



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
May 14, 2015



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 14, 2015 at 7:03 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, President
Constance Lue, Vice President
Ann Penn, Secretary
Rick Thomas, Trustee

Also Present

Mayor Robert S. Joe
Mayor Pro Tem Diana Mahmud
Diana McGrail, Friends Representative
Brendan Durrett, Measure L Committee
Steve Fjeldsted, Director of Library, Arts & Culture
Sean Faye, Library Administrative Secretary

EXCUSED: Andy Lippman, Trustee

MINUTES: The minutes of the regular meeting of April 9, 2015 were reviewed – **MSC: Constance Lue, Rick Thomas – all approved**

PUBLIC COMMENTS: Mayor Robert S. Joe began the meeting by thanking the Trustees for the great job they have done and their due diligence in following public policy. Mayor Joe also thanked Director Fjeldsted for being a strong conduit between the City Council and the Trustees. Mayor Joe announced that South Pasadena will be a host city for the Special Olympics this year. Athletes, delegates, and chaperones from Morocco and Paraguay will arrive on 7/21/15. There will be a parade on Fair Oaks to honor the participants, the City will host a BBQ at Garfield Park, the Kiwanis Club will sponsor a pancake breakfast at the Calvary Presbyterian Church and there will be a special dinner hosted by the Chinese-American Club. Mayor Joe praised the organizing committee for bringing this to fruition and then distributed Special Olympics pins to the Trustees. President Ed Pearson asked to be updated and offered the Board's support.

[Mayor Robert S. Joe left the Board of Trustees Meeting at 7:10 p.m.]

DISCUSSION ITEM:

3. **Measure L Committee Activities** - Brendan Durrett reported that the Measure L Committee has been gathering opinions regarding the wording for the initiative they will put forth on this year's ballot. Brendan said the initial impulse was to maintain the same rate and length of term, but at the City Council meeting last week the Measure L Committee was encouraged to aim for more. Lengthening the term of renewal from 5 to 7 years is being considered, as well as adding a Consumer Price Index (C.P.I.) factor. Director Fjeldsted added that the City Attorney offered her legal opinion and that a C.P.I. factor could be added to the present rate and be applied retroactively from when Measure L was enacted in 1994.

Secretary Ann Penn said that the public will need to be educated about how much this will affect the average taxpayer in addition to what the Library will do with the funds it receives. Secretary Penn continued that the Library is a treasure of the community and has a wonderful reputation in

the eyes of the public. President Pearson said this should be considered as campaign literature is developed. Director Fjeldsted reminded the Board that the City Attorney does not want the Library Board of Trustees to take on Action Items for Measure L, but to offer the Measure L Committee a general consensus of the Board's wishes for the ballot initiative.

President Pearson said the general recommendation of the Board of Trustees to the Measure L Committee was to add a C.P.I. factor to reflect inflation, increase the rates to round numbers reflecting increases of 25% to 50%, extend the term to 7 years and to indicate in campaign materials that these funds would be used toward improving the Library's technology upgrades. President Pearson thanked the Measure L Committee for their efforts thus far.

[Brendan Durrett left the Board of Trustees Meeting at 8:16 p.m.]

ACTION ITEMS:

1. **Request from Politi Family to borrow 2 partitions from the Community Room for the month of July for a Leo Politi artwork exhibit in the Pico House in downtown Los Angeles** – Director Fjeldsted reminded the Board that the Politi Family have been great Library supporters and informed them of the Politi Family's request to borrow two partitions from the Community Room. Secretary Penn didn't think this was a good idea as these partitions are fragile and custom-made for the Community Room. Trustee Thomas added that the art gallery for the Politi exhibit should be able to accommodate their presentation.

Motion by Library Board of Trustees Secretary Ann Penn, seconded by Trustee Rick Thomas, to deny the Politi Family request to borrow 2 partitions from the Community Room for the month of July.

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

2. **Request for Approval for a \$25,000 allocation from either the Romine Trust (\$39,190) or Mullen Trust (\$88,052) to match a proposed \$50,000 Supplemental Budget Request from the City** – Director Fjeldsted has again requested audio/visual upgrades for the Community Room through a Supplemental Budget Request. Director Fjeldsted described our current equipment, mostly purchased by the Friends, as insufficient, outdated and worn and many complaints from the public have been received. The estimate for a full AV upgrade is \$75,000 and the City is willing to contribute \$50,000 if the Library can provide the remaining \$25,000. If approved, Public Works would send a Request for Proposal out to bid to sound engineering companies. Secretary Penn suggested that the Restoration Concert Committee be included in this discussion and asked to contribute funds, but Director Fjeldsted replied that the Restoration Concert Committee doesn't have that kind of money. Secretary Penn expressed reservations about equipping the Community Room as an "event center."

Motion by Library Board of Trustee Rick Thomas to have \$25,000 from the Romine Trust applied to outfitting the Community Room with a new audio/visual system. The motion failed due to the lack of a second.

3. **Request for Approval for the Proposed FY 2015/2016 Library Budget** – Director Fjeldsted informed the Board that the Budget for FY 2015/2016 is essentially identical to previous years.

There are minor fluctuations between accounts, but the overall Budget bottom line is identical. President Pearson noticed that the accounts for Electronic Reference and Books and Periodicals have decreased. Director Fjeldsted replied that some of the electronic databases for Adults have shown low usage, but that the Children's databases are used much more. Director Fjeldsted continued that Proposed Supplemental Budget Requests for lighting on the ADA ramp, a storm drain by the employee entrance, re-grading for new drainage around the Library Park, new furnishings and a makeover of the Library's interior. Director Fjeldsted said that Premier Carpeting won the bid for re-carpeting the Library's second floor and that the painting of the exterior of the Library is going out to bid soon.

Motion by Library Board of Trustee Rick Thomas, seconded by Secretary Ann Penn, to approve the Proposed FY 2015/2016 Library Budget and Supplemental Budget Requests, with the exception of the A/V Supplemental Budget Request and the Books & Periodicals Allocation.

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

President Pearson said he would communicate with the City about increasing the Books & Periodicals Budget.

4. **Request for Approval for Revised Community Room White Wine Policy** – President Pearson asked for this Action Item to be tabled until the next Library Board of Trustees meeting on 6/11/15 to include Trustee Andy Lippman. Mayor Pro Tem Diana Mahmud said that she spoke with the City Attorney in regard to the Community Room and that any decision made by the Library Board of Trustees is brought before the City Council for their approval. Mayor Pro Tem Mahmud added that any decisions regarding the Community Room should be consistent with the policies of the Community Services Department.
5. **Proposed Discard of Typing Table** – Director Fjeldsted said that a typing table is broken and beyond repair.

Motion by Library Board of Trustee Secretary Ann Penn, seconded by Vice President Constance Lue, to approve the Proposed Discard of the Typing Table.

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

DISCUSSION ITEMS:

1. **City Strategic Plan report** – Director Fjeldsted distributed the City Strategic Plan report that had been presented at the 4/29/15 City Council meeting. President Pearson asked the Board to please review the report. Mayor Pro Tem Mahmud emphasized for the Board to review page 27 that summarizes public input from the Community Forum.
2. **Administrative Authority of Library Board of Trustees** – President Pearson noted that it is wise for elected officials to serve as a check for Boards and Commissions in setting policies.

4. **Report on Goal 1 of Library Strategic Plan, 2011 to 2015** – President Pearson asked to table discussion of this topic until the next Trustees meeting on 6/11/15. He asked for the Board to review the written report that was distributed during tonight’s meeting.
5. **Library Operations Study** – Director Fjeldsted noted that the RFP draft is finalized. Mayor Pro Tem Mahmud said the RFP has yet to go out, but she is hopeful that it will be before the end of the Fiscal Year.
6. **Eclectic Music Festival, May 2** – Director Fjeldsted said that 500 people attended the “Carnegie Stage” at the Library for four musical performances that spanned the genres of country, folk music and jazz. Director Fjeldsted expressed gratitude for the grants raised by the Rotary Club, the Friends and the Chamber of Commerce. He added that the Eclectic Music Festival Committee did an excellent job in staggering the lineup of the headliners around town. President Pearson attended and said he was very proud of South Pasadena.
7. **Friends Project to Digitize Local Newspapers and City Directories** – Director Fjeldsted thanked the Friends for the completion of the digitization project to put all past and current issues of the South Pasadena Review online. This was completed with the cooperation of the Library, the South Pasadena Review and the Friends, using the Friends’ funds. Only South Pasadena Library cardholders will have access.
8. **Motorized Rolldown Screen for Community Room** – Director Fjeldsted reported that the funds have been raised, with the Friends managing those funds, to purchase a motorized rolldown screen for the west window of the Community Room. Tina from Re-Imagine Your Home has taken the measurement and the order. The screen will be installed by the contractors from Graphic Electric, who are currently installing electrical upgrades in the Community Room.
9. **Visit to David Rips’ Private Library** – President Pearson, Trustee Thomas and Director Fjeldsted visited the private library of David Rips on Myland Avenue. Trustee Thomas stated that David Rips is a true collector and President Pearson noticed the many impressive science books in his collection, as well as some first edition books from the 17th Century.
10. **Library Park Tree Walk** – Director Fjeldsted said that the signs identifying the trees have been installed and that the tree walk map will go up on the Library’s and Friends’ websites.
11. **Bev Engler Memorial Bench** – Director Fjeldsted said that this has become a very popular feature of the Library Park and that he wrote an article about it for a local paper and the Friends’ website.
12. **Book to Action Grant and Replanting of Plants in Library Park** – Director Fjeldsted said the Library received a \$3,000 Book to Action grant from the California Center for the Book that was based on water-wise gardening. The plants that weren’t doing very well in the Library Park on Oxley Street are being replaced with some of these funds.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: President Ed Pearson would like to summarize the 4/10/15 Volunteer Recognition Luncheon at the next Trustees meeting on 6/11/15. President Pearson also said that he and Trustee Rick Thomas had attended the “Serving With a Purpose” conference in Ontario, CA where they learned many ideas

for marketing and generating public awareness that he would like to discuss further at the next Trustees meeting.

Trustee: None to report.

City Council Liaison: Mayor Pro Tem Diana Mahmud said that she was very interested to review the School District Project and Initial Study Review that was confidentially distributed, but emphasized that it isn't yet available to be seen by the public.

Friends Representative: Friends Representative Diana McGrail said that the Friends newsletter goes out quarterly and that she is working on outreach for the Technology Endowment Fund that has reached \$100,000. Diana said that the Friends' Bookstore is having a \$1 cookbook sale and that the Friends' Bookstore usually generates \$40-50,000 a year for the Friends.

Trustee Liaison to Friends: None to report.

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

Director of Library, Arts & Culture:

- The Politi Family has developed an offer so the Library can obtain a Leo Politi sculpture to be displayed outside the Library for \$9,000. The Daigle Family, of Ellen's Silkscreening, has pledged \$3,000 towards this acquisition, and the City Council has pledged \$5,800.
- Director Fjeldsted displayed a painting of the Library Moreton Bay Fig tree by Daniel Valdes that was donated by Al Benzoni from the Natural Resources and Environmental Commission and will determine the best place to display it.
- Director Fjeldsted will submit a grant to the Living History Center for a Living History Program on Father Serra.
- Kay Mouradian, who has presented twice before at the Library, will return on 6/25/15 for an Author Night to discuss her book, "My Mother's Voice." Director Fjeldsted said she's a great speaker and does wonderful outreach to the Armenian community.
- President Pearson has asked Director Fjeldsted to create a Draft Policy for the City Librarian to make decisions regarding the discard of broken and surplus equipment.
- Dorothy Cohen will personally purchase a bronze plaque for the "Walking Man" sculpture at the Gold Line Station. The actual title of the sculpture is "Astride Aside." It has never had an ID plaque. Director Fjeldsted has communicated with the sculptor Michael Stutz and the Metropolitan Transportation Authority about the wording and placement.
- There is a filming moratorium around the Library Park for the next few months.

NEXT MEETING: The next regular meeting for the Library Board of Trustees will be on 6/11/15 in the Ray Bradbury Conference Room in the Library at 7 p.m.

ADJOURNMENT: The regular meeting of May 14, 2015 was adjourned at 9:28 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President