



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
March 10, 2022**

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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 10, 2022 at 7:03 p.m.

**IN ATTENDANCE:**

Trustees Present

Kenneth Gross  
F.J. Pratt  
Bianca Richards  
Dean Serwin

Also Present

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

**EXCUSED:** Secretary Annie Chang Long

**PRESENTATIONS:**

1. None

**PUBLIC COMMENTS:**

2. None

**ACTION/DISCUSSION ITEMS:**

3. Review and approve draft minutes of the regular meeting held February 10, 2022

Motion by Library Board Trustee Dean Serwin, seconded by Library Board Trustee Kenneth Gross, to approve the minutes as written for the regular meeting of the Library Board of Trustees held February 10, 2022.

<b>AYES:</b>	<b>Gross, Pratt, Richards, Serwin</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Long</b>
<b>ABSTAIN:</b>	<b>None</b>

4. Election of Officers and Appointment of Representative to the Friends of the Library

Motion by Library Board Trustee Kenneth Gross, seconded by Library Board Trustee F.J. Pratt, to approve the Library Slate of Officers for 2022 as follows – President – Dean Serwin; Vice President – Bianca Richards; Secretary – Annie Chang Long. Bianca Richards will serve as the Trustee Representative to the Friends of the Library.

<b>AYES:</b>	<b>Gross, Pratt, Richards, Serwin</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Long</b>
<b>ABSTAIN:</b>	<b>None</b>

## **5. Proposed Library Hours**

Library staff developed the proposed schedule to expand the Library's hours. The new schedule would have the Library open 58 hours a week. The Library would open consistently at 10 a.m., with the exception of Sunday. The Library was open 57 hours a week under its pre-pandemic schedule.

**Motion by Library Board President Dean Serwin, seconded by Library Board Vice President, to adopt the Proposed Library Hours that will go into effect on 4/4/2022:**

**Monday – 10 a.m. - 6 p.m.**

**Tuesday, Wednesday, and Thursday – 10 a.m. - 8 p.m.**

**Friday and Saturday – 10 a.m. – 6 p.m.**

**Sunday 1 – 5 p.m.**

<b>AYES:</b>	<b>Gross, Pratt, Richards, Serwin</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Long</b>
<b>ABSTAIN:</b>	<b>None</b>

## **6. Strategic Planning**

The deadline to receive proposals from Strategic Planning consultants has been extended to 3/25/22. Four proposals are expected. The sub-committee comprised of Vice President Bianca Richards and Secretary Annie Chang Long will review the proposals with Library Director Cathy Billings. A summary will be presented at the 4/14/2022 Trustees meeting where a consultant will be chosen.

## **7. Volunteer Recognition Luncheon**

The Volunteer Recognition event will be a tea, rather than a luncheon. Invitations have been mailed and RSVPs are being received.

Local History Librarian Olivia Radbill will present highlights of the local history collection and discuss the Memory Lab project. It will be a visually rich presentation with photos of the Busch Gardens and Solar Motor Company collections the Library purchased from South Pasadena historian and former Trustee Rick Thomas.

Library staff will set up the Community Room with the tables, chairs, and tablecloths the day before the event. Board members will assist with picking up pastries the day of the event. Food will be purchased from local South Pasadena bakeries. Coffee, tea and juice will be provided. Other duties for Board members will be assigned as needed.

## **8. Parcel Tax Renewal**

The City Attorney shares the opinion of a previous City Attorney that no more than two Trustees should serve on the Parcel Tax Committee. There is a precedent, from the 2015 ballot initiative, for the Library Board President to sign the position statement. A staff report will be presented at the 4/14/22 Trustees meeting to provide direction and a recommendation to the City Council of what the terms of the renewal should be.

Councilmember Mahmud cautioned that the California Business Roundtable is circulating a proposition to limit the ability of local government to raise revenue. It has the potential to eliminate evergreen parcel taxes. Should this initiative gather enough signatures, it would be on the same ballot as the Parcel Tax. The City Attorney will need to be consulted about how this would impact the parcel tax ballot measure.

### **9. Proposed Fiscal Year 2022-2023 Library Budget**

The Proposed Library Budget for Fiscal Year 2022-2023 has a similar bottom line to last year's budget. The Library is requesting to add a 10<sup>th</sup> Full Time Employee. Accounts that have had unspent funds at the end of the year, several years in a row, such as Building Maintenance, have been reduced, with those funds instead being allocated to the materials budget (books, DVDs, CDs, eBooks).

Capital Outlay funds would go towards new tables and chairs for the Library patio. The Friends will be asked to contribute to the cost. Other Capital Outlay funds would go towards climate control in the administrative office. \$12K has been requested to pay for new, ergonomically appropriate workstations for Support Services staff.

The City's collective bargaining agreements expire at the end of this fiscal year and negotiations that would dictate any changes in salaries or benefits are getting underway.

### **10. Library Operations Update**

Community Services will manage the Be Kind to Animals event. The Library may play a role in the future.

The virtual Will Eisner book discussion was a success and inspired a lively discussion.

The Library is strongly recommending the use of masks within the Library. Masks will be required to enter the Children's Room to protect unvaccinated children. New signage will be posted. Staff continue to wear masks and are relieved not to enforce the mask policy with the patrons.

In-person programming has resumed and is going very well. Storytime, which is held outdoors three times a week, drew 70 people today. Craft Lab at the patio table on Thursday afternoons also attracts large groups of people.

Two Aides have been promoted into the vacant Clerk positions. Five of the ten Aide positions are now vacant. A new recruitment was opened. Previous library experience will not be the dominating factor in evaluating applicants for the Aide position, which we hope will lead to a more successful recruitment.

The Weekend-in-Charge librarians are being trained to run the Library on Sundays.

The San Gabriel Valley Council of Governments (COG) has funding for 294 overtime hours for the police to conduct outreach to the unhoused. They will focus on the business district, the Library Park, and the train station.

The Trustees will be asked to complete Statements of Economic Interest forms by the City Clerk.

The California Library Association's "Serving With a Purpose" one-day conference will take place soon. It has been a good resource for advocacy and fundraising for Friends groups and Board members. This year's topic is "Representation Matters – Building a Better Board."

### **COMMUNICATIONS:**

**11. Board President (Dean Serwin):** President Dean Serwin is excited to be the Board President. He expects this to be a wonderful year. President Serwin praised Library Director Cathy Billings for her direction and guidance.

**12. Board Members:** Vice President Bianca Richards thanked the Board for their support during her term as President. Vice President Richards expressed appreciation for those that serve on Boards and Commissions and encouraged more residents to volunteer.

Trustee Kenneth Gross is pleased to be a part of this Board and looks forward to what can be accomplished.

Trustee F.J. Pratt echoed Vice President Richards' statement about volunteerism and giving back to the community. Trustee Pratt offered the services of the Boy Scout troop he leads for any Library-related needs.

**13. Council Liaison (Councilmember Diana Mahmud):** Councilmember Mahmud thanked Vice President Richards for her leadership and congratulated President Serwin. Councilmember Mahmud commended Library Director Billings for her designation by Assemblymember Chris Holden as "Woman of the Year" for South Pasadena. Trustees should be invited to the ceremony.

**14. Friends of the Library Representative (Friends Board President Ellen Torres):** The residents of Orange Grove Avenue, south of Monterey Road, donated the \$3,250 they received from a film production to the Friends. The money will go into the Friends' general fund.

The Friends Board voted to purchase a Zoom camera for hybrid meetings and offered it to Library staff for their meetings.

The Friends will conduct a survey to find the ideal time of day to conduct their Board meetings.

The Friends have adopted a Diversity, Equity, and Inclusion (DEI) statement. It is published on their website, along with bios of Friends Board members.

Four Friends Board members will attend the upcoming Serving With a Purpose conference. President Ellen Torres has found this conference to be very valuable and encouraged the Trustees to attend when they can.

Jericho Road, a non-profit organization that offers guidance to other non-profits, may assist the Friends with developing a new website. Jericho Road may also assist with guidance towards Board development, business development, and assistance with the Friends' retreat.

The Friends Bookstore raised \$3K in January 2022, with \$1K raised just from the sale of \$.50 books.

The Restoration Concerts resumed on 3/6/22. This season will close with one concert in April and two concerts in May, to make up for one of the canceled concerts.

The Friends Newsletter will be a monthly news update that will be emailed out to their members.

The Trustees were invited to become members of the Friends.

**15. Trustee Liaison to Friends:** Vice President Richards will attend the 3/17/22 Friends meeting.

**18. Library Director (Cathy Billings):** The 4/14/22 Trustees meeting will be either hybrid or in-person in the Ray Bradbury Conference Room. The Governor's Executive Order expires on 6/30/22.

**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, April 14, 2022 at 7:00 p.m. in the Ray Bradbury Conference Room.

**ADJOURNMENT:** President Dean Serwin adjourned the regular meeting of the Library Board of Trustees on March 10, 2022 at 8:12 p.m.

<sup>DS</sup>  
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Minutes approved \_\_\_\_\_ as written.

Minutes approved \_\_\_\_\_ as corrected.

DocuSigned by:

DEAN SERWIN

4/15/2022

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President

Date