



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
December 10, 2015



CONVENE:

Board President Ed Pearson 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 10, 2015 at 7:18 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, President
Constance Lue, Vice President
Ann Penn, Secretary
Andy Lippman, Trustee
Rick Thomas, Trustee

Also Present

Mayor Pro Tem Diana Mahmud
Ann Messana, Friends Board President
Steve Fjeldsted, Director of Library, Arts &
Culture
Sean Faye, Library Administrative Secretary

MINUTES: The minutes of the Special Meeting of November 9, 2015 were reviewed – **MSC: Constance Lue/Andy Lippman – all approved**

The minutes of the Regular Meeting of November 12, 2015 were reviewed - **MSC: Andy Lippman/Ann Penn – all approved**

PUBLIC COMMENTS:

ACTION ITEM:

1. **Request for Approval of Library Holiday/Closed Schedule for 2016** – President Pearson confirmed with Director of Library, Arts, and Culture Steve Fjeldsted that these dates were consistent with the Library Holiday/Closed Schedule for 2015.

Motion by Library Board Trustee Andy Lippman, seconded by Library Board of Trustees Secretary Ann Penn, to approve the Library Holiday/Closed Schedule for 2016.

AYES: Pearson, Lue, Penn, Lippman, Thomas
NOES: None
ABSENT: None
ABSTAIN: None

2. **Request for Approval of Library Board of Trustees Meeting Schedule for 2016** – President Pearson confirmed that the dates presented were each for the second Thursday of each month, with the exception of a date to be chosen for the July/August meeting to accommodate for summer vacations.

Motion by Library Board Trustee Andy Lippman, seconded by Library Board of Trustees Vice President Constance Lue, to approve the Library Board of Trustees Meeting Schedule for 2016.

President Pearson asked the Trustees to select a date for their “2-in-1” summer meeting. The Board agreed to meet on Thursday, July 28, 2016 and asked for that date to be added to their meeting schedule.

Motion by Library Board Trustee Andy Lippman, seconded by Library Board of Trustees Vice President Constance Lue, to amend his previous motion in order to add the selection of 7/28/16 to the Library Board of Trustees meeting Schedule for 2016.

AYES: Pearson, Lue, Penn, Lippman, Thomas
NOES: None
ABSENT: None
ABSTAIN: None

3. **Request for addition of “No Weapons” statement to Library Code of Conduct** – Director Fjeldsted said that he consulted the City Attorney about this issue prior to the tragedy in San Bernardino. The City Attorney approved of Director Fjeldsted’s proposed statement banning weapons, including guns and knives, to the Library Code of Conduct and said that it wouldn’t be necessary to include language that would exempt members of law enforcement or patrons that have permits to carry concealed weapons. Director Fjeldsted said that adding this statement to the Library Code of Conduct had been recommended by Dr. Steve Albrecht, a security consultant. Director Fjeldsted said that anyone in violation of this rule would be asked to leave the Library, and if necessary, the police would be called.

Motion by Library Board of Trustees Vice President Constance Lue, seconded by Library Board of Trustees Secretary Ann Penn, to approve the addition of the “No Weapons” statement to the Library Code of Conduct as written.

AYES: Pearson, Lue, Penn, Lippman, Thomas
NOES: None
ABSENT: None
ABSTAIN: None

4. **Request for Approval of 2016 Officers for Library Board of Trustees** – Secretary Ann Penn and Trustee Andy Lippman were asked at the last Library Board of Trustees meeting to form a nominating committee to select the 2016 Officers for the Library Board of Trustees. Secretary Penn reported that Ed Pearson has accepted the request to remain President of the Library Board of Trustees, Constance Lue will remain Vice President, and Trustee Rick Thomas has agreed to serve as Secretary.

Motion by Library Board of Trustees Ann Penn, seconded by Library Board of Trustees Vice President Constance Lue, to accept the recommendations of the nominating committee to have Ed Pearson serve as President, Constance Lue serve as Vice President, and Rick Thomas serve as Secretary of the Library Board of Trustees.

AYES: Pearson, Lue, Penn, Lippman, Thomas
NOES: None
ABSENT: None
ABSTAIN: None

DISCUSSION ITEMS:

1. **California Library Association 2015 Annual Conference – Reports from Trustee Andy Lippman and Trustee Rick Thomas** – Trustee Rick Thomas reported that he found the CLA Conference to be a great learning experience and would like to go again. He said that he was impressed with the diversity of the attendees and found it very interesting that each region had their own unique concerns and cited the example of the San Diego library's issues with relevancy and the changes they had to undergo in order to remain operational.

Trustee Lippman said that he also learned much from attending the conference and made great contacts to help further the science session he has planned for Children's Services this spring.

Director Fjeldsted said that he was very pleased that Trustees Lippman and Thomas attended and he expects there will be money in the Library budget in the coming years to allow Trustees to attend future conferences.

[Trustee Andy Lippman left the Board of Trustees Meeting at 7:44 p.m.]

2. **Mayor Joe's "State of the City" Meeting on December 9, 2015** – President Pearson said he had attended the "State of the City" meeting during which Mayor Robert S. Joe presented a year in overview for the City of South Pasadena. President Pearson was very happy that Mayor Joe acknowledged Brendan Durrett and Ann Messana for their service to the Measure L Committee. President Pearson also reported that Mayor Joe's presentation began by citing many of the Library's sponsored events.
3. **Draft EIR – School District Property Proposed Development** – Mayor Pro Tem Mahmud said that the Draft Environmental Impact Report has not been issued yet for the proposed development of the SPUSD Parking Lot. Director Fjeldsted said it will probably be available next month. Director Fjeldsted added that the Trustees could respond individually, but cannot offer their opinion as an official city group. Mayor Pro Tem Mahmud reminded the Board that the School District is the lead agency for what is the decided use for the SPUSD Parking Lot, not the City.
4. **Library Operations Study and Proposed Field Trip on February 1, 2016 at 9am** – President Pearson informed the Board that after reviewing their availability, February 1, 2016 was chosen as the date for them to visit three other libraries in the area: Alhambra, Monterey Park, and San Marino. Director Fjeldsted said he had received a preliminary draft of the Library Operations Study written by consultant Joe Matthews incorporating the input he received from staff and members of the community. President Pearson asked if there will be additional interviews scheduled to address the issues raised by the Library Operations Study. Director Fjeldsted said he wasn't sure, as Joe Matthews has been present and on-site, while former Library Operations Study consultant Joan Frye Williams had required additional meetings to be scheduled as she was unable to visit the Library in person. Director Fjeldsted said that he expects Joe Matthews will soon distribute the draft Library Operations Study to Library staff and others.
5. **Southern California Edison "Planned Power Outage" on December 6, 2015** – Director Fjeldsted said that Southern California Edison sent the Library notice of its planned power outage the day before the Thanksgiving holiday when the Library's email was down for the server migration. Upon discovery of their plans, Director Fjeldsted was unable to convince their new regional representative to reschedule. This was a particularly sensitive issue, as the Sisters In Crime were scheduled to use the Community Room for their annual holiday event on the same day

as the planned power outage. Director Fjeldsted investigated other venues the Sisters In Crime could use and was able to make arrangements with the Woman's Club of South Pasadena, using Library funds to secure the rental fee. This was approved by City Hall. Director Fjeldsted said that he understood the event went very well and the Sisters In Crime were grateful for making the arrangements with the Woman's Club.

Mayor Pro Tem Mahmud also shared her frustrations with Southern California Edison and her inability to have the new regional representative speak with the City Council regarding the lack of quality in distribution of services. Mayor Pro Tem Mahmud said she would elevate this concern and Director Fjeldsted thanked her.

6. **Security Cameras in Library** – Director Fjeldsted said that San Marino Security installed two security cameras over the Oxley Street entrance and exit to the Library and another over the staff entrance on the driveway into Library Park. Director Fjeldsted said this was paid for out the funds allocated for audio/visual improvements to the Community Room. The expenditure was approved at City Hall.
7. **Library Community Room Policy with checklist** – President Pearson asked for this to be addressed at the next Trustees meeting on 1/14/16 to make sure the language and the updated new policy regarding use of alcohol in the Community Room are consistent with what is on the checklist.
8. **Goal 5 of Library Strategic Plan, 2011 to 2015** – Director Fjeldsted said the purpose of Goal 5 of the Library Strategic Plan, 2011 to 2015 is for the Library to work to ensure financial stability while providing cost effective operations. Director Fjeldsted praised the Friends for their fundraising efforts including their membership drive. He also praised Children's Services Senior Librarian Maida Wong's work in building awareness of the Library with the Summer Reading Program. Director Fjeldsted said that Ann Messana's work on the Measure L Committee deserved special mention, as around \$19,000 was raised to pass Measure L. Director Fjeldsted said that the Library still needs additional sources of revenue, but that funds from Measure L will help. Director Fjeldsted added that the Library has worked or partnered with virtually every club and organization in South Pasadena.
9. **Library Revenue during FY 2014-15** – Director Fjeldsted said that Community Room rentals are more popular than ever. He added that Unique Management Services has helped in collecting overdue fees, but more importantly, they have been instrumental in getting library materials returned.
10. **Friends Annual Meeting – January 21, 2016** – Friends President Ann Messana said that the meeting will begin when Board members of the Friends approve the new budget, the new slate of officers, and new board members. The meeting will be combined with a Living History Night during which Duffy Hudson will portray Harry Houdini. Ann Messana said that Duffy Hudson has helped the Friends tremendously during the past year and is delighted to have him perform for their meeting. Ann Messana added that the Friends membership drive began a few weeks ago and has been well received.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: None to report.

Trustee: None to report.

City Council Liaison: None to report.

Friends Representative: Ann Messana reported that the original goal of the Measure L Committee was to raise \$12,000. The Measure L Committee eventually raised \$19,000 and used the surplus to issue a refund to the PTA and apply some of the extra money to the Friends Bookstore expense fund. Money for the Friends Bookstore expense fund has been set aside every year and there is currently \$132,000 in that account. The Friends Bookstore generates around \$50,000 a year.

Trustee Liaison to Friends: None to report.

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

Director of Library, Arts & Culture:

- Director Fjeldsted said that Librarian Michael Toman will be retiring on 12/16/15 after a distinguished career of 20 years of service. The Library staff will have a small gathering in the staff break room with a cake. Other South Pasadena departments have been invited to attend and say goodbye.
- Director Fjeldsted thanked the Trustees and made special mention of thanking Ann Messana and Ann Penn.
- Duffy Hudson premiered his Harry Houdini performance at the Magic Castle in Hollywood and is the first Living History Performer to present a show there.
- On February 18 there will be a screening of "Billy Mize and the Bakersfield Sound," about a 1960s country singing star who lost his voice. Brad Colerick and David Plenn will perform appropriate opening music that evening.

Secretary Ann Penn thanked everyone for making her years of service to the Library Board of Trustees so enjoyable and promised that she would be available if ever needed.

NEXT MEETING: The next regular meeting for the Library Board of Trustees will be on 1/14/16 in the Ray Bradbury Conference Room in the Library at 7 p.m.

ADJOURNMENT: The regular meeting of December 10, 2015 was adjourned at 8:24 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President