



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
October 13, 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 October 13, 2016 at 7:03 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, President
Rick Thomas, Secretary
Andy Lippman, Trustee

Also Present

Steve Fjeldsted, Director of Library, Arts, &
Culture
Judy Hartman, Friends Board Representative
Sean Faye, Library Administrative Secretary

EXCUSED: Constance Lue, Vice President
Carolyn Flemming, Trustee

MINUTES: The minutes of the Regular Meeting of September 8, 2016 were reviewed – MSC: Andy Lippman/Rick Thomas– all approved.

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Request for Approval for New Library Hours (Open Thursday nights instead of Monday nights) to begin October 31, 2016**

Motion by Library Board Trustee Andy Lippman, seconded by Secretary Rick Thomas, to approve the request for the new Library hours beginning on October 31, 2016.

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

DISCUSSION ITEMS:

1. **Request for a new Subcommittee for possible loan of 'Bluebeard' Batchelder tile to Pasadena Museum of History** – Library Director Steve Fjeldsted said that the 'Bluebeard' Batchelder tile had been evaluated by Patrick Ela, a highly regarded appraiser, and was determined to be worth approximately \$600. The Pasadena Museum of History's exhibit has opened and will continue until 2/12/17. With the absence of Trustee Carolyn Flemming, Director Fjeldsted asked for a new Subcommittee to be formed to finalize the decision regarding the loan of the Batchelder tile to the Pasadena Museum of History. President Pearson said that this request has been approved, with disclosure, and asked for the formation of a new Subcommittee to make the decision. President Ed Pearson asked Secretary Thomas and Trustee Lippman to work as a Subcommittee with Director Fjeldsted.

[President Pearson called the Board of Trustees meeting to a recess at 7:15 p.m. to allow the Subcommittee an opportunity to discuss the matter.]

[The Library Board of Trustees meeting was called to order again at 7:20 p.m.]

The Subcommittee, designated by the Library Board of Trustees, approve of the loan of the 'Bluebeard' Batchelder tile to the Pasadena Museum of History with the finalization of the proper documentation and insurance coverage.

2. **Library Strategic Plan** – Director Fjeldsted said that the Online Survey for the Strategic Plan is active and bookmarks with the survey's URL are available at all Library service desks and have been distributed around South Pasadena. There will be a Community Forum for the public to provide their input on 10/20/16 at 7:00 p.m. in the Community Room. Library Consultant Joe Matthews will facilitate. Director Fjeldsted said he will mail invitations to City groups, community organizations, and Library Stakeholders. Secretary Thomas and Trustee Lippman will attend.
3. **CENIC grant for Internet speed and Wi-Fi Improvements** – Director Fjeldsted said that the City's IT firm, Acorn Technology, placed two orders for new computer hardware for the Library that will be paid for with CENIC grant funds stewarded by the Southern California Library Cooperative (SCLC).
4. **Library Board of Trustees Retreat/Workshop** – President Pearson said he would like this meeting to take place on a Saturday morning before the end of the year and that plans are still being developed.
5. **Library Foundation Formation** – President Pearson noted that there are many fundraising drives for local causes in South Pasadena and said that he would like the Library to also seek out people and organizations of influence, but was unsure how to proceed. Trustee Lippman said Joe Matthews would be able to offer guidance. Director Fjeldsted suggested using the Romine Estate funds in the Trustees' control to hire a fundraising consultant. President Pearson asked for a proposal to hire a consultant be on the agenda for the next meeting of the Library Board of Trustees on 11/10/16.
6. **Trustee Thomas Report on Cerritos Public Library** – Trustee Thomas asked for this to be tabled until the next meeting of the Library Board of Trustees.
7. **Library Unfilled Full-time Positions** – Director Fjeldsted said there have not been any updates about filling the vacancies for the two full-time positions. President Pearson asked Director Fjeldsted to schedule a meeting at City Hall for the first week of November to try to expedite this process.
8. **Development of Draft Policy regarding the possibility of banning serious violators of the Library Code of Conduct to better ensure the health and safety of all visitors** – Director Fjeldsted said there have been some recent incidents in the Library. The Police Department has appointed Sergeant Shannon Robledo to be a liaison to the homeless community, but Director Fjeldsted has had discussions with the City Attorney about amending the Library Code of Conduct regarding safeguarding the health and hygiene, and to ban threatening individuals for specified lengths of time. Director Fjeldsted would need approval by the City Attorney and the Board of Trustees.
9. **California Library Association Annual Conference in Sacramento** – Director Fjeldsted said he may only attend one day of the California Library Association Annual Conference on 11/4/16, the

day after the State Library Director's Forum in Sacramento. Director Fjeldsted reminded the Board that the Library Budget would cover their fees for registration, lodging, meals and travel expenses if they would like to attend.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: President Pearson said that the Subcommittee comprised of he and Secretary Thomas haven't met to review the Trustee By-Laws, but said they will before the 11/10/16 Trustees meeting. President Pearson asked for the Discussion of the By-Law Revisions to be added to the November Agenda.

Trustee Lippman asked for input for the next Volunteer Recognition Luncheon and has prepared a list of potential speakers. President Pearson said there would be further discussion in November regarding this topic.

City Council Liaison: None to report.

Friends Representative: Friends Representative Judy Hartman said the Friends had a retreat in August, and added that information would be discussed at the Friends Board meeting on 10/20/16.

Trustee Liaison to Friends: Trustee Lippman said that he had informed the Friends that the Library Board of Trustees intend to increase their visibility in attending Friends Board meetings and will continue to assist them in finding a Keynote speaker for their Annual Meeting. Trustee Lippman said the Friends have invested in a money market account to increase their return on investment. Director Fjeldsted said the Friends could possibly change their By-Laws to make the funds more flexible. Trustee Lippman said the Friends are looking into increasing their cost of individual memberships. Judy Hartman said the Friends are also looking into incentivizing more frequent donations.

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

Director of Library, Arts & Culture:

- The Library partnered with South Pasadena Beautiful and the Friends to present a Double Author Night on 10/10/16 with Barbara Eisenstein and Bill Tweed. Barbara Eisenstein is a South Pasadena author with a new book, "Wild Suburbia," a founder of the Nature Park in the Arroyo, and a member of the National Resources Commission. Bill Tweed was a National Park Ranger for 30 years and spoke about the importance of Giant Sequoias. The rest of the Library was closed for Columbus Day, but 45 people attended in the Community Room.
- The End of Summer Concert was presented in the Library Park on 10/3/16 with "Wildwood Highway," a country-rock band and about 150 attended. Director Fjeldsted said he would like to have them return for an unplugged, all-acoustic performance in the Community Room.
- The Arts Crawl will take place on 10/22/16 and the Library will have an Author Night with nationally-syndicated cartoonist Dan "Bizarro" Piraro, who will exhibit some of his original artwork. Classical guitarist David Margolis may play a half hour for the beginning of the event.
- Director Fjeldsted is working on building an impressive, permanent collection of rare Ray Bradbury materials for the Ray Bradbury Conference Room. The Library has received many donations of rare Ray Bradbury items, including first editions and signed copies. The Library will present many more Ray Bradbury events and the display case that was obtained from the Meridian Iron Works will showcase Ray Bradbury memorabilia. A large display of Bradbury books and photos is on exhibit by the Library entrance during October and November. The Library will be collaborating with the South

Pasadena Arts Council (SPARC) to commission a project for the creation of a Ray Bradbury mural in the Conference Room.

- The Restoration Concerts celebrated their 20th anniversary recently.
- The Library ESL class is continuing and growing under Mary Bart, a Co-Volunteer of the Year for 2016, who has taken over as instructor.
- Director Fjeldsted attended a Cal Humanities meeting on 10/7/16 and is working on a grant for a Ray Bradbury "Fahrenheit 451" City-Wide Reading Project in March 2017.
- 130 attended the "Finding Cleveland" Author and Music Night on 9/29/16.

President Pearson, after seeing a collection of high school annuals displayed at the San Marino Library, asked if the Library had a collection of South Pasadena High School Annuals. Director Fjeldsted replied that we do, but the Library doesn't have a means of making them evident to the public.

President Pearson asked about the drop off in attendance for the Summer Reading Program. Director Fjeldsted said he would forward the report from Maida Wong, Children's Services Librarian. President Pearson said the Board should be aware and lend assistance if necessary.

NEXT MEETING: The next meeting for the Library Board of Trustees will be in the Library Ray Bradbury Conference Room on 11/10/16 at 7:00 p.m.

ADJOURNMENT: The regular meeting of October 13, 2016 was adjourned at 8:18 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President