



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
April 8, 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 April 8, 2021 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present

Annie Chang Long
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 March 11, 2021

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Trustee Dean Serwin, to approve the minutes as written for the regular meeting of the Library Board of Trustees held March 11, 2021.

Library Board Vice President David Uwins asked for the 3/11/21 minutes be amended to include that he met with the Friends Board President on behalf of the Library Board of Trustees (LBT) to review the history surrounding the Twenty-first Century Committee for the Library (21CCL) as a Work Plan activity (Item #11).

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Trustee Dean Serwin, to approve the minutes as amended for the regular meeting of the Library Board of Trustees held March 11, 2021.

AYES: Long, Molina, Richards, Serwin, Uwins
NOES: None
ABSENT: None
ABSTAIN: None

4. Recommend a Letter of Support for the Build America's Libraries Act

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Vice President David Uwins, to approve the recommendation that the City Council authorize a letter of support for the Build America's Libraries Act, S. 127 and H.R. 1581, which would fund upgrades to the nation's library infrastructure.

AYES:	Long, Molina, Richards, Serwin, Uwins
NOES:	None
ABSENT:	None
ABSTAIN:	None

DISCUSSION ITEMS:**5. Designate a Trustee as WISPPA Contact**

The organizers of the Women Involved in South Pasadena Political Action (WISSPA) have requested monthly updates from all City of South Pasadena commissions. It was agreed that President Bianca Richards, who has been involved with WISPPA, could share information about the activity of the Board and the Library without being officially designated.

6. Serving with a Purpose Mini-Conference

The California Library Association will be holding its Serving with a Purpose Mini-Conference virtually in September 2021. This is an opportunity for members of Boards, Friends, and Library Foundations to learn more about fundraising. The Library will register any Trustees that would like to attend.

7. Reintroduction of In-person Library Services Plan

The Library is working through its logistical issues to safely re-open limited in-person services in mid-May. An evaluation of the Library's HVAC system is pending. Public Works is assisting with these arrangements. Freestanding air purifiers will be utilized. The replacement for the egress emergency lighting system has been ordered and is due to arrive at the end of April or early May. Once an installation date has been scheduled, the Library will then be able to announce that it will re-open on 5/10/21 or 5/17/21.

The Library will begin with allowing up to 40% occupancy. This may increase to 75% depending on demand and circumstances.

Acorn Technologies, the City's IT vendor, will re-configure the public computer stations for proper distancing. Some shelving projects and furniture re-location are in progress. Acrylic partitions for public service desks have been ordered. Publicity is forthcoming.

Mask usage will be required to enter. Signage about wearing masks for the public will be displayed inside the Library. The City Attorney has provided guidance on how to enforce this policy.

Two staff members will be posted at the entrance to greet patrons, keep count of occupancy, and to go over the rules. Patrons will be able to browse the collection, check out their items in person, speak with the Reference Librarian and use the public computers.

The Library will re-open to the public with its current hours. It may begin to open earlier in the day depending on the demand. Storytime and Children's programming will continue virtually over Zoom. Outdoor

programming during the summer is being considered. As conditions improve, programming may take place in the Community Room to keep families safely distanced.

The Southern California Library Cooperative (SCLC) will provide standardized training for all libraries in the consortium for how to enforce safety regulations. The Library will enforce mask wearing with existing elements in its Code of Conduct. The City Attorney also suggested the LBT might want to adopt a rule explicitly about mask requirements. This will be a Discussion Item for the 5/13/21 Trustees meeting.

8. Proposed Changes to Library Organizational Chart

The Assistant Library Director position is not funded in the recently approved budget for Fiscal Year 2020/2021. The Assistant Director position is no longer required. The Library proposes converting it back into a Full Time Librarian position, which would be responsible for library technology under the Support Services Manager. The Library also proposes that the full-time Clerk I position be upgraded to a Library Associate since the position is required to perform professional grade work that corresponds to the Library Associate job description. The LBT, led by Trustees Joseph M. Molina and Dean Serwin, offered their support of these proposals.

9. Library Operations Update

The Library had a booth at the Community Services Department “Spring Eggstravaganza” drive-thru event. Children’s Librarian Judy Neeb gave away about 300 craft kits. Information about the Library’s plans for re-opening and the Summer Reading Program were shared with many families.

Two LGBTQ programs are scheduled for June in honor of Pride Month.

The first Comic Book Discussion took place on 4/1/21. Effort will be made to increase the attendance for the next discussion in May.

Performers are being scheduled for the Summer Reading Program and planning is underway for indoor and outdoor Storytime.

The San Gabriel Valley Council of Governments will conduct a study for Regional Homeless/Mental Health/Crisis Response to review these issues from a regional perspective. Library Director Cathy Billings and Library Board President Bianca Richards will serve on the Community Advisory Group.

10. Equity, Inclusion, and Diversity (EID) Initiative

The annual State Library Directors Forum focused on the importance of looking at library services, programs, and collections through the lens of EID. The State Library has funded EID work over the last two years that will eventually provide a framework and resources for libraries to use as they address the problems of inequity and exclusion, and the need to increase diversity.

Library staff has been working on small assignments based on the curriculum of the three live-speaker training sessions they attended, with the goal of raising awareness and normalizing discussion of EID issues. Tasks included in a Library Equity, Inclusion, Diversity Plan could include developing a strategy to assess the children’s literature collection for diversity. Addressing the unconscious bias of staff has been one goal of this training. At this time, there is no formal mechanism in place to receive feedback from the community.

Board members expressed an interest in gaining a better understanding of the Library’s goals and objectives related to engaging in EID work. This will be a Discussion Item for the 5/13/21 Trustees meeting.

11. 2021 Library Board of Trustees Work Plan Status Review

Going forward, the LBT agenda will include each Work Plan goal as a separate discussion item.

COMMUNICATIONS:

12. Board President (Bianca Richards): President Richards submitted a comment to the City Manager and the Mayor in honor of National Library Week and National Library Workers Day.

13. Board Members: Secretary Annie Chang Long thanked Director Billings for her commitment to the Library and the South Pasadena community.

Trustee Serwin recognized the breadth of the Library's purpose in the community and what it represents.

14. Council Liaison (Mayor Diana Mahmud): Mayor Diana Mahmud is very pleased with the quality of discussion the Library Board engages in and feels confident the Library is in good hands under their stewardship.

Mayor Mahmud said there are two finalists for the City Manager position. A formal announcement will be made at the 4/21/21 City Council meeting.

15. Friends of the Library Representative (Friends Board President Sally Kilby): Friends Board President Sally Kilby thanked Director Billings for her leadership.

The Friends of the Library (FOL) have launched Library Appreciation Month. A banner of gratitude is featured at the Library's main entrance and the FOL will provide treats every Monday in April for staff in the breakroom. President Kilby wrote personalized thank you notes to all staff members and included a gift card to Kaldi Coffee and Tea. South Pasadena Poet Laureate Ron Koertge wrote several library-inspired haikus, which are framed and displayed for staff's enjoyment.

The first meeting of the 21CCL is scheduled for next week. A liaison from the LBT will need to be appointed at some point in the future.

The FOL will purchase a laptop/tablet dispensing kiosk. It will be installed in conjunction with when the Library allows patrons to gather inside again.

The FOL wrote to U.S. Congressional representatives asking them to support the Build America's Libraries Act.

Director Billings and President Kilby gave a presentation to the Woman's Club of South Pasadena about the Library's activities over the past year. The Woman's Club mission includes supporting libraries, so this may be a good opportunity for a future partnership with the FOL.

Book donations will temporarily be collected and processed in the Library's Community Room.

The Holiday Book Sale is the major fundraiser for the FOL. The goal for this year is to raise \$10K.

16. Trustee Liaison to Friends (Bianca Richards): President Richards would like to create a yearly forecast document similar to what the FOL have.

President Richards announced the FOL are celebrating their 71st year.

The FOL newsletter is only available in electronic format.

17. Library Director (Cathy Billings): The Library Budget for Fiscal Year 2020/2021 was approved by City Council. Requests to amend purchase orders and purchase requests will be placed before the end of the Fiscal Year.

The Crowdsourced Community Poem by South Pasadena Poet Laureate Ron Koertge was published this week. Ron Koertge and President Richards were inspired by the work of Amanda Gorman and Kwame Alexander. Members of the community submitted ideas and phrases that were the basis for Ron Koertge’s poem “A New Beginning”. It has been published on the Library’s website, on *Southpasadenan.com* and in the *South Pasadena Review*. Everyone who contributed to this project received recognition. The South Pasadena High School drama students will record the poem and the Library will share it later in April.

The Library app has received 400 downloads. Outreach will be done to nearby schools to encourage their students to use it.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, May 13, 2021 at 7:00 p.m. via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on April 8, 2021 at 8:37 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

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Bianca Richards, President
President

5/13/2021
Date