



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES**

**MINUTES
REGULAR MEETING
THURSDAY, JUNE 13, 2024, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Annie Chang Long on Thursday, June 13, 2024, at 7:00 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Annie Chang Long
Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

ABSENT

Council Liaison Jon Primuth

Sean Faye, Library Administrative Secretary

Library Director Cathy Billings announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; was present at Roll Call.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

In Person Comments:

None.

ACTION/DISCUSSION

2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None.

3. APPROVAL OF MINUTES OF MAY 9, 2024 LIBRARY BOARD OF TRUSTEES MEETINGRecommendation

It is recommended that the Board review and consider approval of the May 9, 2024, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Trustee Richards, seconded by Trustee Meeker, and approved by roll call vote to approve Item No. 3 as presented by staff. The motion carried 5-0 by the following vote:

AYES: Gross, Long, Meeker, Pearson, Richards

NOES: None.

ABSENT: None.

ABSTAINED: None.

4. APPROVAL OF THE LIBRARY BOARD OF TRUSTEES ACCOMPLISHMENTS AND GOALS FOR THE JUNE 20, 2024 COMMISSIONER CONGRESSRecommendation

It is recommended that the Trustees review and consider approval of Board accomplishments for Fiscal Year 2023-2024, and goals for Fiscal Year 2024-2025, to be presented at the June 20, 2024 Commissioner Congress.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Pearson, seconded by Trustee Richards, and approved by roll call vote to approve Item No. 4, as amended by staff to include in the Accomplishments that a representative from the Board has been appointed to the Ad Hoc Committee for the Library/Community Center Site Planning Project. The motion carried 5-0 by the following vote:

AYES: Gross, Long, Meeker, Pearson, Richards

NOES: None.

ABSENT: None.

ABSTAINED: None.

5. LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT PROGRESS REPORT

Staff and Site Plan Ad Hoc Committee member Trustee Bianca Richards to provide updates to Trustees about the Site Planning Project and Ad Hoc Committee activity.

6. ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT

Staff and Committee members Kenny Gross and Minsun Meeker to provide updates to Trustees about Committee activity.

7. BUDGET UPDATES FOR FISCAL YEARS 2023-2024 AND 2024-2025

Staff to provide updates on current Fiscal Year Library budget and spending and the Fiscal Year 2024-2025 proposed budget and adoption status.

8. INTRODUCTION TO CALIFORNIA PUBLIC LIBRARIES SURVEY DATA FOR FISCAL YEAR 2022-2023

Staff to provide overview of the California Public Libraries Survey and the newly released Fiscal Year 2022-2023 data.

Library Director Cathy Billings responded to questions raised by the Trustees and received direction to present reports based on the survey data at a future Trustees meeting.

9. LIBRARY OPERATIONS UPDATE

Staff to provide updates to Trustees about library events and programs, new services or changes to service, and to inform Trustees about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

COMMUNICATIONS

10. BOARD PRESIDENT COMMUNICATIONS

President Long thought the kickoff event for the Summer Reading Program went very well. It was a reminder of why she likes living in South Pasadena. President Long commended Director Billings and Children's Librarian Bre Taylor for how they handled an incident where a member of the public spoke inappropriately to some young volunteers.

11. BOARD MEMBER COMMUNICATIONS

Trustee Richards attended a Friends of the Library Bookstore "thank you" picnic for volunteers in Garfield Park. The Friends need Bookstore volunteers for two-hour shifts; she told them she would share this with the Trustees. [Director Billings provided the Friends email address that people interested in volunteering can use to contact them.] Trustee Richards praised the Friends Newsletter and announced that the Friends have approved their digital logo.

Secretary Pearson attended the library conference [Serving with a Purpose] held in Ontario on 5/22/24. He shared a few ideas from the conference with the Trustees. He learned that the Ontario Airport has a kiosk that prints out short stories. There was a session about fundraising. There was a panel about book banning and fighting book banning, where he learned about the Unite Against Book Bans organization and that anything trustees can do to support staff around book banning is important. There was a breakout session for trustees with about 17 people, most from bigger cities, that discussed what can be done to fight book bans and the Freedom to Read statement. [Director Billings responded to questions about the California Library Association (CLA) and CLA membership]. Trustee Pearson said that there was a speaker from the American Library Association (ALA) and he learned about United for Libraries. [Director Billings responded to questions about United for Libraries and informed Trustees that it is a Division of ALA for trustees, friends, and foundations that had many good resources.] Trustee Pearson thought this year's conference was much stronger than last year.

Vice President Gross is looking forward to undertaking the initial review of library behavior policies because there is a lot of substance to the project.

Trustee Meeker shared that the visits made by librarians to local schools to promote the Summer Reading Program went over very well. Her daughters, among other children, insisted on signing up on the first day of pre-registration.

12. COUNCIL LIAISON COMMUNICATIONS

None.

13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

None.

14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

None.

15. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings informed Trustees that if there are matters they would like to see on an agenda they just need to send them to staff, who will then discuss with the Board President for inclusion on future agendas.

The entire Board will attend the 6/20/24 Commissioner Congress.

PUBLIC COMMENT - CONTINUED

16. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, President Annie Chang Long adjourned the meeting of the Library Board of Trustees at 8:37 P.M. to the next Regular Library Board of Trustees meeting scheduled for July 11, 2024.

Respectfully submitted:

DocuSigned by:
Cathy Billings
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Cathy Billings
Library Director

APPROVED:

DocuSigned by:
Kenneth Gross
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Kenneth Gross
Vice President

ATTEST:

DocuSigned by:

Cathy Billings

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Cathy Billings
Library Director

Approved at Commission Meeting: July 11, 2024