



**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**March 13, 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 March 13, 2014 at 7:02 p.m.

**IN ATTENDANCE:**

Trustees Present

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

Also Present

Richard D. Schneider, MD, Councilmember  
Sharon Cockroft, Friends Board  
Steve Fjeldsted, City Librarian  
Sean Faye, Library Administrative Secretary

**EXCUSED:** Andy Lippman, Trustee

**MINUTES:** The minutes of the regular meeting of February 13, 2014 were reviewed – Ed Pearson clarified that he hadn't made motions at the last meeting, he had asked others to make motions as chair of the meeting in Brendan Durrett's absence. This has been adjusted in the February 13, 2014 Board Minutes. Ed Pearson added that it would be appropriate to indicate in future reports when someone leaves during the course of a meeting. Brendan agreed that this information should be bracketed.

**MSC:** Ed Pearson/Brendan Durrett – all approved, as corrected.

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. Approval of Special Trustees Meeting in Council Chambers on 3/31/14 at 7 p.m.
2. Approval of Special Trustees Meeting in Library Community Room on 4/28/14 at 7 p.m.
3. Approval of Special Trustees Meeting in Council Chambers on 5/8/14 at 7 p.m. – Ed Pearson stated that the first meeting on 3/31/14 will be the presentation of the Draft Operational Study by Joan Frye Williams, the consultant who is developing the Library Operational Study. The purpose of the second meeting on 4/28/14 will be to review that draft and possibly give input. The third meeting on 5/8/14 will be when the final report is issued. Constance Lue clarified that the outcome of the study would solely be based on the consultant's interpretation of the Library's statistics in respect to the Library's Strategic Plan. Brendan Durrett added that the end goal would be to learn how this Library compares to the standard practices of other libraries of comparable size and economic status. Steve concluded that it would be interesting see what an objective person with a wide angle view would have to recommend.

**MOTION:** Ed Pearson moved to approve the Special Trustees Meetings on 3/31/14 in Council Chambers, 4/28/14 in the Library Community Room and 5/8/14 in Council Chambers. **MSC:** Ed Pearson/Constance Lue – all approved.

4. **Proposed Surplus Discard of Broken Chair Dollies** – Steve Fjeldsted asked for permission to discard three chair dollies from the Community Room that are no longer usable due to too much weight having been placed on them. He added that the broken dollies have been replaced.

**MOTION: Ed Pearson moved to authorize the Library to discard the broken chair dollies.  
MSC: Ed Pearson/Ann Penn – all approved.**

5. **Request to Use Romine Trust Funds for Library FY 2013/14 Capital Improvement Projects, Including Exterior Painting** – Steve asked for a second consideration of the request. The last time this topic was addressed the Board had expressed their preference to use these funds to purchase new computers rather than exterior painting of the Library. Joe Quintana, the City's IT Manager, provided an estimate to Steve that 19 computers for both the public and staff would need to be replaced and would cost \$18,500-\$22,000. Steve confirmed with the City Manager Sergio Gonzalez, who spoke with the Romine Estate attorney, that there were no strings attached as to how to spend the funds, which are approximately \$44,000. The Senior Center had received the majority of Romine Trust Funds and Liliana Torres, the Senior Center Supervisor, provided a lengthy list of what they purchased with them. It included items such as computers for the Senior Lab, blinds for classrooms, and pots and plants for their patios. Steve asked the Board to reconsider using the Romine Funds for three Capital Improvement Projects: exterior painting of the Library, an emergency lighting system, and more storage. Steve noted that the exterior painting of the Library would be important to the community and would last longer than new computers.

Ann Penn asked Dr. Schneider if it was the City's responsibility to have the Library painted and he replied that it is. As a compromise Ann suggested that the Romine Funds could be used for the emergency lighting system and storage needs and that the costs of painting the exterior of the Library should be assumed by the City.

The Board was in agreement that any decisions on how to spend the Romine Funds should wait until the Library Operational Study report is issued, and then pay for the items that have the highest priority.

**MOTION: Ed Pearson moved to authorize the use of Romine Funds for the emergency lighting system and procurement of a storage container. Ann Penn asked to amend the motion as the acquisition of a storage container could be part of the consultant's plan and to focus on obtaining an emergency lighting system with the Romine Funds. Brendan Durrett said that a storage pod was the only quick way of getting more space. Constance Lue asked if the Motion stood. MSC: Ed Pearson/Ann Penn – all approved.**

#### **DISCUSSION ITEMS:**

1. **Calendar of Meetings Related to the Library Operational Study** – This item had been added to the agenda before the dates had been confirmed by the City Manager.
2. **City Budget Calendar** – Steve will submit a Proposed Library Budget for Fiscal Year 2014/2015, preceding independent of the Library Operational Study being conducted. Steve informed the Board that at least 70% of the Library Budget goes toward staffing, and that materials, building and equipment maintenance accounts have remained static. Ed Pearson suggested that someone from the Trustees should be present when the Budget is discussed at the City Council meeting on 4/23/14 and that assigning a Trustee should be an item on the next agenda.
3. **Artwork Unveiling, 3/21/14** – Steve discussed the line-up for the artwork unveiling and said that the Mayor and Mayor Pro Tem will remove the drapery. There will be two pages in the Volunteer

Recognition Luncheon brochure announcing the artwork unveiling scheduled for immediately after the luncheon. The program is intended to be brief.

4. **Volunteer Recognition Luncheon, 3/21/14** – Sean Faye informed the Board that Volunteer hours have been compiled and invitations have been mailed, but only 40 people have confirmed their attendance. Sean will begin contacting those invited directly to see if they will attend. Steve said the bios for this year's Volunteers of the Year, Kristen Dube and Donna Potts, have been completed, as is the text for the brochure. Scott Gandell and Anneline DeCroos of South Pasadena Mercantile are designing the brochure and the final draft will be submitted to D&S Printing for printing. Charles Fleming, the Keynote Speaker, will be selling copies of his book, "Secret Stairs," and this book has also been added to the Library's collection. Steve added that the Proclamation honoring this year's volunteers is being framed at Mission Framing. Constance Lue has dropped off the paper plates, napkins, cups and utensils in Steve's office. Ed Pearson has the decorations and Ann Penn will provide the flowers. Brendan Durrett will be ready with the sandwich order for Papa Don's and he will confirm with Andy Lippman, who was not present, regarding drinks and ice. At Steve's request the City Council will honor this year's Volunteers of the Year at the 3/19/14 City Council meeting.
5. **Public Library Directors Forum** – Steve shared with the Board his experience at the Public Library Directors Forum that was held in Sacramento. There were a hundred library directors present from all over California. Two issues that were discussed were the Broadband Initiative and the Edge Initiative. A state survey held last year revealed that more than half of California libraries have very slow internet connections, and the Broadband Initiative could start to bring high speed broadband service to public libraries across the state. The Edge Initiative could provide software and training to convert library statistics into colorful bar graphs and pie charts to make this information more understandable and persuasive to the public. Constance Lue asked Sharon Cockcroft if the Friends ever do letter writing campaigns for causes. Sharon thought it would be a great idea and promised to address it at the next Friends Board meeting.
6. **Parking** – Superintendent Shapiro's last day will be 3/14/14. Steve asked Superintendent Shapiro for something in writing to guarantee parking spaces for Library staff and volunteers. Steve was informed that there is a contract with a potential developer and that the Library could use a page from that document to see that the School District is requesting 65 spaces for their staff and visitors. Steve also spoke with Councilmember Cacciotti and was told that the School District needs to conduct an environmental report and that the City would have to approve. Steve will follow up on this topic and report what he finds at the next Trustees meeting.
7. **Measure L Committee Formation** – Steve informed the Board that former Mayor Harry Knapp and his wife Clarice have expressed interest in volunteering for the committee. Brendan agreed for the Trustees to discuss this matter further after the Volunteer Recognition Luncheon.
8. **Eclectic Music Festival, 5/3/14** – The line-up has been set but not announced yet. The Friends will donate \$1,000, the Rotary Club approved a grant for \$1,000 and the Chamber of Commerce will donate \$2,000 for the headliners. Folk music star Eliza Gilkyson, who grew up in South Pasadena, will be the headliner. Her brother, Tony Gilkyson, a former rocker and now a folk artist, will be her opening act, and they may do a song together. Their father was musician and songwriter Tony Gilkyson, who many hits, including several for Dean Martin and Disney. Steve is getting the information together for the promotional materials.

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

**REPORTS:**

**Board President:** None to report.

**Trustee:** None to report.

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

**Friends Representative:** Sharon Cockroft thanked the Board of Trustees, but expressed disappointment on behalf of the Friends regarding the Board's decision not to allow artwork to be sold during the Pasadena Arts Crawl. She considered it to be a missed opportunity that could have benefited the Friends of the South Pasadena Public Library.

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

**Representative to Community Center Ad Hoc Report:** Ann Penn reported three potential groups had been vying to conduct the feasibility study to determine the criteria for the new Community Center in terms of cost, location of the site and size. While all groups had been impressive, ICG had been chosen as the representatives. It's a California company consisting of Recreational Planners, Architects and Statisticians had been the most personable and demonstrated an excellence in applying for grants. ICG will conduct surveys, interviews and studies before issuing their report to the Community Center Ad Hoc Committee. Ann reiterated that this new Community Center would not be just for senior citizens, or "active adults," but it would be a multigenerational facility built around the needs of the entire community.

**City Librarian:**

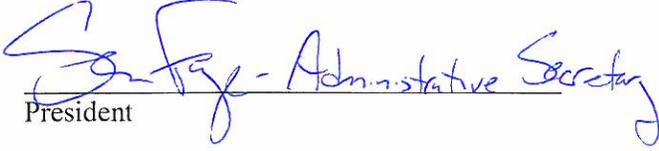
- Steve informed the Board that the Library's event at the South Pasadena Arts Crawl was very successful with 120 visitors and 30 works of art on display. Kendall Reid's cello performance struck the right tone in establishing the ambiance. Steve is considering doing another art show in the Community Room and may revisit the topic of selling artwork again.
- On 3/6/14 the East West Players Theater for Youth performed, "Our American Voice" to an audience of 60 people. Steve received inquiries from other clubs asking to have the East West Players Theater for Youth perform for them. The program will air on channels 19 and 99.
- Steve distributed copies of the cover story of the March 2014 issue of *The Rotarian* that discussed the national phenomenon of Little Free Libraries. Ed Pearson had mentioned his awareness of the success of Little Free Libraries at a Trustees meeting a few months earlier.
- David Misch, a former stand-up comic, is scheduled for an Author Night on 3/20/14 to discuss his "Funny: The Book."
- Valerie Weich will perform a Living History Event on 3/27/14 as Louisa May Alcott in honor of Women's History Month. The South Pasadena Woman's Club will provide refreshments.
- On 4/14/14 the Library will partner with Vroman's Bookstore to present an evening with National Best Selling Author Emma Donoghue and her new book, "Frog Music."
- On 4/17/14 the Library will have an art exhibition, film screening, and panel discussion honoring the work of Nelbert Chouinard, a South Pasadena resident and skilled artist who taught Disney artists and built the Chouinard Art Institute into the top art college on the West Coast in the 1950s and 1960s. A documentary about a young man who received accessible training from the Chouinard Art Foundation, "Curly," will also be shown and it will be followed by a panel discussion led by Michelle Deziel with a distinguished group of artists.
- On 4/24/14 Jill Gold Wright, a South Pasadena resident, will present a Music Author Night based on her book, "Creating America on Stage: How Jewish Composers and Lyricists Pioneered American Musical Theater." She will be joined by several special guests, including live music by Andrea Baker.

**NEXT MEETING:** Next meeting of the Library Board of Trustees will be held on 4/10/14.

**ADJOURNMENT:** The regular meeting of March 13, 2014 was adjourned at 8:25 p.m.

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

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

  
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President