



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
September 8, 2022**

CONVENE:

President Dean Serwin called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on September 8, 2022 at 7:00 p.m. Members of the public attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Annie Chang Long
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Lt. Shannon Robledo, SPPD
Sally Kilby, Friends Board Representative
Sean Faye, Administrative Secretary

EXCUSED: Councilmember Diana Mahmud
Trustee F.J. Pratt

PUBLIC COMMENTS:

1. South Pasadena resident Steve Zikman expressed concern about unhoused individuals outside the Library. He has been following this situation for nearly a year and requested an update about the Library's response. He referenced the large Municipal Code sign on the El Centro Street side of the Library Park and asked why similar signs aren't posted in front of the Library.

ACTION/DISCUSSION ITEMS:

2. Minutes of the Special Library Board of Trustees Meeting of August 11, 2022

Motion by Library Board President Vice President Bianca Richards, seconded by Library Board President Dean Serwin, to approve the minutes as written for the special meeting of the Library Board of Trustees held August 11, 2022.

AYES:	Gross, Long, Richards, Serwin
NOES:	None
ABSENT:	Pratt
ABSTAIN:	None

3. Minutes of the Regular Library Board of Trustees Meeting of August 11, 2022

Motion by Library Board President Vice President Bianca Richards, seconded by Library Board Trustee Kenneth Gross, to approve the minutes as written for the regular meeting of the Library Board of Trustees held August 11, 2022.

AYES:	Gross, Long, Richards, Serwin
NOES:	None
ABSENT:	Pratt
ABSTAIN:	None

4. Library and Library Park Health and Safety

There was a discussion about the Library Code of Conduct and the South Pasadena Municipal Code, as they apply to health and safety issues in the Library and the Library Park.

The Library is working with Public Works to place additional “rules and regulations” signs in the park, including signs with the regulations most relevant to common behavioral problems. These signs would be posted on the balconies, the Oxley and El Centro entrances, and the side entrance to the Senior Center. The signs would assist Library staff, police, and code enforcement officers with education and enforcement. It was suggested that the signs include references to illegal drug use and vaping being prohibited.

The Library Board of Trustees has the authority to enact bylaws, rules, and regulations related to the function of the Library and its interior. An argument could be made that this authority extends to the exterior areas immediately adjacent to the building, such as the entrances and balconies. Historically, the Library Board has not had any authority over the Library Park. The Municipal Code allows the Library to suspend a person’s library privileges and ban them from the Library and Library Park for specified periods of time, if they are not compliant with the Library’s interior rules of behavior (i.e., Code of Conduct). If a banned patron returns to the property before their ban has ended, they are guilty of a misdemeanor.

The Library Board wants the public to be aware of the extent of the Library Board’s authority, as well as that of Library staff and the police.

Lt. Shannon Robledo of the South Pasadena Police Department explained that the police can take action on crimes or violations of the City’s ordinances, but may not infringe on an individual’s civil rights if they are not breaking the law.

The City recently launched a pilot program with a mobile mental health crisis unit. This team includes a licensed clinical social worker and an EMT from the Los Angeles Centers for Alcohol and Drug Abuse (L.A. CADA). At present they will be available in South Pasadena one day a week. The team’s focus is on mental health crises. A separate team that conducts outreach to the unhoused may be added. Staff will continue to submit requests to the Los Angeles Homeless Services Authority (LAHSA) to have an outreach specialist make contact with those observed to be in need or individuals that have requested assistance.

In the recent library strategic planning engagement, both staff and the public expressed concern about issues of homelessness and untreated mental illness and the impact they have on library

operations. Staff also expressed an interest in having a social worker in the Library or in the City's employ to assist individuals experiencing homelessness or mental illness.

The Library's Wi-Fi is available daily between the hours of 8:00 a.m. to 10:00 p.m. Most public libraries do not require a password to access their Wi-Fi network. The Library has produced a brochure with resources for people in need. It was suggested that a QR code with this information could be made available inside and outside of the Library. It was suggested that if a security guard is hired, they should have experience with mental health issues. A custodial service cleans the Library, including restrooms, each night and services the Library during the daytime three days a week. The size of the Library's restrooms is not inadequate to meet the needs of 500 visitors per day.

Funding from the State Library Critical Infrastructure grant could possibly address some security needs, like exterior lighting and restroom remodeling. Any funds awarded must be matched 1:1 by the City. The Library plans to submit an application for the second round of funding in approximately March 2023.

The Library is working with Public Works on a project to install interior and exterior security cameras. Funding has been secured for this project.

Motion by Library Board President Dean Serwin, seconded by Library Board Vice President Bianca Richards, to formally request the City to establish a firm timeline within the next 60 days to follow the steps necessary for the installation of security cameras for the Library.

AYES:	Gross, Long, Richards, Serwin
NOES:	None
ABSENT:	Pratt
ABSTAIN:	None

Library Board President Dean Serwin thanked Lt. Robledo for his service in honor of the anniversary of 9/11. Lt. Robledo was also commended for his work with the unhoused on behalf of the City.

Lt. Robledo acknowledged the frustration felt by the neighbors and encouraged them to call the police when they need assistance.

Library Director Cathy Billings noted that the 6' tables in the Library patio area will be replaced with smaller tables. This will allow more space for individuals and groups of people. This project has funding.

A list of pending facility-related projects will be presented at the 10/13/22 Trustees meeting.

[Lt. Shannon Robledo left the Library Board of Trustees meeting at 8:30 p.m.]

[Library Board Secretary Annie Chang Long left the Library Board of Trustees meeting at 8:30 p.m.]

5. Public Comments Policy

The Library Board of Trustees will adhere to the three minute Public Comment Policy shared by other South Pasadena boards and commissions.

6. Summer 2022 Outcomes Survey Results

The Board reviewed the results of the Summer Reading Program survey facilitated by the State Library. 71 comments were received from families that used Library services during the summer. The feedback overall was very positive.

7. Library Strategic Planning Update

19 people attended the 9/6/22 Strategic Planning Open House where the results of the survey were shared. Vice President Bianca Richards attended the Open House. She was impressed by the consultants' notion of capitalizing on the uniqueness of the campus. Members of the public requested improvements to the lighting, the furniture, and ways to address barriers to library services.

Library staff had a four hour session with the Strategic Planning consultants on 9/7/22. Staff engaged in exercises to identify the Library's role in the community and its readiness to meet goals identified through the strategic planning process.

The Advisory Committee met that afternoon with the consultants and had a good discussion about the survey results. Friends Board Representative Sally Kilby was in attendance. People expressed their love for the Library collection.

Senior Library staff met with the consultants to review the data collected and identify recurring themes and related goals and actions.

BerryDunn will present their updated findings at the 10/13/22 Trustees meeting and present options for the mission statement.

8. Library Operations Update

City Council adopted a resolution to concur with the Library Board's acceptance of the Carlyle Bequest. An account will be created for those funds.

Alexis Mendoza has been hired as the full-time Adult Services/Digital Services Librarian. She will start on 9/26/22. Alexis graduated with her MLIS from UCLA, with a focus on website design and user experience. She has a BA from Cal Poly Pomona in Gender, Ethnic, and Multicultural Studies. She has been a librarian at the Glendora Public Library.

The vacancy for the part time Clerk II position has been posted. This will be an opportunity for internal promotion. A requisition has been submitted to fill the Aide vacancy.

The job description is being finalized for the new Support Services Librarian position that received funding this fiscal year.

Voting for the One City One Story is underway until 9/10/22. The winning title will be announced on 9/19/22.

On 10/4/22 there will be a visually stimulating Author Talk with artist and author Janna Ireland for her book *Regarding Paul R. Williams: A Photographer's View*.

On 10/12/22 the Library will partner with the South Pasadena Arts Council (SPARC) for an Author Talk with musician Leland Sklar.

There will be a Natural Indigo Dyeing event in partnership with the Community Garden on 10/16/22.

The community book discussion for the One City One Story winning title will take place on 10/26/22.

There will be an All-City Open House on 10/2/22. Each department will be represented. The Library has crafting activities and giveaways planned. The Library will have a summary of Frequently Asked Questions about the upcoming Library Parcel Tax to share with the public.

The City has launched a mobile app. Residents will be able to report maintenance issues and find their voting district.

COMMUNICATIONS:

9. Board President Communications

President Serwin thanked the Board for the work accomplished tonight. He emphasized the importance of having these decisions on record. President Serwin thanked Director Billings for the information provided in her Staff Report about the health and safety of the Library and Library Park.

10. Board Member Communications

Vice President Bianca Richards praised the Library's contribution to the City's YouTube video organized by Mayor Michael Cacciotti.

Trustee Kenneth Gross agreed that a lot of important ground was covered at this meeting.

11. Council Liaison Communications

Councilmember Diana Mahmud was not present.

12. Friends of the Library Representative

Friends Board Representative Sally Kilby reported the decision of whether to sell or repair the Steinway piano is still in discussion.

The Friends have entered into a contract with Jericho Road to update their website. Jericho Road will also assist the Friends with establishing an Intranet to store their important documents.

The Friends Mission Statement was reviewed and will remain the same.

The Friends reviewed and updated their Bylaws and policies.

The Friends and South Pasadena Beautiful will co-sponsor a special program about bees. It will be presented in the Community Room on 10/19/22.

The Restoration Concert Series will begin on 9/18/22. Concert series tickets are available for \$136 for 8 concerts.

The Friends September newsletter has gone out.

The Friends membership and book donations continue to grow.

13. Trustee Liaison to the Friends

Vice President Richards had nothing to add.

14. Library Director

Library Director Billings has nothing further to add.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, October 13, 2022 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference for the public via Zoom.

ADJOURNMENT: President Dean Serwin adjourned the regular meeting of the Library Board of Trustees on September 8, 2022 at 8:57 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

DocuSigned by:
Bianca Richards, President
4973FF1693FE4E4...
President

10/14/2022

Date