



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
March 11, 2021**

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**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 March 11, 2021 at 7:07 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  
Ellen Torres, Friends Operations Director  
Olivia Radbill, Local History Librarian  
Sean Faye, Administrative Secretary

**PRESENTATIONS:**

1. None

**PUBLIC COMMENTS:**

2. None

**ACTION ITEMS:**

**3. Review and approve draft minutes of the regular meeting held February 11, 2021**

Library Board Secretary Annie Chang asked for the 2/11/21 minutes be amended to include her request for the Friends' audit information in Board Member Communications.

**Motion by Library Board Secretary Annie Chang, seconded by Library Board Trustee Dean Serwin, to approve the minutes as amended for the regular meeting of the Library Board of Trustees held February 11, 2021.**

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

**4. Library Board of Trustees Manual Update**

**Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Joseph M. Molina, to approve the request to rescind item 1.3, “Trustee Goals”, from the Library Board of Trustees Manual.**

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

## **5. Review of Library Administrative Policies**

Questions were raised about copyright in the context of materials donated to the Local History Collection. The Library emails high-resolution digital reproductions of historical photographs. Physical copies are no longer provided. When images are reproduced or displayed the credit “Courtesy of the South Pasadena Public Library” must be included.

A Deed of Gift form is completed for donations to the Local History Collection. It states the individual is the sole owner of the image in question and transfers all rights to the Library. The Deed of Gift form collects information about title, copyright, and donor identification. Trustee Dean Serwin cautioned that using images without confirming ownership of copyright runs certain risks. The Local History Collection Development Guidelines, which includes the Deed of Gift as an appendix, will be sent to the Trustees for their review.

This will be brought back as a Discussion Item for the 4/8/21 Trustees meeting.

**Motion by Library Board Trustee Dean Serwin, seconded by Library Board President Bianca Richards, to approve the request to approve the amendments to the Library’s Local History Collection Policy and the Policy on the Giveaway of Newspapers, and to rescind the Policy for Reproduction of Historic Photographs.**

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

## **DISCUSSION ITEMS:**

### **6. Budget Report**

The spreadsheet provided to the Trustees reflect the FY 19/20 budget as a comparison to the proposed FY 20/21 budget, which is not yet approved by the City Council. The Library has been very conservative with its spending in FY 20/21 and expenses are on track with the proposed budget.

The proposed budget makes funds available for the replacement emergency egress lighting system, shelving, and window shades for the Conference Room.

There were questions about the Assistant Library Director position on the Library Organizational Chart. The Library requested to keep this FTE position open in order to reallocate it into a different full-time position. This reallocation will be part of the budget discussion for FY 21/22.

The Assistant Library Position will be a Discussion Item at the 4/8/21 Trustees meeting.

## **7. Strategic Planning and Parcel Tax Renewal Timeline**

Trustee Joseph M. Molina suggested the Library strategic planning process be moved up to take place before the Library Parcel Tax education efforts that will take place before the November 2022 election. Information collected from the strategic planning process will be relevant to Parcel Tax education and outreach. Trustee Serwin said that the results of any community surveys related to strategic planning would be useful to any independent Parcel Tax Measure committee formed to advocate for the tax.

Mayor Diana Mahmud said that the last time the Parcel Tax was renewed, it was adjusted for inflation.

The Library Board of Trustees, as appointed officials, cannot advocate for the Parcel Tax, but can educate the public about the Library's value and services. The Trustees, as individuals, can endorse the measure. There will be coordination between the Trustees, the Friends of the Library, and any independent Parcel Tax committee that is formed.

This Discussion Item will be continued at the 4/8/21 Trustees meeting.

[Local History Librarian Olivia Radbill left the Board of Trustees meeting at 7:54 p.m.]

## **8. Friends of the Library Letter to the Board of Trustees**

The Friends of the Library (FOL) provided information about their finances, their audit, and their donation process to the Board. The FOL work with the Library Director to establish the amounts they budget to support Library services and programs, such as speaker fees, book clubs, subscriptions to digital resources, the Children's Summer Reading Program, and programs for Teens. There are restrictions on their endowment funds, which limit investment risk and result in smaller returns available to be spent for the benefit of the Library. The FOL will review their investment policies.

## **9. Library Operations Update**

Several digitization projects are in process. Local History Librarian Olivia Radbill initiated an agreement with Newspapers.com and the California Digital Newspaper Collection (CDNC) at the University of California, Riverside to digitize and make available online twelve reels of Library microfilm of historic newspapers dated from 1917 to 1938. These have been scanned and are now accessible and full-text searchable in-library. After three years the content will be freely available on the internet via the CDNC.

Local History Librarian Radbill also obtained a grant for the California Revealed Digitization Project. South Pasadena City Directories from 1893-1949 and South Pasadena High School Yearbooks from 1909-1924, which are in the public domain, will be digitized and available online.

The Library app will have a soft launch with staff before it is available to the public. Some functionality aspects need to be further developed. The app can store all the barcodes of the same family. It will be officially launched next week with publicity forthcoming.

A Fine Free handout with the timeline for notifications has been included in Takeout materials. All fines have been purged from accounts referred prior to 2018. Only overdue fees have been waived from accounts from 2018 to the present; fees for lost and damaged items and collection agency referral remain. Typically, library fees are kept on the books for 3-4 years. Email overdue notices have been implemented.

Mask signage for the Library Park has been posted outside the Community Room entrance and at the Senior Center. Signage may be added to the Library picnic table area.

The “Rialto Revealed” event had over 400 people registered. 230 people watched live from across the United States, Canada and Mexico. It is available to stream on the Library’s website.

The Crowdsourced Community Poem has launched. Contributions are being received from the community and sent to South Pasadena Poet Laureate Ron Koertge. The deadline to submit is 3/19/21.

The California Young Reader Medal Storytimes are online this week. The winning book will be decided on 3/31/21.

There will be a Teen Journaling workshop about self-care on 3/17/21. This will be a virtual event with closed captioning.

The Comic Book Discussion Club for Adult Readers will meet virtually on 4/1/21.

## **10. COVID-19 Update**

State Librarian Greg Lucas announced that library employees with occupational exposure to students are eligible for COVID-19 vaccines and South Pasadena Public Library staff who wish to be vaccinated are in the process of making appointments. LA County is moving into the Red Tier, and many libraries will likely begin to offer limited in-person services, including computer use, browsing materials and desk transactions, as early as April. The Fire Department will assist with determining an occupancy number as the basis for calculating limited capacity. An evaluation of the Library’s HVAC system is being arranged. The Library’s current floorplan for Takeout Services is not compatible with in-person services so furniture needs to be rearranged and existing shelving reconfigured. Once the budget is approved, new shelving to be located across from the Service Desk will be purchased.

## **11. 2021 Library Board of Trustees Work Plan Activity Review**

Library policies and strategic planning were discussed under Item #7. The activity of the Twenty-first Century Committee for the Library (21CCL) was discussed in the Friends of the Library President’s report (Item #15). Vice President Uwins met with the FOL to provide a presentation on the origin and history of the 21CCL.

Any steps taken towards the objectives of the LBT Work Plan will be documented.

## **COMMUNICATIONS:**

**12. Board President (Bianca Richards):** The Women Involved in South Pasadena Political Action (WISPPA) requested a short summary from each City Commission. Board President Bianca Richards was involved with WISPPA for many years and forwarded information about the Library’s Fine Free initiative. Going forward, President Richards will confirm that any information will be discussed first by the Library Board of Trustees before being shared. Responsibility for communicating with other boards or commissions will be a Discussion Item for the 4/8/21 Trustees meeting.

**13. Board Members:** Library Board Vice President David Uwins commended Local History Librarian Radbill for the outstanding presentation she gave for the “Rialto Revealed” event on 3/10/21, as well as the follow-up email she sent to answer attendee questions.



DocuSigned by:  
*Bianca Richards, President*  
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President

4/9/2021  
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Date