



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
January 14, 2021**

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 January 14, 2021 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present

Annie Chang
Joseph M. Molina
Bianca Richards
David Uwins

Also Present

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

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION ITEMS:

3. Review and approve draft minutes of the regular meeting held December 10, 2020

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Secretary Annie Chang, to approve the minutes as written for the regular meeting of the Library Board of Trustees held December 10, 2020.

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

4. Request for Approval of 2021 Library Board of Trustees Work Plan

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board President Bianca Richards, to approve the 2021 Library Board of Trustees Work Plan.

Board members requested that the Work Plan be revised to reflect their goals and responsibilities related to the 21st Century Committee for the Library (21CCL), which was established in 2019 as a committee for fundraising major gifts under the umbrella of the non-profit Friends of the Library (FOL). Library staff was

asked to provide information about the establishment of the 21CCL and the general roles and responsibilities of administrative library boards versus non-profit “friends” boards.

This will be tabled to the 2/11/2021 Library Board of Trustees meeting as a Discussion Item.

5. Election of 2021 Officers

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Vice President David Uwins, to approve the Library Slate of Officers for 2021 as follows – President - Bianca Richards; Vice President - David Uwins; Secretary - Annie Chang.

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

DISCUSSION ITEMS:

6. Library Operations Update

The Fine Free implementation schedule has been adjusted due to Integrated Library System vendor SirsiDynix being unavailable to provide free consulting services until February 19, 2021. Nearly 400 borrowers have been contacted to return their materials before their items are considered lost and are charged a fee. The Library has not been charging overdue fines or billing for lost items since March 2020 so there is nothing new that the public needs to be immediately made aware of. Publicity is forthcoming.

Circulation statistics show that 52,000 holds have been pulled since June 2020. The Library continues to be very busy filling requests and providing the Materials Matchmaker service for patrons.

The Library app needs a few final modifications and one last meeting is scheduled with vendor SirsiDynix to review these. The app is likely to launch in a few weeks.

The staff is creating guidelines for Collection Development. The Collection Development Policy will be an Action Item at the 2/11/2021 Library Board of Trustees meeting.

Local History Librarian Olivia Radbill applied for and received the California Revealed grant. It is a State Library-funded initiative for libraries to digitize, preserve and make archival materials accessible. All City directories from 1903-1931 and South Pasadena high school yearbooks from 1900-1924, which are in the public domain, will be digitized and keyword searchable.

The Library has entered into an agreement with Newspapers.com and the California Digital Newspaper Project to re-scan the Library’s old local newspapers that are in the public domain. Newspapers.com is responsible for the digitization and the Library’s microfilm reels have been shipped. Once scanned, Newspapers.com and their affiliate Ancestry.com will have semi-exclusive access to the materials for three years. During those three years, the Library will have access. After three years, the materials will be freely available in the California Digital Newspaper Collection for any member of the public to use.

The COVID Experiences Living History Project digital exhibit has been published.

The Take & Make kits from Children’s Services have been very popular and will be done twice a month. Planning for the Summer Reading Program is underway, and the 2021 theme, “Reading Colors Your World”,

will be used for the bookmark design contest in February. The Library's e-books and e-audiobooks will be accessible to South Pasadena High School students with their student identification via SORA, Overdrive's platform for schools/students.

TAB, the Teen Advisory Board, is beginning its sixth cohort. There are three new students and six returning students.

The Public Services team is working on research guides tied to the State of California educational standards. Staff will engage with teachers to develop guides that meet their needs. The first guide will be for the third grade California History requirement.

7. COVID-19 Update

Library Director Cathy Billings completed LA County's COVID-19 Safety Compliance Training. Updated signage about safety protocols have been posted. Currently, the biggest issues are the high infection rate and increased risk to staff. Director Billings proposed adjusting the Library's hours for Curbside service to begin at 1:00 p.m., Monday through Saturday. Opening later in the day would make the workplace safer, as it would minimize the number of staff members clustered in the same area. Acting City Manager Sean Joyce was supportive of this proposal. Patrons will be notified of this change. There will be additional publicity.

COMMUNICATIONS:

8. Board President (Bianca Richards): None to report.

9. Board Members: Vice President David Uwins observed the importance for young children to be able to physically touch and pick up books. Director Billings stated that the Library is sensitive to these needs and keeps them in mind as reintroduction of services plans are modified based on current circumstances.

10. Council Liaison (Mayor Diana Mahmud): Mayor Diana Mahmud expressed appreciation to return as the Library's Council Liaison.

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

- The FOL Emergency Fund fundraiser yielded \$14,797.
- The Membership Campaign has received much interest.
- The FOL raised \$1,808 for Giving Tuesday. The Friends Annual Meeting will take place on 1/21/2021 via Zoom, where they will vote on their budget, the 2021 slate of officers, approval of updated bylaws and Board descriptions.
- This will be Ellen Torres' last meeting as Friends Board President. She will transition to Operations for the Friends.

12. Trustee Liaison to Friends (David Uwins): Vice President David Uwins will continue to serve as the Trustee Liaison to the Friends.

13. Library Director (Cathy Billings):

- Weekly in-person staff meetings have begun taking place, with on-site staff socially distanced on the main floor. Off-site staff are able to attend via Zoom. A summary is then sent to all staff who were not able to attend.
- Library staff will take an interactive online course about cultivating an antiracist environment. "Equity in Action: Fostering an Antiracist Library Culture" will be held in three 3-hour training sessions at the

end of February and into March. Some topics will include implicit bias, hiring practices, and material selection.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, February 11, 2021 at 7:00 p.m. via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on January 14, 2021 at 8:15 p.m.

Minutes approved BRP as written.

Minutes approved _____ as corrected.

Bianca Richards, President

2/11/2021

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President

Date