



**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**September 12, 2013**



**CONVENE:**

Board President Brendan Durrett called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Ray Bradbury Conference Room on September 12, 2013 at 7:04 p.m.

**IN ATTENDANCE:**

Trustees Present

Brendan Durrett, President  
Ed Pearson, Vice President  
Ann Penn, Secretary  
Andy Lippman, Trustee

Also Present

Richard D. Schneider, MD, Mayor  
Steve Fjeldsted, City Librarian  
Sean Faye, Administrative Secretary

**EXCUSED:** Constance Lue, Trustee

**MINUTES:** The minutes of the regular meeting of July 25, 2013 were reviewed – **MSC: Ed Pearson/Andy Lippman – all approved.**

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Library Cooling Center Policy Draft** – The City Librarian stated that the Board of Trustees approved the Library to be used as a Cooling Center at the last meeting on July 25, 2013. The City Librarian presented the draft of the policy he wrote and Brendan Durrett gave his approval. Ann Penn asked if the Library staff will be required to supervise the possible addition of more patrons and the City Librarian replied that the Library staff will not have to do anything different. Ed Pearson noted that the real purpose is for public awareness in advance of a heat wave. The City Librarian added that in the past the Senior Center has had to stay open later and paid their employees a rate of time and a half. Andy Lippman asked if the Library would stay open later than its usual hours and the City Librarian replied only if the City Manager asked for it in the case of a major emergency.

**MOTION: The Board moved to approve the policy of the Library serving as a Cooling Center. MSC: Ed Pearson/Andrew Lippman – all approved.**

2. **Request by Senior Center to extend Senior Yoga class use of Community Room for another year** – Ann Penn reported that between 18-25 seniors attend this yoga class each Monday morning. The program is well liked, well attended and has a great instructor. It's not an advanced class but ideal for the seniors where the average age of attendees is 65 and up. Brendan Durrett asked if there had been any scheduling issues and the City Librarian replied that there has been little demand for the Community Room on Monday mornings. He added that it's been a good way to help the Senior Center, our next door neighbors.

**MOTION: The Board moved to allow the Senior Center to extend the Senior Yoga class use of the Community Room for another year. MSC: Andy Lippman/Ed Pearson – all approved.**

3. **Request by Sisters in Crime to conduct fundraising activities in the Community Room in December for WriteGirl, a nonprofit organization** – The City Librarian presented a letter by Jeri Westerson, Vice President of the Sisters in Crime asking permission to conduct fundraising activities during their rental of the Community Room in December for their annual meeting. The Sisters in Crime is a mystery writers group that was grandfathered in for the Community Room for one Sunday per month a year in advance. The Sisters in Crime have donated mystery books to the Library in the past and recently they helped publicize the Steve Hodel Author Night. Jeri Westerson couldn't attend the Board of Trustees meeting. Sisters in Crime was allowed to raise funds two years ago for another nonprofit organization. WriteGirl is a nonprofit organization that helps young women become better writers. Brendan Durrett gave his support to this idea.

**MOTION: The Board moved to approve the Sisters in Crime request to conduct fundraising in December. MSC: Andrew Lippman/Ed Pearson – all approved.**

4. **Selection of Library Board of Trustees representative on Community Center Ad Hoc Committee for October 9 at 6:10 p.m. at the Senior Center** – The City Librarian said the purpose of this meeting is to investigate the feasibility of a new multi-generational community center. If it does come about the Senior Center next door could vacate the facility originally intended to be a Library addition. Ann Penn noted that the Library needs extra space and expressed interest in joining this committee. Ann offered to accept a position on the Ad Hoc committee if Andy Lippman would accept her position as a Trustee Representative. Andy Lippman was agreeable to this. Brendan Durrett gave his approval and thanked Ann Penn and Andy Lippman for volunteering.
5. **Request for approval to continue to use Unique Management Services for collections after 90 day trial period** – The City Librarian presented the Board with a report from Unique Management Services that showed the program to be a success. Ann Penn observed that the cash and material recovery was nearly 50 per cent. Brendan Durrett also noticed this and thought this was a very good indication, as without this service the recovery would have been zero. Dr. Schneider had a question about what the "Waives" field meant in the report and the City Librarian replied that it referred to those patrons who presented legitimate excuses to have their fees waived. Dr. Schneider asked if we could determine our use of this service from month to month and the City Librarian answered that we won't need a contract with this company and that we could continue as long as both parties agree to it. The City Librarian didn't anticipate any problems and said that it has proved effective in raising more revenue for the City, which indirectly could help the Library's budget. He added that the recovered books have been returned to the Library's collection. More importantly it makes the Library better stewards of public property. It's also the same service used by the Pasadena, Glendale and Los Angeles Public Libraries. Ed Pearson asked if there had been any complaints to which the City Librarian replied that he had not received any phone calls, letters, or other complaints about it. He also said he wrote a press release about the collection service which was in the "Review" and on the Library website. Ann Penn suggested that we continue to use this service to get a better idea of its true effectiveness. Brendan Durrett was also in favor of continuing this service.

**MOTION: The Board moved to continue using Unique Management Services. MSC: Ed Pearson/Andrew Lippman – all approved.**

6. **Proposed Discard of Library Equipment** – The Board was presented with the two pieces of equipment the Library would like to discard, an iPhone that was provided to the City Librarian from the City and a shredder in the Technical Services department that no longer works properly.

**MOTION: The Board moved to discard the proposed equipment. MSC: Ed Pearson/Andrew Lippman – all approved.**

#### **DISCUSSION ITEMS:**

1. **Possible Library Hours for Thursday Nights** – The City Librarian has heard from numerous patrons, particularly on the Thursday evenings when there is an Author Night that they would like the Library to remain open on Thursday nights (the Library currently closes at 6:00 p.m. on Thursdays). Brendan Durrett asked if the City Librarian wanted to change the hours with another day. The City Librarian replied that the Library is already open on Monday, Tuesday and Wednesday nights but that he would like to gather the opinions of staff. Brendan Durrett agreed that it would make sense to keep the Library open at night when the Farmers' Market is active and hundreds are in the immediate vicinity. Ann Penn asked if there would be a need for additional staff and what that financial impact would be. The City Librarian said that he didn't anticipate any problems, but that he would consider the checkout, gate and reference figures and statistics to see if this idea would be worthwhile. He added that it could be good to spread the open nights at the Library across the week and adapt the Library's schedule to the needs of the community. Brendan Durrett asked for this to be revisited at the next Board of Trustees meeting in October as an Action Item.
2. **Children's Hour artwork installation** – The Children's Hour artwork has been installed and Donna Williams has committed to touching up the artwork, now that it has been hung. Steve has written articles for the *South Pasadena Patch* and the *South Pasadena Review*, in addition to the article he wrote about Merrell Gage for *The Quarterly*. Dana Gioia, former chairman of the National Endowment for the Arts, came to see the artwork and pledged to help the Library. He has donated some of his books and was asked to do an Author Night at some time in the future.
3. **Setzler/South Pasadena Beautiful Library Patio Furniture Purchase and Installation** – The furniture is complete and ready to ship from Creative Pipe, Inc. in Oregon. Petrie Wilson of South Pasadena Beautiful has made the final payment. Once Public Works determines where they want it shipped, they can install the furniture according to their schedule.
4. **Proposed Ribbon Cutting Event Date for Artwork/Patio Furniture Installation** – Petrie Wilson of South Pasadena Beautiful would prefer the Ribbon Cutting to take place when the Setzler family is in town. Brendan Durrett suggested it be held on a weekday to solicit more City employees to attend. The City Librarian said the furniture could arrive in two days, but it will take longer to obtain the plaque. Dr. Schneider asked if it would be better to drape the artwork in a veil for the ceremony, to which the City Librarian replied that the event could be called an "unveiling" rather than a "ribbon cutting." Ann Penn will work with South Pasadena Beautiful to determine which date would meet their needs while also including the desires of the Setzler family. The City Librarian offered a new date of October 16, 2013 at Noon as a placeholder in the mean time.
5. **Language for Plaque Acknowledging Donors for Artwork/Patio Furniture Installation** – The City Librarian said the plaque that we currently have doesn't acknowledge anyone and that he will need to research the language of the Romine Trust and Mullen Estate. Brendan Durrett said that the new plaque should be modeled on the plaques from the South Pasadena Beautification Project Phase I. Ann Penn added that the order of names should be changed and that Romine and Setzler

families should be acknowledged first, followed by South Pasadena Beautiful. Andy Lippman agreed. Ed Pearson said that Brendan Durrett should be the only officer of the Library Board of Trustees identified.

6. **Moon Festival in Library Park on October 5<sup>th</sup>** – The City Librarian said that the Moon Festival has been a great event for the Library and the City to partner with the South Pasadena Chinese American Club. Public Works will help set up for the event this year. Hundreds of people are anticipated to come to the Festival, held in the Library Park on 10/5/13.
7. **Certified Annual Report from L.A. County Auditor’s Office for Measure L Property Tax Proceeds Eligibility** – The City Librarian reminded the Board that Cathy Shepherd has been our consultant at Community Economic Solutions. The new CPI figures should be available for the next City Council meeting. The certified tax rolls have not arrived from Los Angeles County Assessor’s Office.
8. **Conveying Library Parking Needs in the event of a sale of Unified School District land** – The City Librarian presented information that the South Pasadena Unified School District is considering two proposals from developers for construction projects in their parking lot. Dr. Schneider thought that the Library Board of Trustees could make a compelling argument on behalf of the need for Library parking. Ed Pearson asked to be informed of when the next school district meeting will take place. Brendan Durrett asked for this to be a Discussion Item for the next meeting in October.
9. **Lee Stetson/John Muir Living History performance on November 9 at 3 p.m. and partnership with SPUSD and Sierra Club** – This event has been postponed twice. The new date of November 9 may even be an improvement as it could help attract more young people during the school year than it could during the summer. Lee Stetson received top billing for portraying John Muir in Ken Burns’ documentary, “The National Parks: America’s Best Idea.” The City Librarian has been in contact with Steven Seaford at the South Pasadena Unified School District and was able to reserve the SPUSD parking lot for the day, as well as lay the foundation to encourage teachers to recruit students for the event. The Sierra Club will conduct an essay contest on John Muir for 4<sup>th</sup> graders.
10. **Library CPI Staff Report for City Council** – The City Librarian announced that according to the CPI Report for July 2012-13 there has been a 1.4% annual increase for consumers for Los Angeles, Long Beach and Orange County. The City Librarian thanked Dr. Schneider and said that our budget is in good shape and that the CPI is not an issue at this time. Ann Penn asked when the next Measure L Library Special Tax vote would be and the City Librarian replied it will be in 2015.

**CORRESPONDENCE AND COMMUNICATIONS:** None to report.

**REPORTS:**

**Board President:** None to report.

**Trustee:** Ed Pearson discussed a brochure he found for “A Library Sprouts Overnight” which gives information regarding the Little Free Libraries, which are small display cases at homes that allow people to donate or take a book. Brendan Durrett noted that these Little Free Libraries are occurring across the country and possibly the world. The City Librarian said there is one on Oak Street that made a donation to the Friends of the Library after their opening party. Ed Pearson added that you can go to the website [www.bookcrossing.com](http://www.bookcrossing.com) to see where donated books end up.

**City Council Liaison:** None to report.

**Friends Representative:** None to report.

**Trustee Liaison to Friends:** None to report.

**City Librarian:**

- The City Librarian asked the Library Board of Trustees for permission to show the 1978 movie "Halloween" filmed in South Pasadena. It is one of the most successful independent films of all time. There will be a "Halloween" convention in Pasadena in November and a Haunted House event is also scheduled at the Fremont Center Theatre in late October. The Library showed "The Blair Witch Project" last year and did not receive any complaints. This could be a very big event for the Library, and the Friends of the Rialto have expressed interest in helping us promote it. Special guests may be invited and rules would be set in place to prevent those under 17 from attending without a parent.
- The Friends of the Rialto will also be partnering with the Library for promotion of the showing of Sunset Blvd on 9/26/13.
- The Friends are contributing "South Pasadena: A Centennial History, 1888-1988" by Jane Apostol to the Cultural Heritage Foundation's time capsule. The Meridian Ironworks Museum has donated a landmarks brochure. The City Librarian suggested to the Board that any further recommendations for donations should be made to Glen Duncan who is coordinating.
- Tom Peak will present an exhibit of his father, Bob Peak's work on 9/19/13 along with his author night presentation. Bob Peak was called the "Father of the Modern Movie Poster." Tom Peak will show a ten minute film, a power point presentation of his father's artwork, including many "Time" Magazine and "TV Guide" covers, and other examples of his artwork will be on display on easels.
- On 9/26/13 the Library will screen "Sunset Boulevard," featuring South Pasadenan William Holden. Stefanie Powers will pay tribute to William Holden, as well as sell copies of her book, "One From the Hart," but we are still waiting to hear back on her availability. Tom Zimmerman will give the introduction for "Sunset Boulevard" and David Lyons, who provided the professional audio/visual equipment for the "Ride the High Country" screening will be doing so for this event. Paramount Pictures has provided the Library with permission to use "Sunset Boulevard" posters and stills.
- There were 195 people in attendance for the Steve Hodel Author Night on 8/22/13.
- On 8/29/13 the Marjorie Lord Author Night was attended by 65 people, including Councilmember Joe who raved about the event. Angela Cartwright, who portrayed Marjorie Lord's daughter on "Make Room For Daddy," was also in attendance.
- The Black Tongued Bells concert, sponsored by the Library and SPARC, performed in the Library Park on 9/5/13 to 100.
- The Library is pleased to announce that we have a new volunteer, Andrew Grafton. Andrew has an Associate's degree in Library Science from PCC and has volunteered at the South Pasadena High School Library. The City Librarian will be his supervisor and Andrew will do various tasks inside and out of the Library Administrative office.

**NEXT MEETING:** Next meeting of the Library Board of Trustees will be held on 10/10/13.

**ADJOURNMENT:** The regular meeting of September 12, 2013 was adjourned at 8:32 p.m.

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

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

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President