



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
July 8, 2021**

CONVENE:

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on July 8, 2021 at 7:00 p.m. Some participants attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person public meetings.

IN ATTENDANCE:

Trustees Present
Joseph M. Molina
Bianca Richards
Dean Serwin
David Uwins

Also Present
Arminé Chaparyan, City Manager
Tamara Binns, Executive Assistant to City
Manager
Diana Mahmud, Mayor
Cathy Billings, Library Director
Sally Kilby, Friends Board President
PJ Lutz, Friends Executive Vice President
Sean Faye, Administrative Secretary

EXCUSED:

Annie Chang Long, Secretary

PRESENTATIONS:

1. City Manager Arminé Chaparyan

City Manager Arminé Chaparyan introduced herself to the Board. City Manager Chaparyan described her love of books and the years she worked at Vroman's Bookstore when she was in high school and college. One of her career-defining projects was the design and development of the Newhall Public Library in Santa Clarita. The City Manager said she is available for meetings with Commission members and representatives from non-profit groups. She praised the Library as a great asset for the City. The City Manager looks forward to learning more about Library operations and needs.

[Mayor Diana Mahmud arrived at the Library Board of Trustees meeting at 7:05 p.m.]

Library Board President Bianca Richards thanked the City Manager for listening to public comments about the Library's FY 21/22 budget and for adding funds for part-time staff.

[City Manager Arminé Chaparyan and Executive Assistant Tamara Binns left the Library Board of Trustees meeting at 7:10 p.m.]

PUBLIC COMMENTS:

2. None

ACTION/DISCUSSION ITEMS:**3. Review and approve draft minutes of the regular meeting held June 10, 2021**

Friends Board President Sally Kilby requested Discussion Item #16 be amended to state that the members of the Friends and Trustees that made public comments about the budget at the 6/2/21 City Council meeting, did so as individuals.

Library Board Vice President David Uwins requested Discussion Item #17 be restated to say that he “had nothing to add.”

Motion by Library Board Vice President David Uwins, seconded by Library Board President Bianca Richards, to approve the minutes, as amended, for the regular meeting of the Library Board of Trustees held June 10, 2021.

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

4. LBT Work Plan: Administrative Policy Review: Ray Bradbury Conference Room

The draft policy for the Ray Bradbury Conference Room was reviewed. The intention is to streamline redundancies in the policy and to allow students to use the Conference Room without an adult present.

The draft policy was amended as follows: Item 3: from “Maximum capacity is 15” to “Maximum capacity not to exceed 19”. There was a discussion of Item 10, which explains that consequences for non-compliance by one member of a group could affect all members of that group. It was agreed that the Ray Bradbury Conference Room Policy and the same abbreviated Code of Conduct sign used throughout the Library should be posted in the conference room. The abbreviated Code of Conduct sign references where the complete Code of Conduct document can be viewed.

Motion by Library Board Vice President Trustee Joseph M. Molina, seconded by Library Board Vice President David Uwins, to approve the Ray Bradbury Conference Room Policy, as amended.

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

5. Library Operations Update

A meeting with the Planning Director to discuss the idea of a development impact fee for library services has been rescheduled for next week.

There was a discussion about the adopted budget for FY 21/22. If available, the end of year statistics for the FY 20/21 budget will be shared at the 8/12/21 Trustees meeting.

The bidding process has been completed for the Library’s Parcel Tax Administrator. NBS, an experienced firm that has worked on the Pasadena Library’s tax, has been selected. NBS will take a very proactive

approach in reviewing the tax roll provided by the County. The Consumer Price Index (CPI) figure will be released on 7/13/21. The staff report will need the auditor's estimate and is due to the County by 8/10/21.

There was a discussion about the Library's hours of operation. The current hours are Monday-Thursday, 1 p.m. to 7 p.m., and Fridays and Saturdays, 1 p.m. to 5 p.m. The proposed changes would be Monday – 10 a.m. to 6 p.m., Tuesday, Wednesday, and Thursday - 10 a.m. to 8 p.m., Friday – 10 a.m. to 6 p.m., and Saturday – 10 a.m. to 5 p.m. The question of re-opening on Sundays to be open for service 7 days a week will be revisited when additional staff are hired and it's decided how best to manage the additional funds allocated to the part-time budget. A change in hours for Sunday service may be considered. Also discussed was 6-day per week service.

There was agreement that resuming morning hours and having a consistent start time for each day of the week would be best. Gate count numbers will be presented at the 8/12/21 Trustees meeting to provide insight as to which days of the week are busiest.

6. Local History Collection: Collection Development Guidelines and Deed of Gift

The Deed of Gift used for donations of local history materials was reviewed. Trustees Joseph M. Molina and Dean Serwin thought the current form is very simple and direct. Staff would like the City Attorney to review the document.

7. Art Display Policy

Library Director Cathy Billings has been researching art display policies from other libraries. Most policies only reference interior displays. Exterior walls of the Library from the 1982 expansion could possibly be used to display artwork. The remainder of the Library building is a historical landmark. Even if another body is determined to have jurisdiction over decisions about art on the Library building exterior, it would be beneficial to establish Library guidelines for artwork display.

The LBT Work Plan includes reviewing the Board's charge and ordinance. This review would provide an opportunity to determine and document what jurisdiction the LBT has over the Library building.

The City Attorney will be consulted regarding jurisdiction to authorize the proposed Black Lives Matter mural on the exterior of the Library building. The Public Art Commission make their decisions on a case-by-case basis and send their recommendations to City Council. City Council makes the final determination.

There was consensus that any displayed art should be removable and not permanent. Maintenance and upkeep will need to be considered. Policy should apply to the interior and exterior of the Library. A meeting will be scheduled with Margaret Lin, staff liaison to the Public Art Commission. Trustee Dean Serwin and President Bianca Richards volunteered to assist with drafting an art display policy statement. The existing artwork in the Library almost exclusively has a literary context.

8. LBT Work Plan: Emergency Plan and Procedures

There are no updates at this time.

9. LBT Work Plan: Review the Board's Charge, SPMC, and Statutory Authority

This will be tabled to the 8/12/21 Trustees meeting.

10. LBT Work Plan: Prepare for Library's Next Strategic Planning Process

This will be tabled to the 8/12/21 Trustees meeting.

11. LBT Work Plan: Aid the Friends of the Library with 21CCL Fundraising Committee

Vice President Uwins attended the 6/14/21 21CCL meeting. The sub-committee is meeting monthly. Committee member Sally Cullman has experience with foundations and envisioning how to improve a library from her work with LAPL and the Braille Institute. Questions remain about what projects the 21CCL would raise money for. Staff suggested that a library building planning and needs assessment consultant is required. A consultant would analyze the Library's demographics, usage, and other factors to determine the ideal future library. Having a future library plan based on industry standards would help the Library to be competitive for any State funds that may become available. A consultant could be hired with funds from the Mullen or Romine Estate funds. This planning process could also tie together with the Library's Strategic Plan.

The Senior Center added a meeting space as part of their recent small renovation. This was funded by the Senior Citizen's Foundation of South Pasadena. It would be ideal if there were interior access between the Library and Senior Center.

COMMUNICATIONS:

12. Board President (Bianca Richards): President Richards said the 6/26/21 Friends Book Sale in the Community Room was a great success. Over 5,000 books were sold and nearly \$1,500 was raised. There are plans for another Friends Book Sale in September. Art and garden books will be sold in the Community Room at the 7/17/21 Arts Crawl.

The City Manager will be a guest at the Women Involved in South Pasadena Political Activism (WISPPA) Zoom forum.

13. Board Members: Vice President Uwins, Trustee Serwin, and Trustee Molina had nothing to add.

14. Council Liaison (Mayor Diana Mahmud): Mayor Diana Mahmud said the 6/26/21 South Pasadena Beautiful plant swap was also a success. It occurred at the same time as the Friends Book Sale, in the Library Park. Going forward it may be a good idea for the Friends to partner book sales with other organizations.

15. Friends of the Library Representative (Friends Board President Sally Kilby): An upgrade to the Teen Room was discussed at the 6/14/21 21CCL Exploratory Committee meeting. Friends Vice President of Membership Jean Zenas has offered the services of her family's company, the Thinkwell Group, who specialize in designs for themed entertainment. The Thinkwell Group will pay for half of the design fee.

The Friends Bookstore is now open 3 days a week. New volunteers have begun working in the Friends Bookstore. The retiring chairs are assisting the new chairs of the Friends Bookstore Steering Committee.

The Restoration Concert Committee is going well with their new liaisons. The Restoration Concert Series will resume on 9/12/21. Director Billings would like to explore the acquisition of a permanent stage for the Community Room.

It was decided that Google Drive would be used to archive all materials related to the 21CCL, and possibly other Friends organization documents.

There will be no Friends meeting this month. The Friends will have a retreat in August where policy changes will be discussed.

President Kilby has contacted Jericho Road, a Pasadena non-profit organization that assists other non-profit groups with financial and administrative issues.

President Kilby expressed gratitude for the teens that helped with the book sale.

16. Trustee Liaison to Friends (Bianca Richards): Had nothing to add.

17. Library Director (Cathy Billings): Administrative Secretary Sean Faye has gathered bids from three security camera vendors. The Interim Finance Director suggested the Library might be able to add these needs to the City’s overall security enhancements recommended by the recent assessment by a security consultant. Keycard access for the staff entrance is being considered in the meantime. Mayor Diana Mahmud is hopeful that investments in infrastructure are forthcoming with funds from the American Rescue Plan and emphasized security is a top priority.

The Library will be contributing to the 7/17/21 Arts Crawl on the front steps of the Community Room from 4-6pm. The public will be able to decorate paper feathers to add to a community phoenix wings project and have their picture taken.

NEW BUSINESS: Vice President Uwins will not be in attendance for the 8/12/21 Trustees meeting.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, August 12, 2021 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on July 8, 2021 at 8:53 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

Bianca Richards, President

President

8/12/2021

Date