



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
October 13, 2022**

CONVENE:

Vice 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 October 13, 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
F.J. Pratt
Bianca Richards

Also Present

Cathy Billings, Library Director
Diana Mahmud, Council Liaison
Jason Genck, BerryDunn Consultant
Monique Ziesenhenné, BerryDunn
Consultant
J.R. Clanton, BerryDunn Consultant
Abdulkadir Abdi, BerryDunn Consultant
Ellen Torres, Friends Board President
Sally Kilby, Member of the Public
Sean Faye, Administrative Secretary

EXCUSED: President Dean Serwin

PUBLIC COMMENTS:

1. None

PRESENTATION:

2. The consultants from BerryDunn provided an update on the strategic planning process, which included reviewing the engagement results and the draft goals, tasks, and mission statement. They explained that the goals and tasks are grounded in the in-person engagement work with Library staff, Trustees, Friends, the Community Advisory Committee, one-on-one interviews with selected stakeholders, and data from the online survey, which was completed by over 400 participants.

The most common feedback included addressing facility needs, the prioritization of safety, and the expansion of programs, events, and hours of service. Other comments requested an increase in technology, growing the collection, and adjusting to the impacts from COVID-19.

The community expressed appreciation for Library staff and the Library's role as a welcoming and inviting place, as well as the variety of resources it provides to be a lifelong learning destination.

[Library Board Secretary Annie Chang Long arrived at the Library Board of Trustees meeting at 7:33 p.m.]

The Board asked to reserve their feedback until they can review this information further. Library Director Cathy Billings will provide the presentation as well as the 1,000+ survey comments following this meeting, and will collect feedback from Board members to share with the consultants.

[Jason Genck, Monique Ziesenhenn, J.R. Clanton, and Abdulkadir Abid left the Library Board of Trustees meeting at 7:55 p.m.]

ACTION/DISCUSSION ITEMS:

3. Minutes of the Special Library Board of Trustees Meeting of August 31, 2022

4. Minutes of the Regular Library Board of Trustees Meeting of September 8, 2022

Motion by Library Board Trustee Kenneth Gross, seconded by Library Board Secretary Annie Chang Long, to approve the minutes as written for both the special meeting of the Library Board of Trustees held August 31, 2022 and the regular meeting of the Library Board of Trustees held September 8, 2022.

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

[Library Board Trustee F.J. Pratt left the Library Board of Trustees meeting at 7:58 p.m.]

5. Administrator's Annual Library Special Tax Report

The Board reviewed the Fiscal Year 2022-2023 Special Tax rates and the report prepared by the consulting firm NBS Government Finance Group. The Special Tax levy for FY 2022-23 is \$396,787.90. It was noted that this is more than the \$360,000 that was projected in the City's FY 2022-23 budget. Approximately 21% of the Library's FY 2022-23 Budget will be provided by the Library Special Tax. Requests for adjustments to the Library's adopted budget could be submitted during the mid-year budget review process.

Board Secretary Annie Chang Long requested staff to provide a list of unbudgeted Library needs and associated costs to be discussed at the 11/10/22 Trustees meeting.

6. Quarterly Budget Update

Director Billings reported the Library's budget is on track. There was a brief discussion about the Library budget line items.

7. Library and Library Park Health and Safety Updates

New signage for the Library Park is in production. Six large signs with the rules and regulations for the Library Park will be posted at four corners of the park and in the middle of the block on both Oxley and El Centro streets. Smaller signs prohibiting the most common infractions will be posted on the Library balconies, near the Oxley and El Centro entrances, and the side entrance to the Senior Center. These signs should aid with enforcement of the stated rules.

The City's Mental Health Crisis Team pilot program is up and running. They will be in the City every Thursday from 1-4pm. They have added a component to assist in outreach to the unhoused. Quarterly social services meetings with members of different departments and agencies across the county have been taking place. This will yield a more thorough list of available resources.

8. Facility Improvement Projects Update

Many of the Library Facility Improvement projects are dependent on assistance from Public Works. Vacancies in that department are creating delays. Some projects are funded through the Library's budget, such as keyless entry, new patio tables and chairs, an overhaul of the HVAC in the Administrative Office, and improving staff work stations. Other projects, such as security cameras, are part of the Capital Improvement Plan (CIP).

Public Works Director Ted Gerber, Deputy Director Anteneh Tesfaye and Operations Manager Catrina Peguero met with Director Billings to discuss the projects slated for this Fiscal Year, as well as future projects, such as possibly installing gates on the balconies, and the Children's Room expansion. It was a productive meeting which identified next steps.

Funding from the State Library Critical Infrastructure grant would be crucial to completing the improvements to the Library's facility. The City must match any funds awarded. Public Works now has on-call professional services that can assist with the grant application. These projects include: replacing the fire alarm system and electrical switchgear; remodeling and expanding the restrooms; replacing all air conditioning and ventilation systems; and adding exterior lighting for the ADA ramp and Library Park.

9. Library Operations Update

The kickoff of the Author Talks series in partnership with the South Pasadena Arts Council (SPARC), "Coffee Table Books Live," took place on 10/12/22 with musician Leland Sklar. 160 people attended. The next Author Talk is scheduled for February.

Story Times with the Children's Department are in effect through the middle of November. The booklet for the Scary Story contest will be available before Halloween.

Digital Services Librarian Alexis Mendoza is getting acclimated. Alexis staffed the booth at the 10/12/22 Network Business Event in the Community Room. She will be introduced at next week's City Council meeting.

COMMUNICATIONS:

10. Board President Communications

President Dean Serwin was not present.

11. Board Member Communications

Vice President Bianca Richards has had wonderful experiences attending the most recent Library events with authors Janna Ireland and Leland Sklar and the City Open House.

Trustee Kenneth Gross had nothing to add.

Secretary Annie Chang Long expressed appreciation for the work done by the Children's librarians.

12. Council Liaison Communications

Councilmember Diana Mahmud referenced the request for a timeline to install security cameras at the Library from the 9/8/22 Trustees meeting. There are plans to discuss this with Public Works and the facility engineer to consolidate the security needs of the City. Councilmember Mahmud offered to speak with the Public Works department to prioritize the Library's urgent needs.

Councilmember Mahmud thanked those in attendance who are working on Measure LL, the Library Parcel Tax.

Councilmember Mahmud stated that there are more funds available in the General Funds reserve than had been anticipated. She encouraged requests for additional appropriation for urgent needs before the next Fiscal Year budget. This could assist with the Library's request for the Critical Infrastructure grant.

13. Friends of the Library Representative

Friends Board President Ellen Torres announced the Friends have established their nominating committee.

The Friends will partner with South Pasadena Beautiful to host an event about bees in the Community Room on 10/19/22.

The Friends Bookstore has raised \$25K throughout the end of August. \$1,200 was raised in bookstore sales and \$1,500 was raised from the Last Chance books.

There is an auction every month listed on the Friends website.

Six donations were received last month, with one being \$500.

The Friends have 271 members and \$31,888.

Mid-year postcards yielded \$3K.

The Restoration Concert Committee has held the first two concerts of their season.

The Friends are reconsidering how often they will produce their newsletter. It has been sent out monthly and there will be one for November.

14. Trustee Liaison to the Friends

Vice President Richards was very impressed by the amount of work done by the Friends.

She appreciated the personal note on the postcards sent by the Friends.

15. Library Director

Director Billings will forward the Strategic Plan assessment to the Board.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, November 10, 2022 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference for the public via Zoom.

ADJOURNMENT: Vice President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on October 13, 2022 at 8:45 p.m.

Minutes approved DS as written.

Minutes approved _____ as corrected.

DocuSigned by:
DEAN SERWIN

11/14/2022

AA523A995E1A43F...
President

Date