers and prices of equipment and submit their order to the Southern California Library Cooperative (SCLC), who has received the federal funds from the State Library, and SCLC will pay the bill. Director Fjeldsted expects this process to begin after the start of the new Fiscal Year on 7/1/16, and the Library’s improved Wi-Fi and high speed broadband connectivity needs will be addressed. They are among the top priorities of the Library Operations Study.
5. **Library Strategic Plan/Operations Study** – President Pearson requested a method to evaluate progress made for the recommendations listed by the Library Strategic Plan and Library Operations Study. Director Fjeldsted said that Library Consultant Joe Matthews will attend the next meeting of the Trustees on 7/28/16 and he will begin by creating a survey for the public to monitor the recommendations for improvements in services for the next Library Strategic Plan. President Pearson asked that the appointment of a subcommittee of Trustees to offer input on this survey for the Strategic Plan be added to the 7/28/16 agenda.
6. **Library Arts Crawl Event on Saturday, July 16, 2016** – Director Fjeldsted said currently a photo exhibit in the Library display case by Edward Solis illustrates attractive aspects of public transportation. Edward Solis’s photographs will be exhibited as part of the Library Arts Crawl event in the Community Room on Saturday, July 16, 2016. Arrangements for live music and refreshments are being made in a cooperative partnership between the South Pasadena Arts Council (SPARC), the South Pasadena Arts Center (SPACE), the Chamber of Commerce and the Library. Director Fjeldsted said this event attracts hundreds of visitors to South Pasadena.
7. **Improving the Interface between the Board and other Community groups, including the City Council** – President Pearson said he was inspired to consider more avenues of being a more visible presence in the community from the Serving with a Purpose Conference in Ontario, CA that he attended with Trustee Thomas on 5/12/16. President Pearson suggested that a representative from the Trustees start attending the Public Comment segment of City Council meetings and make announcements on behalf of the Library, summarizing recent achievements and upcoming events. President Pearson said he would like Trustees to attend meetings such as those of the Rotary Club and collaborate with other South Pasadena organizations. Director Fjeldsted said this would be a great way for the Library to reach deeper into the fabric of the community.
8. **Next Friends Board Meeting on Tuesday, June 14, 2016 in Community Room** – President Pearson learned from Friends President Ellen Torres that there has not been a Trustee in attendance at a Friends Board meeting in some time. President Pearson said that a Trustee should attend the Friends Board monthly meetings, but acknowledged the difficulty for some Trustees as these

meetings are usually held on the third Thursday of the month at 1pm. Friends Representative Diane Larson suggested that the Trustees rotate who will attend each month, as the Friends do for Trustees meetings. Trustee Carolyn Flemming said she was in favor of the Trustees rotating as it would give everyone a chance to learn more about the Friends and how they operate.

9. **Library positions** – Director Fjeldsted said that there have not been any updates yet but expects this to change when the new Fiscal Year begins.
10. **Rick Thomas Presentation on the Serving with a Purpose Conference in Ontario, CA on May 12, 2016** - President Pearson said this will be tabled to the 7/28/16 Trustees meeting.

## CORRESPONDENCE AND COMMUNICATIONS:

### REPORTS:

**Board President:** President Pearson shared his impressions from the Serving with a Purpose Conference in Ontario, CA on 5/12/16. President Pearson spoke of the American Library Association website that provides helpful information and videos about Board governance. President Pearson emphasized the regular review of the Strategic Plan and Library Operations Study, and performance in meeting the established goals and objectives of the recommendations. Other suggestions include more frequent appearances at City Council meetings, for the Board to convey a picture of the world without libraries, envision how the library will progress in the future and what it will need, an organizational assessment of the Board, and annual planning. President Pearson mentioned the possibility of having a Board retreat to discuss these big picture items rather than presenting them at the monthly meetings. President Pearson also suggested forming separate standing committees to focus on personnel and financial issues and the recruitment of future Trustees. Director Fjeldsted said this could also be helpful in establishing a Library Foundation.

**Trustee:** None to report.

**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:**

- Director Fjeldsted said the Colburn Adult Wind Symphony will return on 6/30/16 at 6:00 p.m. during the Farmers Market to perform patriotic and other music in the Library Park.
- There will be a screening of Ray Bradbury's "The Wonderful Ice Cream Suit" on 6/23/16. Lissa Reynolds of the Fremont Centre Theatre will speak about Ray Bradbury, as will Robert Kerr of Ray Bradbury's Pandemonium Theatre Company. Actor Joe Mantegna of "Criminal Minds", who credits Ray Bradbury with giving him his first big break, will give a dedication to Ray Bradbury and an introduction to the film. Carl Koslowski is scheduled to interview Joe Mantegna for the *Pasadena Weekly*.
- On 8/11/16 Ray Bradbury's "Pillar of Fire" will be presented as a one-person performance by Bill Oberst, Jr.
- On 7/21/16 there will be a screening of "Million Dollar Arm," a true story about a reality TV show in India that searches for Major League pitching prospects. Director Fjeldsted reached out to the

author and central figure of the story, J.B. Bernstein to introduce the film, and arrangements are in process.

- The plaque for the Scott Van Sant and Janet Van Sant memorial bench outside the Library entrance has been received and will be installed soon.
- The Library is developing a brochure listing Ray Bradbury artifacts and signed first editions housed in the Ray Bradbury Conference Room. The Library will work on continuing to develop its collection of rare and signed Bradbury materials.
- On 7/14/16 there will be a Twilight Zone program during which "The Twilight Zone" movie will be screened and a panel of two or three authors will discuss the Twilight Zone.
- A Clean Energy commercial will be filmed at the Library on 6/10/16.
- The Meridian Ironworks Museum is going to undergo renovations and has offered to give the Library some antique display cases. Director Fjeldsted asked if they could be kept at Public Works, but that isn't possible. Director Fjeldsted is looking for an alternative location.
- Director Fjeldsted said the Ostrich case on the first floor may be offered to the Meridian Ironworks Museum if they want when the Library undergoes its redesign.

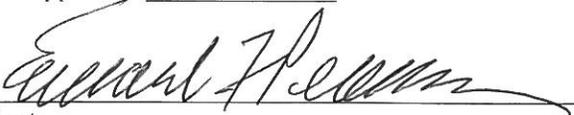
**NEXT MEETING:** The next meeting for the Library Board of Trustees will be in the Library Ray Bradbury Conference Room on 7/28/16 at 7:00 p.m.

**ADJOURNMENT:**

The special meeting of June 8, 2016 was adjourned at 8:36 p.m.

Minutes approved \_\_\_\_\_ as written.

Minutes approved \_\_\_\_\_ as corrected.

  
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President