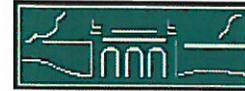




South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
September 11, 2014



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 September 11, 2014 at 7:07 p.m.

IN ATTENDANCE:

Trustees Present

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

Also Present

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

EXCUSED: Constance Lue, Secretary

MINUTES: The minutes of the regular meeting of June 12, 2014 were reviewed and approved at the Library Operations Meeting on July 21, 2014 – **MSC: Andy Lippman/Constance Lue – all approved**

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Measure L Library Special Tax Campaign Committee** – Steve Fjeldsted said that retired City Clerk Sally Kilby and Reverend Lincoln Skinner from Oneonta Church have agreed to join the committee, and that he has asked City Clerk Evelyn Zneimer to join and sent an invitation letter to SPEF. Former Mayor Philip Putnam and Friends President Ann Messana were also reported to have volunteered for the committee. Dr. Schneider asked if Sally Kilby would represent the Chinese-American Club, because if not, someone should. Ann Penn asked if any other members of the Friends would be interested and encouraged Kristen Dube to inquire further. Brendan Durrett suggested that a letter be sent to all South Pasadena organizations, including the Boy Scouts and Girl Scouts, the Youth Commission, the high school and nursery schools. Steve said that this was how the Strategic Plan Stakeholder Outreach list was assembled and that the same contact list could be utilized. Ann Penn added that people involved with the Library should also be approached. Brendan said that invitation letters should be sent first to these individuals and groups and then follow up with phone calls. He continued that leadership positions would be determined at the first core committee meeting. Steve added that decisions about fundraising and publicity could also be made at that time.

Brendan Durrett asked that the draft timeline he created be included in future agenda packets and that this would be re-examined at the next Trustees meeting. This will be an Agenda Item for the 10/9/14 Library Board of Trustees meeting.

2. **Proposed Renewal of Senior Yoga in Community Room** – Ann Penn informed the Board that every Monday morning there are between 20-24 seniors in the Community Room practicing yoga. In addition to renewing this request for another year, Ann asked if it would be possible to schedule an additional day per week for Senior Yoga. Brendan asked Steve if there was flexibility to add

this to the Community Room schedule. Ann said the group would be willing to reschedule their second day in the event of a conflict, such as a film production company needing to use the Community Room.

MOTION: Ed Pearson moved to renew use of the Community Room by the Senior Yoga class for the next year with two days per week with dates to be coordinated between the group and the calendar. MSC: Ed Pearson/Ann Penn – all approved.

Ann Penn asked to amend the resolution to offer Friday as the second date, starting in October. Sean Faye said that Thursday morning would be a better day, as there are often Library events on Thursday evenings for which the take down and cleaning goes late into the night and the Community Room may not be ready in time for Senior Yoga the following morning. Ann accepted having the second day of Senior Yoga on Thursday.

3. **Proposed Surplus Discards** – Steve said that the all the equipment on the list was broken and if the Board approved its discard it would go to the City’s Surplus Equipment auction.

MOTION: Ed Pearson moved to direct the Library to discard the items listed. MSC: Ed Pearson/Andy Lippman – all approved.

4. **Proposed Amending of Community Room Rules to Require LBT Approval for White Wine Consumption at events** – Dr. Schneider had suggested at the 6/12/14 LBT meeting that the Board of Trustees should be the responsible party for giving approval for requests to serve white wine at Community Room events and not the City Librarian. Ed Pearson voiced concern that this could become cumbersome since the Trustees only meet once per month. Ann Penn asked who bears liability and Dr. Schneider replied that the City does. Steve said that the issue has not come up that often and cited the Restoration Concert Series and Friends holiday book sale as examples where he gave his approval for white wine to be served. Brendan said he wasn’t aware that this had become an issue and asked if there was a reason for this to change. Dr. Schneider said that the Trustees would be the more appropriate body to make such decisions and that it would protect the staff. Brendan said that having the City Librarian make such decisions would be more expedient. Ed added that he did not want to set up a meeting each time for this request. Ann Penn suggested that a caveat be added to the Community Room application that would say that permission to serve white wine must be received at least 2-3 weeks prior to the event. Steve said that he was inclined to deny any new requests as he didn’t feel comfortable with the responsibility. Dr. Schneider added this is something that could only get the City Librarian into trouble. Brendan replied that in order to keep an open mind the Board should take responsibility for deciding on these requests from the City Librarian. Ed said that he would favor this change, but urged that they would need to make it clear to anyone requesting to serve white wine that they need to do so far enough in advance for a decision at a regular Library Board of Trustees meeting.

MOTION: Ed Pearson moved to amend the policy to require that the Library Board of Trustees give approval for the serving of white wine at some event in the Community Room. MSC: Ed Pearson/Andy Lippman – all approved.

AMENDMENT TO MOTION: Ann Penn added that the policy should specifically state that these requests need to be submitted at least four weeks in advance. MSC: Ed Pearson/Andy Lippman – all approved.

DISCUSSION ITEMS:

- 1. City-Wide Reading Project “War Comes Home”** – Steve said that the 9/11 Remembrance Event had taken place in the Library Community Room 2 hours before tonight’s Trustees meeting. Dr. Bruce Solheim, award-winning playwright, author and veterans’ advocate, was the keynote speaker. He was joined by Mayor Marina Khubesian, M.D. and City Manager Sergio Gonzalez. Musicians Charles Frichtel and Mark Hatch performed beautiful music at the close of the ceremony. It was an opportunity for attendees to reflect on the events of that day. Copies of “What It Is Like To Go To War” by Karl Marlantes, which is part of the CalHumanities City-Wide Reading Project, were made available for check-out to the public. Steve announced that the City-Wide Reading Project’s theme, “War Comes Home,” will continue with a screening of “Forrest Gump” in the Library Community Room with guest speaker and film historian and author Manny Pacheco on 10/22/14. Duffy Hudson will lead a book discussion for “What It Is Like To Go To War” on 11/6/14. On 11/11/14, Veteran’s Day, Sam “The Sham” Samudio, a Navy veteran who became a Grammy®-winning rock star, will join New York Times Bestselling Author Peter Collier, author of “Medal of Honor,” a book in which he interviewed every living recipient of the Medal of Honor. Steve said there will be lots of publicity and community outreach for the project and the book, which is well-balanced but intended for mature audiences. Ann Penn asked if this book focused only on the Viet Nam War and Steve replied that the Viet Nam War is the main focus, but other conflicts are cited. Some funding for the project came from the Friends, some came from the City budget, and the Library also received a grant from the California Council for the Humanities. There will be many community partners for this project.
- 2. SPUSD Parking Lot Needs for Library expressed at 9/10/14 School Board Meeting** – The School District had an Open House on 9/10/14, and while it wasn’t open to spoken public comments, Superintendent Yantz informed Steve that the Trustees could leave comments written for the School Board and the prospective developers. Brendan and Steve drafted a letter with the Library’s requests of parking consideration for the Library staff, volunteers and patrons. Steve submitted a copy of this letter to the *South Pasadena Review* and the *Los Angeles Register*. Dr. Schneider also expressed the Library’s concerns to Superintendent Yantz. Steve said there were 50-60 people present at the Open House and that the proposed development is ambitious and could have a huge impact on the community. The developers did not provide any literature, but Steve was told there will be a website. Dr. Schneider said the developers are proposing 91 rental units that are 750 square feet with lease rates that are expected to be quite high. Dr. Schneider added that the School District building itself will remain and the proposed development calls for a 99 year lease. Steve said that it’s not easy to find information about the proposed project on the School District’s website and he couldn’t find any condensed outlines.
- 3. Library Special Tax Resolution and Auditor’s Report** – Steve said these annual reports have been submitted and received by the City Council and added to the Consent Calendar. Brendan noticed that the Parcel Tax Revenue is estimated to be a little more what had been budgeted for, but expressed relief that it was not budgeted under their estimation.
- 4. Consumer Price Index (CPI) Report from City Council** – Steve said this was a receive-and-file item. Ann asked if all deadlines had been met and processed and both Dr. Schneider and Steve replied in the affirmative. Steve said that we have a consultant, Cathy Shepherd of Community Economic Solutions, who is responsible for filing these documents. Steve stated that these deadlines do not coincide with Library Board of Trustees meetings.
- 5. Library FY 14/15 Budget** – Steve said that he was mistaken when he informed the Board that the Capitol Improvement Project A/V equipment request had been approved. It was not, and Steve sent the Board an email announcing this correction. However, Finance Director David Batt did confirm

that all other Capitol Improvement requests had been approved and Steve thanked the City Council, the Trustees and the South Pasadena community for their support of the Library's budget. Steve said there will be money coming from the State Library for the first time in many years and that plans for the exterior painting of the Library and replacing the upstairs carpet are underway.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: None to report.

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: Ann reported that Ad Hoc Senior Center Committee has had several meetings with the consultant group the City hired. At the last meeting they presented three possible recommendations for locations. The first possibility is the existing Recreation Parks building including the Maintenance Yard, but not the Recreational Field. Another choice is the office building on the northeast corner of the Library, which would require some remodeling but would come with some underground parking spaces. That building currently has an occupant but the owner may be willing to sell. The last option is a combination of the Orange Grove Recreation Center and another adjacent area, although that seems less likely as a bridge would be required.

There will be a public Open House to meet with the consultants on the morning of 10/18/14 to go over tentative plans. Ann thought it would be a good idea for the Library to make its presence known to the consultant group. Dr. Schneider said the time of that meeting may conflict with the scheduled Nature Park anniversary. Ann said that Sheila Pautsch of the Senior Center should be informed of this conflict since she is the one that scheduled the Open House. Ann emphasized that the public needs to express their opinions regarding which site they find preferable. Ann expects that some definite decisions of its design and cost will be made by January to March of 2015.

City Librarian:

- Steve said that a memo about the Commission Annual Reports had been issued the night before. It was too late to get it on the agenda for tonight's meeting, but the Annual Report for the Library Board of Trustees is due to the City Manager's office on 10/3/14, which will be before the next scheduled LBT meeting. If submitted before that date it would go before the City Council on 10/15/14. It's a two page report outlining the major accomplishments of the Library over the past year. Ed Pearson worked on it the past two years. Ann asked Ed what he used as his resources for the report. Ed replied that he had worked off of the LBT minutes from the past year. Brendan commended the work Ed had done on last year's report and Steve agreed. Ed volunteered to work on this year's report, but added that this deadline should probably be postponed as it would have to be approved by the Trustees. Ed asked for this to be an Agenda Item for the next meeting for the report to be approved. Sean Faye offered to send Ed the minutes from the previous year. Steve offered to ask for the postponement for the LBT Annual Report to be submitted for the second November City Council meeting.

[Andy Lippman left the Board of Trustees meeting at 8:10pm]

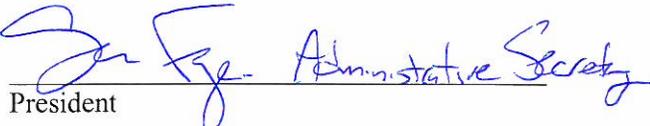
- Steve said he didn't have a monthly report at this time but would email it to the Trustees when it is complete.
- The Moon Festival will take place in the Library Park on 9/13/14.
- On 9/14/14 Vecinos de South Pasadena, a Latino Cultural group, will have a job and career fair in the Community Room and Library Park.
- On 9/18/14 there will be a screening of the documentary, "The Byrd Who Flew Alone." The filmmaker Paul Kendall will be coming from England and this will be the first public showing in Los Angeles. The film tells the story of a member of the 60s rock group The Byrds and there will be music by five well known musicians. The event made the cover story for the *Pasadena Weekly* last week.
- There will be an end of summer concert in the Library Park on 9/25/14. The Library is partnering with the South Pasadena Arts Council with a grant from the LA County Board of Supervisors to have the Mark "Pocket" Goldberg Trio perform.
- Steve said the Library has received some big donations of book and CD collections lately and he has written several articles for the Library website and the *South Pasadena Review*.
- The Friends Bookstore Committee is having a Vintage Book and Record sale until 9/19/14.
- Steve is going to court on 10/2/14 to seek a restraining order against a homeless man who has threatened our janitor and has caused problems at the Library with his disruptive and argumentative behavior. At present there is a temporary restraining order against this individual preventing him from coming within 200 yards.
- The Official Cooling Center Policy, which the Board had approved, has helped people to think of the Library on hot days.

NEXT MEETING: The next regular meeting for the Library Board of Trustees will be on 10/9/14 in the Ray Bradbury Conference Room in the Library at 7 p.m. Dr. Schneider announced he will not be present for that meeting.

ADJOURNMENT: The regular meeting of September 11, 2014 was adjourned at 8:21 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President