



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
September 14, 2020**

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**CONVENE:**

President Bianca Richards called the rescheduled regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the City Council Chambers, virtually via Zoom, on September 14, 2020 at 7:02 p.m.

**IN ATTENDANCE:**

Trustees Present  
Debra Beadle  
Annie Chang  
Joseph M. Molina  
Bianca Richards  
David Uwins

Also Present  
Cathy Billings, Library Director  
Robert S. Joe, Council Liaison  
Ellen Torres, Friends Board President  
Sean Faye, Administrative Secretary

**PRESENTATIONS:**

1. None

**PUBLIC COMMENTS:**

2. Ed Donnelly submitted a written comment to express support for passage of the Utility User's Tax (UUT) for the 11/3/2020 General Election.

**ACTION ITEMS:**

**3. Review and approve draft minutes of the regular meeting held August 13, 2020**

**Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Joseph Molina, to approve the minutes as written for the regular meeting of the Library Board of Trustees held August 13, 2020.**

<b>AYES:</b>	<b>Beadle, Chang, Molina, Richards, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**4. Elimination of Library Overdue Fees**

**Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Secretary Annie Chang, to approve the elimination of Library Overdue Fees.**

**AYES:** Beadle, Chang, Molina, Richards, Uwins  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

This recommendation will be presented to City Council for review and action.

[Mayor Robert S. Joe arrived at the Library Board of Trustees meeting at 7:24 p.m.]

**5. Request to Designate \$1,000 from the Romine Estate Funds for the Acquisition of Materials for the Local History Collection**

Former Library Board Trustee, author, and collector Rick Thomas submitted a Public Comment regarding the increase from the \$1K he had initially requested to sell his collection of local history materials to the Library. He is now requesting \$3K, which he maintains is half of its value.

The Romine Estate Trust was one of two trusts given to the Library. The funds are not restricted or designated for a specific purpose.

The Solar Motor Company and Busch Garden collections would be appropriate additions to the Library’s Local History Collection. As a condition of sale, Rick Thomas asked for the Solar Motor Company collection to be named after him.

**Motion by Library Board Trustee Joseph Molina, seconded by Library Board Trustee Debra Beadle, to amend the written motion to approve \$3,000 from the Romine Estate Funds, with the caveat of exploring the naming rights of the Solar Motor Collection, to acquire materials for the Local History Collection.**

**AYES:** Beadle, Chang, Molina, Richards, Uwins  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**6. Rescind Obsolete Library Administration Policies**

Library Staff recommended the Board rescind the following obsolete Library Administrative policies: City Council Recordings Policy, Community Services Volunteer Policy, Internship Policy, and the Policy on Monitoring of Examinations.

**Motion by Library Board Trustee Joseph Molina, seconded by Library Board Trustee Debra Beadle, to accept the staff’s recommendations to rescind the four stated obsolete Library Administration Policies.**

**AYES:** Beadle, Chang, Molina, Richards, Uwins  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**DISCUSSION ITEMS:**

**7. Library Operations Update**

The Citywide Reading Project, One City, Many Stories, will run from 9/14/2020-11/1/2020.

Storytime has restarted for the fall and will be available on the Library's YouTube page. Reading challenges for young people have also launched.

The Community Room will serve as an 11-day Vote Center for the 11/3/2020 General Election.

The Library is recruiting for 5 out of the 10 available Aide positions. Interviews were conducted the last week of August and yielded a good pool of candidates. Recruitment for the vacant Clerk position is on hold until Community Room rentals and passport services resume.

Since March, the Library has followed the more restrictive health guidelines from LA County, not the State. LA County is still reporting high transmission of the COVID-19 virus and is classed in the State's "Widespread" tier, which represents the highest level of risk. On 8/28/2020, the State released new guidelines that libraries in this tier could be re-opened to the public at 25% capacity, with modifications. The County has not updated their guidelines in response to the State's new guidance yet. Library Director Billings has been in communication with other library directors, and no libraries in the County are open to the public at this time. If the County does approve the State guidelines, the first phase of the Library's Reopening Plan would be to make computers available to the public by appointment. With the exception of access to the public computers, the Library is currently doing an excellent job providing materials and services that patrons want and need.

The public computers will be moved to the magazine section, which is a location that is compatible with Library Takeout workflow, and has a sliding glass door that opens for ventilation. The Library is working with the fire department to get max occupancy numbers so that the State's 25% capacity number can be calculated. Library Staff does hourly cleaning of high-touch surfaces and the City's custodial company cleans at night. According to the State, libraries are to follow the guidelines for retail for re-opening.

Some sanitizing supplies are still difficult to obtain. The Fire Department has provided sanitizing wipes, hand sanitizer, and paper masks.

Acorn Technologies, the City's IT firm, has back-up generators for the City's servers for power outages, including servers for the Library's data. The Library does not have a back-up generator.

## **8. Ray Bradbury Fused Glass Public Art Project**

The designation of \$9,022.00 from the Romine Trust towards the Ray Bradbury Fused Glass Public Art Project is on the 9/16/2020 City Council agenda for approval. A contract will be drafted for Judson Studios if the funds are approved.

President Bianca Richards asked that the contract include a clause about artist copyrights.

## **9. One City, Many Stories**

The Citywide Reading program, One City, Many Stories (OCMS), went live on 9/14/2020. The community is encouraged to participate with this year's theme of "Exploring Common Ground." Library staff will provide assistance to any challenges associated with a strictly virtual program, as patrons may need help navigating the platforms. The Teen Advisory Board (TAB) will do their own OCMS with their own book list that will launch on 10/1/2020.

Friends of the Library Book Endowment funds have been used to purchase copies of books for OCMS.

Public Services Manager Maida Wong will conduct outreach with local groups and organizations. A banner ad is on the *Southpasadenan.com* website for 6 weeks. The Author Night on 10/27/2020 will be advertised in the *South Pasadena Review*. This will also be posted on the *City Hall Scoop* blog, *Nextdoor*, and the Chamber Event calendar. South Pasadena Poet Laureate Ron Koertge wrote a poem inspired by One City, Many Stories, which will be used for outreach.

**COMMUNICATIONS:**

**10. Board President (Bianca Richards):** President Bianca Richards encouraged the Board to learn more about the Utility User’s Tax and encouraged them to visit the City’s UUT webpage and pointed out that a local group is advocating for the passage of the UUT and that they also have an informative website.

**11. Board Members:** Trustee Annie Chang praised Children’s Librarian Judy Neeb’s contributions to the Marengo Elementary Read-a-thon.

**12. City Council Liaison (Mayor Robert S. Joe):** Mayor Robert S. Joe informed the Board that City Manager Stephanie DeWolfe has retired as of 9/12/2020. Fire Chief Paul Riddle will serve as Acting City Manager. Interviews for Interim City Manager will begin soon.

**13. Friends of the Library Representative (Friends President Ellen Torres):** At their retreat, the Friends revamped their Mission Statement to state their objective is “to raise money and public awareness in the community to support the services and programs of the Library.” The Friends streamlined their Board structure and guidelines for their committees. A nominating committee has been formed for those interested in serving on the Board. A fundraising letter will go out soon to help recoup losses from the Friends Bookstore’s closure due to COVID-19. Friends Bookstore losses are expected to be at least \$32K and those funds go towards Library programs and resources, including, eBooks and Tutor.com. The Friends Board voted that the Restoration Concert Committee’s Summer Festival will not take place under the organization’s umbrella. For the Holiday Book Sale, the Friends may conduct a drive-by book sale.

**14. Trustee Liaison to Friends (David Uwins):** None to report.

**15. Library Director (Cathy Billings):** None to report.

**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, October 8, 2020 at 7:00 p.m. in the City Council Chambers.

**ADJOURNMENT:** President Bianca Richards adjourned the rescheduled regular meeting of the Library Board of Trustees on September 14, 2020 at 8:13 p.m.

Minutes approved BRP as written.

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

Bianca Richards, President

10/8/2020

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President

Date