



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
April 10, 2014



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 Library Conference Room on April 10, 2014 at 7:06 p.m.

IN ATTENDANCE:

Trustees Present

Brendan Durrett, President
Ed Pearson, Vice President
Constance Lue, Secretary
Ann Penn, Trustee

Also Present

Steve Fjeldsted, City Librarian
Judy Hartman, Friends Endowment Treasurer
Carolina Clark, Day One
Sean Faye, Library Administrative Secretary

EXCUSED: Andy Lippman, Trustee
Richard D. Schneider, MD, Councilmember

MINUTES: The minutes of the regular meeting of March 13, 2014 were reviewed – **MSC: Constance Lue/Ann Penn – all approved**

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Approval of the most recent schedule of LBT meetings related to the Library Operational Study** – Steve Fjeldsted reminded the Board that the Library Operational Study Consultant, Joan Frye Williams, has had a family health situation and that the dates for these special LBT meetings have changed several times. The new dates for these meetings are Wednesday, April 16, 2014 at 7 p.m. in the Library Community Room; Thursday, May 8, 2014 at 7 p.m. in the Amedee O. “Dick” Richards Council Chambers at South Pasadena City Hall (which will coincide with the next regularly scheduled LBT meeting); and Monday, May 19, 2014 at 7:30 p.m. in the Amedee O. “Dick” Richards Council Chambers at South Pasadena City Hall.

MOTION: Ed Pearson moved to approve the most recent schedule of LBT meetings related to the Library Operational Study. MSC: Ed Pearson/Constance Lue – all approved.

2. **Approval of Library FY 2014/15 Proposed Budget** – Steve informed the Board that with the improving economy the actual Budget numbers have changed very little from year to year and that the 2014/15 Budget has not been approved yet. Steve said that the City will pay for computer upgrades for all City departments. Additionally, Steve said that \$6,400 was discovered in a Public Library Foundation account that the City has had for some time. The funds in this PLF account can be used for any purpose and there are no plans at this time to spend it yet. Brendan suggested that the decision of what to spend these funds on should wait until the results of the Library Operational Study are released. Steve thought the funds should be used for something technological and announced that he and Senior Librarian Barbara Posner will be attending a SirsiDynix regional meeting soon. Steve also mentioned the Supplemental Budget Requests he will submit, including a request to hire a Library Intern for a paid position, as well as requests to

fulfill the Capital Improvement projects such as new carpets for the second floor of the Library and new Audio/Visual equipment for the Community Room.

Ann Penn asked the Board to approach the Restoration Concert Committee for a donation towards the new carpeting of the second floor, which has been estimated to cost \$45,000, since one of the Restoration Concert Committee's aims is to improve the Community Room. Judy Hartman said Ann Messana, President of the Friends, would be the best one to contact regarding this matter and Brendan Durrett offered to send her an email. Steve said that there is no money currently allotted in the Proposed Budget for new carpeting, but he would like to ask the City for the funds first. Brendan agreed to see wait for the City's response to that request and then approach the Restoration Concert Committee if the City doesn't approve.

MOTION: Ed Pearson moved to approve the Proposed Library Budget for 2014/15, including, as presented, the Supplemental Budget Requests for a new A/V system, new carpet, and the office intern position. MSC: Ed Pearson/Brendan Durrett – all approved.

3. **Day One Request to sell DVD's at their 5/30/14 Community Room Event** – Steve introduced Carolina Clark, Director of Prevention Programs at Day One and a member of a local coalition called Healthy South Pasadena, which will be renting the Community Room on May 30, 2014 to show the documentary, *Hungry for Change*. This film depicts how advertising for unhealthy food affects the public. Carolina explained that the director will be present to conduct a discussion after the film and he would like to sell copies of the DVD after the event.

Brendan Durrett noted that authors have customarily been allowed to sell copies of their books at Library sponsored events. Ann Penn asked if there are bylaws for the Community Room regarding the sales of books and DVD's. Steve replied there are, and such sales are not permitted without the permission of the Library Board of Trustees, and are decided on a case-by-case basis. Steve added that if the Trustees approve, he will also need to ask the City Manager but past practice has been that requesting groups have been invited to ask the Board for permission so they can decide on a case-by-case basis. Steve asked Carolina if the documentary director's appearance was contingent on selling DVD's, to which she replied that it is not.

MOTION: Ed Pearson moved to allow the filmmaker to sell DVD's at the Community Room event on May 30, 2014. MSC: Ed Pearson/Brendan Durrett approved – Ann Penn/Constance Lue abstained. Ann Penn asked for an opportunity to review Robert's Rules of Order and to follow up with Carolina Clark. Brendan Durrett asked for Day One's request to be an Action Item for next month.

[Carolina Clark left the Library Board of Trustees meeting at 7:17 p.m.]

4. **Proposed Surplus Discard of Community Room Floor Mat** – Steve requested that the Board authorize his request to throw away a floor mat in the Community Room, as it has become a trip hazard. Ed Pearson asked if there could be blanket authorization for such requests. Steve replied that it is City policy to formally ask permission of the Board to discard City property.

MOTION: Ed Pearson moved to discard the Community Room Floor Mat. MSC: Ed Pearson/Constance Lue – all approved.

DISCUSSION ITEMS:

1. **Library Operational Study** – The next meeting for the Library Operational Study is scheduled for Wednesday, April 16th at 7 p.m. in the Library Community Room. Joan Frye Williams will join the

meeting remotely and Joe Quintana will set up a phone line. There will be a dry run for the equipment earlier in the day. The meeting itself will be similar in format to the first meeting held with Joan Frye Williams in the Library Conference Room on 2/13/14.

- 2. Volunteer Recognition Luncheon Follow-Up** – Steve praised this year’s Keynote Speaker, Charles Fleming, who sold more books that he had with him and made arrangements to later deliver a shipment of his book “Secret Stairs” sent to the Library for those who had to wait for their copies. Ann Penn agreed that he was great, but expressed her disappointment that other members of the Board didn’t help more to clean up after the luncheon. Brendan admitted that cleaning up had been complicated by the Artwork Unveiling that occurred immediately after the luncheon, and said there will not be another event scheduled after future Volunteer Recognition Luncheons. Ann agreed with this as she felt that this year’s honorees had been slighted by attendees leaving the luncheon early to go to the Unveiling. Steve said that this year’s Volunteers of the Year, Kristen Dube and Donna Potts, would be honored by the City Council, something that had not been done before. Otherwise, Ann thought the Volunteer Recognition Luncheon brochure was beautiful, but that the print was too small. Steve acknowledged this as something to be aware of when preparing for next year’s luncheon.

Steve mentioned that he met Yvonne Voisin's son at D&S Printing while getting the brochures printed. Yvonne Voisin passed away last year and was a former President of the Friends of the South Pasadena Public Library. Steve gave her son Mike four copies of the brochure, in which a page was dedicated to the memory and service of his mother.

- 3. Consideration of Suggestion to hold Volunteer Recognition Event when young volunteers are not in school** – Maida Wong, the Children’s Librarian, received comments from the parents of young volunteers that they should be included in future Volunteer Recognition Events. The Volunteer Recognition Luncheon is typically held on a Friday afternoon when these young volunteers are in school. Steve said there are between 50-100 young volunteers. Ed Pearson wanted to make sure these volunteers are acknowledged and offered the possibilities of a pizza lunch or have a certificate made for them in the future. Steve offered the suggestion that instead of certificates, gift cards for frozen yogurt could be given. Brendan thought it would be best to solicit ideas from Maida and asked that this be a Discussion Item for the next meeting.
- 4. Eclectic Music Festival on Library Carnegie Stage, 5/3/14** – Steve said the line-up for this year is very impressive and that the Library will be the most premier venue during this year’s Eclectic Music Festival. Eliza and Tony Gilkyson will be the headliners, and Rick Shea, Grammy®-winner Billy Childs, South Pasadena resident Elliot Caine and Loafer’s Glory are scheduled to perform a mixture of country, rock ‘n roll and blues. Bob McClain, a Boy Scout leader in South Pasadena, will be the sound engineer for the day. Posters and publicity are being developed and the website for the festival is up and running. The Rotary Club and the Friends have each provided grants of \$1,000 and the Chamber of Commerce will provide a \$2,000 grant for the headliners.
- 5. Assigning at least one Trustee to attend 4/23/14 City Council Budget Meeting** – Steve will be out of town that evening to attend a memorial service, but suggested to the Board that Trustees can make public comments at this meeting. Brendan Durrett volunteered to attend and Steve said he would inform the City Council.
- 6. South Pasadena Santa Fe Railroad Depot exhibit at Library** – The South Pasadena Santa Fe Railroad Depot exhibit is up and was a cover story last week in the *South Pasadena Review*. With the help of Tom Lake Construction, the original train depot sign was installed near the Library entrance, where it will stay until the end of April. The City Council has recognized Fletcher Swan for his donation.

7. **Staff and Volunteer Parking in SPUSD lot** – Steve reported that there have not been any updates. Superintendent Shapiro said on the day before he retired that he would send to us the page of the proposed contract with the potential developer with our request, but it has not been received. Steve suggested that the Board meet with the new Superintendent, Jeff Yantz, to discuss the subject further. Brendan said he is available any weekday during the middle of the day. Steve said he would follow up on this.
8. **Letters Advocating support for Statewide Library Initiatives** – Steve already sent out his letter and sent the Board a sample letter of support for the Broadband Initiative. Steve reminded the Board that there is \$3.25 million in the Governor’s budget for the Broadband Initiative. He continued by saying how impressed he was to hear Senator Carol Liu speak about the push for a new Library Construction and Bond Act as recently Steve attended a Library Roundtable with other Library Directors and supporters who asked for a State response to the issue of homelessness because of its effects on libraries. The consensus from Library Directors was that there is no safety net in place for these people and no place for them to go. Senator Liu has been very supportive of libraries and this was her second meeting for library issues since taking office. Ed Pearson noted that these letters are due by 4/16/14.
9. **New California State Librarian Greg Lucas** – For the last year and a half Gerry Maginnity served as Acting State Librarian. The Governor appointed Greg Lucas to serve, even though he does not have a Master’s Degree in Library Sciences. Mr. Lucas still needs to be approved by the State. Steve expressed that while he was surprised at the appointment he is eager to meet with him and said that there are thousands of librarians practicing without degrees.
10. **Formation of Library Measure L Committee** – Steve said this item will be on every Agenda for the foreseeable future. He suggested Sally Kilby, along with Harry and Clarice Knapp to serve on the committee, as they each served on the committee four years ago. Steve also thought Philip Putnam would be a great addition to the committee. Steve asked the City Attorney if he could serve on the committee and he was informed that he could serve as a private citizen, not as City Librarian even though he no longer resides in South Pasadena. Ann Penn agreed with these suggestions and thought they would be great for building support for the Measure, as well as raising money for the campaign. Ann also offered Margaret Leong as a potential member – of this committee as she still has materials from the last campaign. Ann would like this committee to be operational before August and said that now is the time to put together the leadership and form the committee and also put together a timeline for action and to publish regular letters in the *South Pasadena Review*. Ed Pearson asked if the person elected to chairperson would determine who’s on the committee and Ann replied that it’s not one person’s responsibility. Ann said that between now and the next meeting that other suggestions for people who could serve on this committee should be compiled and that this should be the first Discussion Item for the next Trustees meeting. Steve added that the Library has worked with virtually every community group in South Pasadena and that an infusion of more young people to take par would be helpful.

CORRESPONDENCE AND COMMUNICATIONS: None to report.

REPORTS:

Board President: None to report.

Trustee: None to report.

City Council Liaison: None to report

Friends Representative: Judy Hartman said that there are several new people serving on the Friends Board and that there is a lot of enthusiasm. She is aware that there is not enough storage for used books and that the Friends are looking into this for solutions.

Trustee Liaison to Friends: None to report.

City Librarian:

- On 4/14/14 the Library will partner with Vroman's Bookstore for an Author Night with Emma Donoghue as part of her book tour for her latest, "Frog Music." There will not be an honorarium for this author.
- On 4/17/14 there will be a celebration and art exhibit to honor South Pasadena resident Nelbert Chouinard, an artist and educator who founded the Chouinard Art Institute which would later grow into Cal Arts. A documentary which has never been shown in a public forum about a young man who received training from the Chouinard Art Foundation, "Curly," will be presented on the giant new movie screen. This will be followed by a panel discussion led by Michele Deziel, which will include eight Chouinard artists such as Larry Bell, who appears as a cut-out on the cover of the Beatles' "Sgt. Pepper's Lonely Hearts Club Band," as well as Jon Van Hamersveld, who designed the album covers for the Rolling Stones' "Exile on Main Street" and the Beatles' "Magical Mystery Tour."
- On 4/24/14 South Pasadena resident Jill Gold Wright will present a Music Author Night inspired by her book, "Creating America on Stage." She will be joined for live jazz by vocalist Andrea Baker and her saxophonist husband Steve Wilkerson. Steve Fjeldsted will be away during this time, so Sean Faye and Scott Van Sant from the Friends Board will run the event. Steve may be back for the end.
- Mark Hatch, who will be playing at the Eclectic Music Festival, will donate 1500 jazz CDs to the Library's collection.
- The Library received a \$5,000 grant from the State Library for the Books 4U which this year is geared towards educators and CORE related subjects.
- Steve is writing an article for the next issue of *The Quarterly* on Nelbert Chouinard.
- We are now displaying our collection of the "Self-Growth" collection self-help books for which the Rotary Club donated \$1,500 and the Friends contributed \$1,000.

NEXT MEETING: The next meeting of the Library Board of Trustees will be a Special Meeting for the Library Operations Study held on 4/16/14 in the Library Community Room at 7 p.m. The next regular meeting for the Library Board of Trustees will be held on 5/8/14.

ADJOURNMENT: The regular meeting of April 10, 2014 was adjourned at 9:11 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President