



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
November 12, 2020**

CONVENE:

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order, virtually via Zoom, on November 12, 2020 at 7:04 p.m.

IN ATTENDANCE:

Trustees Present

Debra Beadle
Joseph M. Molina
Bianca Richards
David Uwins

Also Present

Cathy Billings, Library Director
Ellen Torres, Friends Board President
Sean Faye, Administrative Secretary

EXCUSED: Secretary Annie Chang

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION ITEMS:

3. Review and approve draft minutes of the rescheduled regular meeting held October 8, 2020

Library Board Vice President David Uwins requested the last paragraph in Discussion Item #7 be re-phrased. It has been clarified to state, "We have not experienced much demand from library customers to re-open the library building to the public. Overall, the customers using Library Takeout have expressed their appreciation for the service and staff. When customers do ask about re-opening plans, staff explain the reasons we are not yet open and the State and County guidelines we are following and they have been accepting of the explanation."

Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Joseph Molina, to approve the minutes as amended for the regular meeting of the Library Board of Trustees held October 8, 2020.

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

4. Request for Approval of Library Board of Trustees Meeting Schedule for 2021

Motion by Library Board Trustee Debra Beadle, seconded by Library Board Vice President David Uwins, to approve the Library Board of Trustees Meeting Schedule for 2021.

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

5. Request for Approval of Library Closures Related to the Thanksgiving and City Winter Holiday Closure

Motion by Library Board Trustee Joseph Molina, seconded by Library Board Trustee Debra Beadle, to approve the Library Closures related to the Thanksgiving and City Winter Holiday Closure.

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

DISCUSSION ITEMS:**6. Library Board of Trustees Annual Report (2020)**

The Trustees reviewed the draft Annual Report for 2020, highlighting the Board's accomplishments. These include the decision for the Library to eliminate overdue fines and fees, the One City, Many Stories (OCMS) Citywide Reading Program, the installation of the Ray Bradbury Fused Glass artwork, and supporting the library and staff through the adjustment to Library Takeout services due to the pandemic.

Approval of the final version of the Annual Report will be an Action Item at the 12/10/2020 Trustees meeting. It will be presented to the Commissioners' Congress on 2/23/2021.

7. 2021 Library Board of Trustees Work Plan

The Trustees discussed their goals for the 2021 Work Plan. They will focus on continuing a review of Library Administrative Policies, reviewing the Board's role as it is defined in the South Pasadena Municipal Code, updating the emergency plans and policies for Library staff that can be referenced for the future, and a preliminary outline for developing the Library's next Strategic Plan in 2022.

Trustee Joseph Molina asked about Library staff compliance with Occupational Safety and Health Administration (OSHA) guidelines. A training day could be scheduled to close the Library to the public for staff to concentrate on safety procedures and policies.

Preparation for the next strategic planning process will begin in 2021. Any funds needed for a consultant or other related costs need to be identified and requested as part of the fiscal year 2021-2022 City budget cycle.

8. Appointment by President of two-member nominating committee to prepare and present slate of officers (President, Vice President, Secretary) at the January 2021 meeting (Pursuant to Library Board of Trustees Bylaws, Article II, Sections 1 and 7)

Trustee Debra Beadle will not be able to complete the last year of her term and will resign from the Board after the 12/10/2020 Trustees meeting. Vice President David Uwins' term on the Board will end on 12/31/2020. The City Clerk's office will reach out in early December to ask if Trustee Uwins would like to continue for another term. President Bianca Richards will contact the Trustees individually about the slate of officers for 2021.

COMMUNICATIONS:

9. Board President (Bianca Richards):

- President Bianca Richards announced that Measure U, the extension of the Utility User Tax, had passed on the 11/3/2020 ballot.

10. Board Members:

- Vice President Uwins attended the unveiling of the Ray Bradbury Fused Glass Public Art Project. He thanked Library Director Cathy Billings for organizing an outdoor, socially distanced event under the current circumstances. The artist Tim Carey spoke eloquently about the history of the project. The audience was clearly impressed with the presentation and stayed to have a closer look at the fused glass. Digital Services Librarian Cynthia Mitchem is developing a video with footage from the studio visit and the installation for the Library's website and the City's YouTube channel.

11. City Council Liaison (Mayor Robert S. Joe): Absent

12. Friends of the Library Representative (Friends President Ellen Torres):

- Andy Lippman will write an article about local organizations, including the Friends, that have been affected financially by the pandemic.
- Matters with the Restoration Concert Committee have been resolved and the Restoration Concert Series remain in place.
- The Friends Board is being revamped and new bylaws are being established. New positions will be presented at the next Friends Board meeting.
- The Emergency Fundraiser did well and the Friends expect to be able to fund the library's requests in 2021.
- The 2021 budget projects zero income from the Bookstore. Director Billings said if volunteers are willing to staff the Bookstore that it would be feasible to control patron access by using the Emergency Exit Door on the East balcony as the point of entry. This will be discussed at their next meeting.

13. Trustee Liaison to Friends (David Uwins):

- Vice President Uwins complimented Friends Board President Ellen Torres for how she conducted the agenda of the last Friends Board meeting.

14. Library Director (Cathy Billings):

- Research has begun for vendors to install plaques for the Ray Bradbury Fused Glass Public Art Project on the Diamond Street balcony and inside the Ray Bradbury Conference Room.
- Plaque for the Library Tree: The Planning Department oversees cultural landmark plaques. The mold for landmark plaques needs to be recreated, because it was lost when the foundry the City used was sold. They will be contacted to see if there are any updates about this request.

- The “Fine Fee” recommendation to eliminate overdue fines for all ages is on the City Council agenda for next week.
- All vacant Library Aide positions have been filled.
- The Mobile App is being beta-tested and will launch soon.
- Rick Thomas’ historic materials have been purchased and are on site. Local History Librarian Olivia Radbill is processing the collections.
- Director Billings thanked President Richards and Ron Koertge for all of their contributions towards the discussion panels for OCMS. It was a good learning experience for staff and for the public.
- Director Billings thanked the Board and the Friends for their support towards the Ray Bradbury Fused Glass Public Art Project.
- The Altadena Library and the Alhambra Library are open for limited in-person services to browse and use computers. The Library is working with the City’s IT firm, Acorn Technologies, to begin providing access to our public computers. The Library is also working with the vendor that would set up the Web-based reservation system.
- The Library is contacting shelving vendors to address the quantity of holds that need to be stored. The current set up for Library Takeout, which uses tables to store holds, is not compatible with the building being open to the public. Mobile shelving is being considered.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, December 10, 2020 at 7:00 p.m. via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on November 12, 2020 at 8:14 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

Bianca Richards, President

President

12/10/2020

Date