



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
October 8, 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 October 8, 2015 at 8:00 p.m.

IN ATTENDANCE:

Trustees Present

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

Also Present

Mayor Pro Tem Diana Mahmud
Steve Fjeldsted, Director of Library, Arts &
Culture
Sean Faye, Library Administrative Secretary

EXCUSED: Andy Lippman, Trustee

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

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Request for Approval of Draft Library Board of Trustees Annual Report, FY 2014-15** – Library Board of Trustees President Ed Pearson presented the Draft Library Board of Trustees Annual Report for Fiscal Year 2014-15, which included changes recommended by the City Clerk's Office. Secretary Ann Penn took exception with the first sentence of the second paragraph that stated that the Library Board of Trustees "monitor Library operations and performance." Vice President Constance Lue agreed with Secretary Penn that use of the word "monitor" suggested oversight, and asked if the Trustees are fulfilling all of their responsibilities. Mayor Pro Tem Diana Mahmud read from the South Pasadena Municipal Code regarding the Library Board of Trustees' powers and duties. Director of Library, Arts and Culture Steve Fjeldsted said the by-laws are included in the Library Board of Trustee manuals that were distributed earlier in the year. President Pearson asked to review these by-laws at the next Trustees meeting on 11/12/15. Mayor Pro Tem Mahmud suggested that President Pearson delete the sentence in question before Secretary Penn presents the report to the City Council on 10/21/15.

Motion by Library Board Vice President Constance Lue, seconded by Trustee Rick Thomas, to approve the Draft Library Board of Trustees Annual Report, FY 2014-15 with the discussed amendment.

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

2. **Request for Approval by Sisters In Crime to serve white wine at their Annual Holiday Meeting on December 6, 2015 in the Library Community Room** – Director Fjeldsted recommended that the request be approved as the Sisters In Crime have a positive track record and their requests to serve white wine for their Annual Holiday meetings have been approved before.

Motion by Library Board Trustee Rick Thomas, seconded by Secretary Ann Penn, to allow the Sisters In Crime to serve white wine at their holiday meeting on December 6, 2015 in the Library Community Room.

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

President Pearson asked about the status of the sub-committee that was established to reconcile the issue of allowing white wine to be served in the Community Room. Secretary Penn suggested for the white wine sub-committee to meet with the City Attorney. Director Fjeldsted said that the City Attorney has asked for any sub-committees formed by the Library Board of Trustees to include the Library Director. Mayor Pro Tem said that the City Attorney would offer legal advice on the draft policy created by the sub-committee, but that she wouldn't actively participate in its crafting. Mayor Pro Tem Mahmud requested that any new policies on the serving of alcohol in the Community Room would need to be approved by City Council.

President Pearson asked that the possibility of a special meeting to discuss the white wine policy be added to the agenda for the next Trustees meeting in November.

3. **Southern California Edison requesting 1 day Library Closure for Power Pole Replacement on Date to be determined** – Director Fjeldsted said that Southern California Edison had sent a notice with a week's lead time that the Library would be without power on the day the Community Room was scheduled to be used by the Restoration Concert Committee. Director Fjeldsted was able to get the date pushed back to Sunday, October 18, 2015, as the service Southern California Edison intends to perform needs to be done on a Sunday as the South Pasadena Post Office power will need to be turned off. Sunday is a very busy day at the Library, and despite Director Fjeldsted's attempts to get the date of the closure delayed until after the November 3 General Election, this was the furthest Southern California Edison could postpone their maintenance.

Motion by Library Board Secretary Ann Penn, seconded by Vice President Constance Lue, to close the Library on 10/18/15 as requested by Southern California Edison for a planned power outage.

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

DISCUSSION ITEMS:

1. **Library Operations Study** – Director Fjeldsted said that City Manager Sergio Gonzalez, Principal Management Analyst Margaret Lin and he interviewed two candidates for the position of a consultant for both the Library Operation Study and the next Library Strategic Plan. Joe Matthews, who had been recommended by former Library Operations Study consultant Joan Frye Williams, was selected. Joe Matthews will visit the Library next week and will soon meet with the Library staff, the Library Board of Trustees, and many stakeholders to continue work on the Library Operations Study.

2. **September 15, 2015 Library Flood Aftermath** – Director Fjeldsted said that the Library had to be closed for two days due to flooding caused by the heavy downpour South Pasadena received on 9/15/15. Technical Services, the Friends Bookstore sorting room, the Teen Room and the main reading room were affected, but the Children’s Room suffered the worst. The City’s Insurance carrier inspected the damage and hired a company, ATI, to assist in the clean up. Director Fjeldsted added that no Library collections were damaged by the flooding.

Director Fjeldsted said that the Library Supplemental Budget for \$6,000 request for re-grading of the Library Park to eliminate flooding was approved in the FY 15/16 Budget, but that it is now estimated to cost around \$450,000. Director Fjeldsted said he is working with the City Manager and Public Works to get this issue resolved as quickly as possible as weather forecasts are predicting much more rain in the coming Autumn and Winter months. Mayor Pro Tem Mahmud has asked Public Works Director Paul Toor to prepare more sump pumps in the interim to prevent future damage.

3. **Children’s Services Flooding Issues** – Director Fjeldsted said the Children’s Room was closed to the public until 10/7/15. All the books and shelves were taken out and stored in a 50 ft. cargo container while a temporary carpet was installed. A permanent carpet will not be installed until Library Park drainage issues are resolved.
4. **Postponement of the Leo Politi Art Exhibit and Sculpture and Painting Installation** – Director Fjeldsted said that some of the planning aspects, including which artworks to be donated by the Politi Family and installed in the Library, have fallen behind. The Politi family has decided to postpone the planned art exhibit and sculpture and painting installation until sometime in early 2016.
5. **Measure L** – Director Fjeldsted said the Measure L Committee meets every Monday and has continued its outreach and publicity with particular focus on absentee voters. Yard signs are going up, bookmarks have been printed, the Measure L website and Facebook accounts are live, on air website ads on KPCC are up, and about \$16,000 has been raised. Banners will soon be posted on Fremont and Oxley Street and displayed by businesses on Mission Street.
6. **Goal 3 of Library Strategic Plan, 2011 to 2015** – Director Fjeldsted said the purpose of Goal 3 of the Library Strategic Plan, 2011 to 2015 is to improve the availability of materials that reflect community needs and local culture. President Pearson noted the many programs the Library presents on local authors and musicians. Director Fjeldsted added that he is looking for ways to continue to expand the objectives of Goal 3 by providing more local history information on the Library’s website, as well as developing patron suggestion forms that can be submitted online.
7. **Server Migration on November 25, 2015** – Director Fjeldsted said that City Hall and the Library will be closed to the public on 11/25/15 for server maintenance. Library staff has to the option to work or take personal leave time for that day.
8. **CENIC Broadband Project Application** – Director Fjeldsted said that his work toward applying to the CENIC Broadband Project, which would connect the library to the CALREN Network’s high speed broadband, is entering the second phase. Acorn, the City’s IT firm, is researching estimates for needed hardware. As it stands the Library’s Wi-Fi coverage is very limited, has dead spots, and often crawls to a halt after school hours and at other times.

9. **Library Staffing** – Director Fjeldsted said that Ann Palmer has been hired as the new Part Time Administrative Office Clerk II and that four new Substitute Librarians have also been hired. The Part Time Support Services Clerk II vacancy has been re-filled by the same employee who originally resigned from the position. Director Fjeldsted added that a Full Time Temp remains in the Adult Services Senior Library position.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: President Pearson reminded the Board of the California Library Association Annual Conference in Pasadena will be held the first weekend of November and encouraged all to attend. President Pearson then distributed an article he found entitled “Banned Books Week Champions Challenged Literature.”

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 that the City Council recognized Dorothy Cohen who purchased a bronze plaque for the so-called “Walking Man” sculpture, officially named “Astride Aside,” near the Gold Line Station. Dorothy Cohen will soon return to her position as co-coordinator of the Friends Bookstore.
- Director Fjeldsted reported that the Library staff has requested to wear book-themed Halloween costumes. This request was approved last year and Director Fjeldsted will consult the City Manager.
- The Friends \$1 Book Sale on 10/8/15 earned more than \$3,000.
- New York Times best-selling true crime writer Steve Hodel will return for an Author Night on 11/5/15 to present his new book “Most Evil II” in which he offers new proof his father George Hodel was the Zodiac Killer in addition to being the Black Dahlia murderer.
- Director Fjeldsted is making attempts for Kareem Abdul Jabbar to present an Author Night to promote his new book about Sherlock Holmes’ brother Mycroft.
- The Friends are asking for input from Library Senior staff as they assemble their new budget.

NEXT MEETING: The next regular meeting for the Library Board of Trustees will be on 11/12/15 at 7 p.m. in the Ray Bradbury Conference Room in the Library.

ADJOURNMENT: The Regular Meeting of October 8, 2015 was adjourned at 9:32 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President