



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
December 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 December 11, 2014 at 7:04 p.m.

IN ATTENDANCE:

Trustees Present

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

Also Present

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

EXCUSED: Andy Lippman, Trustee
Constance Lue, Secretary
Ann Messana, Friends Board President

MINUTES: The minutes of the regular meeting of November 13, 2014 were reviewed – **MSC: Ed Pearson/Ann Penn – all approved**

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Establishment of a Sub-Committee to review Community Room Fundraising and White Wine policies** – Ed Pearson and Ann Penn agreed to be on this Sub-Committee at the November Trustees meeting, but Ed said that they had not started the review process yet. Brendan encouraged them to seek the input of Steve Fjeldsted and Ann Messana. Ann Penn emphasized the need to review how decisions are made in allowing groups to raise funds or provide white wine at their functions in the Community Room and said that some minor changes need to be made to be consistent. Ed Pearson asked Sean Faye to review the Trustees minutes of the past year and make a list of all groups that made such requests and to update the existing spreadsheet to show how the Board has responded. This updated list will be presented at the next Trustees meeting.
2. **Approval to Open Library to Public at 3 p.m. on December 16 to allow all Library Staff to attend City Holiday Luncheon** – Steve spoke to Brendan earlier over the phone and gained approval to publicize the Library's late opening on 12/16/14. He then asked for the Board's authorization so Library Staff could attend the City All Staff Holiday Luncheon.

MOTION: Ed Pearson moved to approve the Library opening to the Public at 3 p.m. on December 16 to allow Library Staff to attend the City Holiday Luncheon. **MSC: Ed Pearson/Ann Penn – all approved.**

3. **Approval of Library Board of Trustees Meeting Schedule for 2015** – Ed Pearson asked the Board to select the date in late July or early August of 2015 for their 2 in 1 summer meeting. The Board agreed to meet on 7/23/15 and asked for that date to be added to their meeting schedule.

MOTION: Ed Pearson moved to adopt the draft meeting schedule for the Library Board of Trustees for 2015 with the addition of 7/23/15. MSC: Ed Pearson/Ann Penn – all approved.

4. **Approval of Library Holiday & Closed Calendar for 2015** – Brendan asked Steve if there were any changes and he replied that the 2015 calendar mirrors the one for 2014 with only minor fluctuations. Dr. Schneider asked for the inclusion of the late opening for the City Holiday Luncheon, which is held on the third Tuesday in December.

MOTION: Ed Pearson moved to adopt the list of Library Holiday and Closed Calendar for 2015 with the addition of the notation of a 3 p.m. opening on the third Tuesday in December for the City Holiday Luncheon. MSC: Ed Pearson/Ann Penn – all approved.

5. **Proposed Surplus Discard** - Steve asked the Board for permission to discard a broken advertising sandwich board. It has since been replaced.

MOTION: Ed Pearson moved to discard the broken sandwich board. MSC: Ed Pearson/Ann Penn – all approved.

DISCUSSION ITEMS:

1. **Acknowledgement of Brendan Durrett's service to the Library Board of Trustees** – Steve thanked Brendan for his years of service, as well as for his hard work and leadership. Steve continued that Brendan's knowledge and experience and sense of community have been of tremendous assistance. Brendan replied that he has enjoyed his experience and added that he plans to be on the Measure L Committee in 2015. Dr. Schneider asked if there were any applicants for the coming vacancy. Steve said there aren't any at this time but that there had been an expressed interest at the Friends Holiday Luncheon. Steve added that the City will run another announcement about the opening in the *South Pasadena Review*. Steve said that the City Council will honor Brendan, as they do for all Board members whose terms have ended.
2. **Draft Exemption Policy for Library Partner Groups who wish to use the Community Room** – Steve said he became aware of a draft policy for City Departments that Community Services Director Sheila Pautsch circulated at a Department Head meeting. Community Services gets approached by many outside groups regarding partnerships with high impact programs which utilizes a lot of overtime and other expenses for the City. The draft calls for the City Council to approve all event partnerships between the City and community groups. Steve felt that the draft should be amended to say that the Friends were an exception to this policy as a partner to the City on Library events. Steve submitted a draft making this distinction, as the Library actively seeks partnerships, but it has not been presented yet at a Department Head meeting. Once the Partnership Policy Draft receives approval there, Steve will present it to the Board for their review and possible approval.
3. **Library Training Day on 12/12/14** – Steve said that the itinerary for the Library Staff Training Day will begin with a quick review of the Budget, the status of the Library Operations Study, Strategic Plan, Mission Statement, Code of Conduct, and Measure L. Diane Satchwell, Executive Director of SCLC, will speak about Library system goals, including the Broadband Initiative. Susan Berk, an accomplished customer service trainer, will continue from the "Outstanding Customer Service" Training Day she led last year. The training will conclude with Emergency and

Disaster Preparedness led by Kris Saxon and Mark Morris of the Fire Department and a safety presentation by Sgt. Tony Abdalla from the Police Department.

4. **Library Parking in SPUSD lot** – Steve said there have not been any updates from either the school district or the developers. Steve said he will continue to monitor the situation.
5. **Nominating Committee to Select LBT Officers** – Ann Penn said that a nominating committee had not been appointed yet and that it was an undecided issue at this point. Brendan said a committee needs to be formed and then they can proceed. Dr. Schneider said the nominees will be selected at the January meeting and Steve asked for this to be put on the 1/8/15 Agenda. Ann added that anyone can make recommendations. Ed Pearson said that officers will be appointed at the January meeting.
6. **Organizing Committee for Measure L Campaign** – Steve said he sent another letter to SPEF asking for volunteers for the Measure L Committee. Steve also sent requests to the Kiwanis, Chamber of Commerce, SPARC, South Pasadena Chinese American Club, and Vecinos but has not received any responses yet. The Rotary club has asked Steve to be their representative. Ann Penn suggested reaching out to the PTA. Brendan asked if the initial meeting would be in January and Steve confirmed it would be. Brendan said this meeting would be to discuss their strategy. Ann Penn said that Margaret Leong is committed to the Huntington Library but still has the materials from the last Measure L Campaign and would be a great advisor. Steve offered to contact Margaret to obtain those materials.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: None to report.

Trustee: None to report.

City Council Liaison: Dr. Schneider complimented Ed Pearson on his Library Board of Trustees Annual Report presentation to the City Council and thanked Brendan for his years of service as a chairperson to this commission.

Friends Representative: None to report.

Trustee Liaison to Friends: None to report.

Representative to Community Center Ad Hoc Report: Ann Penn said that based on the submitted comments from the public, three different plans were presented at the last Ad Hoc Community Center meeting. The committee chose two of the three options, which were closely related. A woman submitted a petition to have the committee incorporate a City Pool into their plans, but the purveyors determined this to be too expensive to include. Ann said she was excited about the various things that have been presented: large and small group meeting rooms, exercise rooms, sauna rooms, a kitchen, an auditorium, a track, and possibly a tennis court. It would be a very complete and useful addition to the community. The designers will give a presentation to the City Council on 12/17/14 and Ann considered this to be a real step forward.

Ed Pearson asked which location has been chosen. Ann said the City property on Mission Street and the lot behind it on El Centro Street, and a combination of using the City lot and a bridge over it to allow passage for seniors. Ann thought all the options were good and they are all centrally located and easily accessible.

City Librarian:

- Steve said that the Acorn Technology Company has been selected as the City's new IT firm. Their contract has been approved by the City Council and they have already had their first meeting with Steve and Senior Librarian Barbara Posner to discuss the Library's numerous IT needs.
- Steve spoke with Angelica Ramirez of Project White Coat, which received a grant to help people apply for healthcare through Covered California. The grant will provide trained helpers at the Library and would require certain technological items like a dedicated terminal and a scanner. It would be a very valuable public service and a great first project to work on with Acorn Technology.
- Steve said he would send the Board the dates for the next year's Strategic Planning Effort and Citizen's Summit meetings as soon as they are available.
- Steve said that the Friends want to have a California author as their speaker for their annual meeting in January. Steve suggested South Pasadena resident Bill Deverell who has written eleven books. He's the Director of the USC Institute for California and Western Studies at the Huntington Library. Bill said he would send his confirmation soon.
- Steve said the Friends are now selling the Apostol history book for \$10 and have received many large book donations.
- ABC will be returning to rent the Community Room for 3 days in January for \$6,000 to film a scene for their TV show "Revenge" and will also make a donation to the Friends.
- Steve thanked the Board for their help in making this another successful year at the Library and thanked Brendan for his seven years of service. Steve said he was very hopeful about the year to come and looked forward to moving ahead.

NEXT MEETING: The next regular meeting for the Library Board of Trustees will be on 1/8/15 in the Ray Bradbury Conference Room in the Library at 7 p.m.

ADJOURNMENT: The regular meeting of December 11, 2014 was adjourned at 8:05 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President