



**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**November 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 November 13, 2014 at 7:04 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  
Richard D. Schneider, MD, Councilmember  
Ann Messana, Friends Board President

**EXCUSED:** Andy Lippman, Trustee  
Sean Faye, Library Administrative Secretary

**MINUTES:** The minutes of the regular meeting of October 9, 2014 were reviewed – **MSC: Constance Lue/Ann Penn – all approved**

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Request by Sisters In Crime to fundraise and serve white wine in the Community Room on December 7, 2014** – The Sisters In Crime were unable to provide a representative to attend the Trustee's meeting, so City Librarian Steve Fjeldsted presented their written request to serve white wine and conduct fundraising at their holiday meeting in the Community Room on Sunday, December 7, 2014. Steve said the Sisters In Crime, a mystery readers' club, have been holding their monthly meetings in the Community Room for many years and have donated mystery books to our Library in the past. Ann Messana noted this meeting will also mark the 25<sup>th</sup> Anniversary of the Sisters In Crime.

**MOTION: Constance Lue moved to allow the Sisters In Crime to serve white wine and fundraise during their holiday meeting in the Community Room on December 7, 2014. MSC: Constance Lue/Ann Penn – all approved.**

2. **Measure L Library Special Tax Campaign Committee** – Steve said this should have been a Discussion Item rather than an Action Item. After reviewing last month's minutes Brendan thought this would be further examined after the holidays.

[Ed Pearson arrived to the Board of Trustees meeting at 7:15 p.m.]

Brendan asked for a list of the people that have committed to serving on the committee and Steve replied that those names could be pulled from the minutes of recent Board of Trustees meetings. Brendan said that Sally Kilby and Philip Putnam have confirmed. Steve added that Reverend Lincoln Skinner of the Oneonta Church, former Mayor Harry Knapp, and Friends Board

President Ann Messana have also volunteered to serve on the committee. Steve will also serve. Brendan expressed interest in also serving and would like to have the roster completed in January 2015. Steve reminded the Board that Measure L will be on the ballot in November 2015. Brendan urged that the language regarding the Municipal Code be edited to reduce vague interpretations.

Ann Penn asked if the Board of Trustees is responsible for approving the selection of the Measure L Committee and Steve replied that they are not. Ann Penn added that all Board members should be involved. Steve said that a lot of materials from the last Measure L campaign may still be in former Measure L Chairperson Margaret Leong's possession. Steve also said there was a lot of discussion last time regarding how many years the ballot initiative should cover as well as whether or not to add a CPI inflation factor. The tax amount per property has remained flat since 1999. Constance Lue asked if a chairperson will be selected prior to the first meeting and Steve replied that one could. Ann Penn emphasized that the Board has a prerogative to select a chairperson ahead of time. Dr. Schneider suggested that an organizing committee of 5-10 people could select the chairperson and Brendan agreed. Ann Messana added that the Friends are holding \$1,900 in surplus funds from the last Measure L campaign and the new treasurer of the Measure L committee will be informed of this. Brendan asked for an organizing committee for Measure L to be assembled and Ann Penn thought this could be done in the next month. In the meantime, Margaret Leong should be approached regarding any archival materials she may have from the last campaign.

3. **Establishing a Sub-committee and Selecting a Date for Special Meeting to review**

**Community Room Policies** – Ed Pearson felt there was a lack of consistency regarding occasions when fundraising and white wine requests are approved for groups using the Community Room. Ed thought it would be sensible to have 2 or 3 members of the Board draft a policy to bring for the Board's approval. Brendan said he wasn't aware of any inconsistencies and Ed replied that these requests have come up so often lately and that it doesn't seem like there's a formula for approval. Constance Lue said that requests of this nature always take a while to deliberate and that these decisions could be expedited if they met certain criteria. She added that other Library issues were not given sufficient time to be discussed because so much time was spent on these requests. Brendan said that the Board has been relying on broad principles to make these decisions and expressed concern about altering the rules too much. Steve said that the Community Room application says that no alcohol, except for white wine, may be served unless approved by the Board of Trustees and that the same applies to requests to conduct fundraising.

Brendan cautioned that the Library has a long history of allowing people to show their work and then sell their works after their programs and that audiences have expected and enjoyed being able to do this. Steve added that filmmakers often donate their DVDs and authors often donate their books. Ann Penn was apprehensive about people using the Community Room as a venue for personal gain. Ed Pearson cited the Board's denial of the Pasadena Society of Artists' request to sell their work and serve alcohol at the Arts Crawl a few months before. Ann Messana said that the money raised from that event could have benefitted the Friends greatly. Dr. Schneider didn't consider selling books or CDs to be fundraising and Steve and Brendan agreed. Brendan repeated that he didn't see the harm in people selling copies of their work from programs in the Community Room and Ann Penn replied that the policy decisions must be clarified. Steve said there is a difference between Library-sponsored events and non-Library events. Ann asked Dr. Schneider if he was aware of any laws to help clarify what is co-sponsored and what is not. Dr. Schneider said the City Attorney would have to be consulted about this. Steve said the Municipal Code doesn't say much except that outside entities who want to sell on City property must get written permission from the City Manager.

**MOTION: Constance Lue moved to establish a Sub-committee on a date to be determined by those involved to review Community Room policies. MSC: Constance Lue/Ann Penn – all approved.**

Ann Penn and Ed Pearson volunteered to form this sub-committee. Ann Messana expressed interest in joining this committee and offered to speak about this topic at the next Friends of the Library meeting. Steve also offered his services to this committee.

4. **Request for Approval of Draft Library Board of Trustees Annual Report** – Ed Pearson presented the draft of the Library Board of Trustees Annual Report that was returned by the City Clerk's office. Ed said the City Clerk's office informed him that his version exceeded the required length, but assured the Board that his conclusions remained the same. Ann Penn suggested that the City Clerk's office provide an outline so the Board of Trustees will know exactly what to prepare for next year. Constance Lue thanked Ed for writing the report on the Board's behalf. Ed said he will present the report to the City Council at their next meeting.

**MOTION: Ed Pearson moved for the Library Board of Trustees Annual Report to be approved for presentation to the City Council. MSC: Ed Pearson/Ann Penn – all approved.**

5. **Draft Exemption Policy for Library Partner Groups who wish to use the Community Room -** Steve said that Community Services Director Sheila Pautsch worked with the City Attorney to compose a draft policy regarding outside groups that want to partner with City departments. It stated that any outside groups who desired partnerships would need the approval of the City Council. This came about because of the many requests to close streets on weekends for festivals, as well as paying employees overtime to honor these requests. Dr. Schneider added that Sheila gets approached by outside groups consistently over such things as reserving use of the Parks and that she needed a policy to determine who to grant access to. Steve said that the Library has partnered with nearly every community group in South Pasadena and felt that some language should be added to state that this policy doesn't apply to the Friends of the Library or any City-initiated partnerships. Steve said he submitted his draft a few weeks ago to the City Hall but that it hasn't been reviewed at the Department Head meeting yet. Steve's main points are to make the Friends of the Library an exception and to emphasize the difference between City-initiated partnerships and those initiated by outside groups. Steve intends to present this draft to the Board at the next Trustees meeting.

## **DISCUSSION ITEMS:**

1. **Friends Briefing by President Ann Messana** – Ann Messana presented an outline of exactly how the Friends of the Library provide support for the South Pasadena Public Library on a daily basis. Ann Messana stated that the Friends are an all volunteer/non-profit organization, with 500-600 members. They are registered as an official 501(c) 3 non-profit which allows people and corporations to make tax deductible donations. The Friends raise funds in four ways: their annual membership drive, the Friends Bookstore, grants, and investments. Ann said that the Friends annually give the Library between \$60-70,000 for various programs, activities, supplies and other resources. Ann added that the Friends Bookstore has raised about \$1,000,000 since its inception in 1982 and is open seven days a week. Ann praised Steve's assistance in writing grants for many programs such as Cal Humanities' City-Wide Reading Project. She said that in 2014 more than 5,000 people attended Friends-sponsored events at the Library, including Author Nights, Film Screenings and Concerts, and the Eclectic Music Festival. Ann also cited the Friends' accomplishment of completing their 10 year commitment to digitize every edition of the *South*

*Pasadena Review* newspaper as well as all South Pasadena City directories. Ann Penn thanked Ann Messana for her report.

2. **City Budget Book FY 14/15** – Steve said the City’s Budget Book for Fiscal Year 2014/15 is available. Budget documents have only been available online for the last few years and were not easily accessible by the public. Copies of the Budget Book are available in the Reference collection, the Checkout collection, in the Administrative Secretary’s office and the City Librarian’s office.
3. **“War Comes Home” City-Wide Reading Project** – Steve received \$1,000 from the Friends’ Annual Budget, \$1,000 from the City, and \$2,000 from CalHumanities to conduct this year’s City-Wide Reading Project. 50 copies of “What It Is Like To Go To War” by Karl Marlantes, a Yale-educated Vietnam veteran who received two Purple Hearts, were made available for checkout. The “War Comes Home” series began on 9/11/14 with a special Remembrance ceremony keynoted by Veteran and playwright, Dr. Bruce Solheim. Local dignitaries including Mayor Khubesian, City Manager Sergio Gonzalez, and Councilmember Dr. Schneider attended as well as the public.

Steve said that in the past CalHumanities Reading Project allowed for a choice of one of four books, but not in this instance. “War Comes Home” is not a book for young people, unlike our previous choices. However, Steve said that part of the impetus of this project was to reach out to Veterans and the Library was quite successful in that.

- 9/11/14 – 9/11 Remembrance Ceremony with Keynote Speaker, Dr. Bruce Solheim.
- 10/22/14 – Screening of *Forrest Gump* with film historian Manny Pacheco.
- 11/6/14 – Book Discussion program with actor, director, and author Duffy Hudson.
- 11/11/14 – Concluding event with “Medal of Honor” author Peter Collier and Sam “The Sham” Samudio.

4. **Sale of South Pasadena History and Landmarks Guidebook** – Steve said that Glen Duncan from the South Pasadena Preservation Foundation asked if the Friends of the Library would want to sell copies of the *South Pasadena History and Landmarks Guidebook* in order to market them to the community. Steve said it was believed that the Friends’ Bookstore was not permitted to sell new items due to rules regarding sales tax and the City is not allowed to sell items for an outside non-profit. The City Attorney and the Friends’ accountant gave their approval for the guidebooks to be sold at the Friends Holiday Book Sale and in the Friends’ Bookstore to benefit the South Pasadena Preservation Foundation and the Friends.
5. **SPUSD Parking Lot letter submitted to the South Pasadena Review** – Steve said that the letter to the SPUSD regarding the Library’s request had been presented to Superintendent Yantz and the prospective developers two months ago at the town hall meeting. There wasn’t a public comment section of the meeting where people could voice their opinions. Steve gave a copy to Bill Glazier, editor of the *South Pasadena Review*, with the hope that it would be published in the newspaper, but that hasn’t happened yet. Steve said there will be more meetings on this subject and he will submit the letter again when it coincides with the next meeting. Steve said it would be beneficial if a Trustee could attend the next meeting, but a date hasn’t been set yet. Constance Lue asked if the parking lot decision will be made by the developers or the School District. Steve replied that it will be the School District’s decision, but that the City will have the ultimate say in the matter.

#### **CORRESPONDENCE AND COMMUNICATIONS:**

#### **REPORTS:**

**Board President:** None to report.

**Trustee:** None to report.

**City Council Liaison:** None to report

**Friends Representative:** Ann Messana said that they have received several large donations recently and that there is a backlog in sorting them. Ann thanked Steve for all of his assistance in picking up these book donations.

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

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

**City Librarian:**

- Steve said that Rick Thomas, a local historian, is retiring from his job on December 15. Steve asked City Manager Sergio Gonzalez if he is interested in having Rick Thomas as South Pasadena Historian. South Pasadena hasn't had a historian since Murray Levy moved to San Diego a few years ago. Rick Thomas said he would be honored to serve in this capacity and also volunteered his service to the Measure L Campaign. He will need to be appointed by the City Council as historian.
- Steve said the Library has received many large donations of books and CDs and that there is a storage problem. An additional storage unit has been rented. Steve has written several articles for the Library and Friends' websites and the *South Pasadena Review* regarding these donations. Steve added that Library Intern Andrew Grafton has been helpful in helping to sort through the many boxes of books to analyze what is already in the Library's collection and what can go to the Friends for their book sale.
- Steve added that Andrew Grafton has also done a wonderful job of distributing flyers for Library events around town and will help with the Friends Holiday Book Sale.
- Steve reported that the City had been interviewing IT firms and a decision has been made. The City's selection will go before the City Council for approval.
- The next Library event will be a Holiday Program on 12/4/14. The Library will show "It's A Wonderful Life" and present Jimmy Hawkins, who appeared in the movie as a child. Secular holiday music will be provided by jazz vocalist Andrea Baker and her saxophonist husband Stephen Wilkerson and the event will be moderated by South Pasadena actor and film historian Dean Ghaffari.
- Steve's suggestion of providing identification plates for each of the 23 species of tree in the Library Park was approved by South Pasadena Beautiful. Dr. Matt Ritter's tree map will be posted on the Library website.
- Steve said that 700-800 copies remain of *South Pasadena: A Centennial History 1888-1988* by Jane Apostol in the Library's storage unit. South Pasadena Beautiful has agreed to include copies of the book as part of its membership drive. Memberships will be sold for \$50 with \$20 from each sale to go to the Friends.
- Steve said that the Library Operations Study has come to a halt due to a family emergency for Library Consultant Joan Frye Williams. Constance Lue asked for the status of the progress report for the Library's Strategic Plan 2011-2015. Steve said that the Library Operations Study was charting the progress of the Strategic Plan. The Library Operations Study contains details showing where we're hitting the mark in the current Strategic Plan. Several candidates are being considered to continue the Operations Study and to come on site and meet with the staff. Brendan expressed disappointment that all the work and momentum that went into the Library Operations Study had ended abruptly and wanted to know if the Board could continue working through it and bypassing the issues that required a consultant. Steve said that a large focus of the Operations Study was based on IT concerns, and that these issues should be addressed once a new IT firm is hired. Steve said that we can continue to work

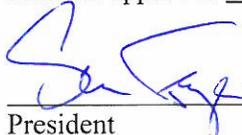
on items cited by the community in the Strategic Plan. Ann Penn was concerned about overwhelming the community when the Board's focus should be on Measure L. Brendan replied that he is concerned since so many months have passed since the last Operations Study meeting and that work has yet to begin on Measure L. Steve said that he thinks a new consultant will be hired soon.

**NEXT MEETING:** The next regular meeting for the Library Board of Trustees will be on 12/11/14 in the Ray Bradbury Conference Room in the Library at 7 p.m.

**ADJOURNMENT:** The regular meeting of November 13, 2014 was adjourned at 8:45 p.m.

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

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

  
Steve - Administrative Secretary  
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President