



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
February 11, 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 February 11, 2021 at 7:01 p.m.

IN ATTENDANCE:

Trustees Present

Annie Chang
Joseph M. Molina
Bianca Richards
Dean Serwin
David Uwins

Also Present

Cathy Billings, Library Director
Diana Mahmud, Mayor
Sally Kilby, 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 January 14, 2021

Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Joseph M. Molina, to approve the minutes as written for the regular meeting of the Library Board of Trustees held January 14, 2021.

AYES:	Chang, Molina, Richards, Serwin, 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 Trustee Dean Serwin, to approve the 2021 Library Board of Trustees Work Plan.

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

ABSTAIN: None

DISCUSSION ITEMS:

5. Introduction of New Trustee Dean Serwin

Dean Serwin is an intellectual property and entertainment lawyer and consultant in South Pasadena. He has volunteered with many organizations, including the Boy Scouts, the South Pasadena Education Foundation (SPEF), the South Pasadena Arts Council (SPARC), and served as the chair for the Measure A campaign.

6. New Library Board of Trustees Manual

The former "Library Board of Trustees Manual" has been separated into two documents: 1) a "Library Administrative Policy Manual" containing rules and regulations for the administration of the library; and 2) a "Library Board of Trustees Manual" that includes reference and guidance information for the benefit of trustees. Policies will be brought back as Action Items to future Trustees meetings with recommendations to review, amend or rescind.

7. Twenty-first Century Committee for the Library (21CCL)

The Twenty-first Century Committee for the Library (21CCL) was created in 2019 as a committee under the umbrella of the Friends of the South Pasadena Public Library to raise major funds for capital or other large Library projects. The Friends of the Library (FOL) have updated their policies related to committees to ensure the necessary operational structure is in place. The Trustees have designated \$4K from unrestricted funds previously donated to the Library to hire a consultant to help the FOL establish a functioning committee. Fundraising Consultant Cindy Chan, from the San Marino Library, previously presented a proposal/contract for 40 hours of work in this capacity.

Trustees asked questions about the FOL financial practices and recommended that the question of whether the Friends still feel that the major fundraising effort should be under their umbrella be discussed at the February FOL Board meeting.

This will be a Discussion Item for the 3/11/21 Trustees meeting.

8. Library Operations Update

"The Rialto Revealed," a virtual visual presentation by Friends of the Rialto founder Escott Norton, will be held on 3/10/21. It will document images and stories of the Rialto's restoration. Publicity is forthcoming.

South Pasadena Poet Laureate Ron Koertge will write a poem crowdsourced by the South Pasadena community. This idea was inspired by Amanda Gorman's poem for the presidential inauguration and NPR's poet in residence, Kwame Alexander, who has created poems based on contributions from the public. Submissions will be requested in March and the finished poem will be published in April, which is National Poetry Month.

Several author talks are in the planning stage for this spring and early summer.

Library staff have a meeting on 2/19/21 with Integrated Library System vendor SirsiDynix for fine free consulting services. SirsiDynix will assist with clearing fines from the system according to parameters provided by the Library. All publicity is ready to launch once all the necessary configuration is complete.

A few critical glitches remain with the Library app. A meeting with vendor SirsiDynix is scheduled for next week.

The Library Administrative policies that will be next reviewed include: Library Dress Code; Library Card Policy; Historic Photograph Reproduction Policy; Local History Policy; Conference Room Policy. This will be an Action Item at the 3/11/21 Trustees meeting.

COMMUNICATIONS:

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

10. Board Members: Trustee Joseph M. Molina asked for the Quarterly Budget Report be presented at the next Trustees meeting to see how the Library is performing relative to the approved budget. The City continues to operate with the appropriations budget from FY 19-20. A final FY 20-21 budget will be submitted to City Council for approval, while also working to develop a budget for FY 21-22. This will be a Discussion item at the 3/11/21 Trustees meeting.

Secretary Annie Chang requested information about the FOL audit.

Trustee Dean Serwin is excited to be part of the Library Board of Trustees.

11. Council Liaison (Mayor Diana Mahmud): Mayor Mahmud recommended investing in metal signs for mask usage and advised Director Billings to consult either Acting City Manager Sean Joyce or Community Services Director Sheila Pautsch.

The committee for the Parcel Tax renewal should begin by the end of June 2021. While members of the Library Board of Trustees can advocate for a ballot measure as individuals, the Board as a body cannot. The Board can educate the community about the tax and Library services. The Friends of the Library may advocate as an organization for the library parcel tax.

12. Friends of the Library Representative (Friends Board President Sally Kilby): The volunteers for the Friends Bookstore want to return, but there is not a safe or feasible option at this time to sort and process books or manage the Friends Bookstore.

13. Trustee Liaison to Friends (David Uwins): Vice President David Uwins attended the Friends annual meeting, where the budget was approved, and their first regular meeting of 2021. The combined interest of the Technology and Book Endowment funds is around \$6K.

14. Library Director (Cathy Billings): The adjustment of the Library's operational hours has made a big improvement in maintaining the health and safety of the staff by minimizing the number of people clustered in the same area. The public has not had any issue with the new hours of operation.

The Children's Department staff applied to participate in the "Early Learning with Families" training program through the California State Library. The focus will be on child development and the utilization of strategies to engage with children, their families, and caregivers.

Library staff will begin anti-bias training on 2/23/21.

NEW BUSINESS:

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

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on February 11, 2021 at 8:43 p.m.

Minutes approved _____ ^{DS} BRP as written.

Minutes approved _____ as corrected.

Bianca Richards, President
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President

3/12/2021

Date