



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
December 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 December 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
Jason Genck, BerryDunn Consultant
Ellen Torres, Friends Board President
Sean Faye, Administrative Secretary

EXCUSED: Councilmember Diana Mahmud

PUBLIC COMMENTS:

1. None

PRESENTATION:

2. Strategic Plan Goals, Performance Measures, and Mission Statement

BerryDunn consultant Jason Genck presented the draft goals, performance measures, and mission statement for the South Pasadena Public Library Strategic Plan, 2023-2027. The strategic planning process is moving into the final phase of development. The Board discussed the goals and performance measures for Library operations, services, the facility, and technology. This information was derived from the results of the public survey and in-person engagement with City staff and members of the community. The Library Public Services staff reviewed the goals and felt they resonated with the Library's identity and community-wide needs.

Staff will create the timeline to address these goals over the next five years.

The Strategic Plan and its goals and timeline should be reviewed by staff and the Trustees on a regular basis.

The next draft of the Strategic Plan will be presented at the January 2023 Trustees meeting. It will be presented to City Council in February 2023.

BerryDunn will provide an implementation workshop for staff once the Strategic Plan is finalized.

The mission statement continues to be developed.

[BerryDunn consultant Jason Genck left the Library Board of Trustees meeting at 7:53 p.m.]

ACTION/DISCUSSION ITEMS:

3. Minutes of the Regular Library Board of Trustees Meeting of November 10, 2022

Motion by Library Board Vice President Bianca Richards, seconded by Library Board President Dean Serwin, to approve the minutes as written for the regular meeting of the Library Board of Trustees held November 10, 2022.

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

4. Request for Approval of 2023 Meeting Dates

Motion by Library Board President Dean Serwin, seconded by Library Board Secretary Annie Chang Long, to approve the Library Board of Trustees Meeting Dates for 2023.

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

5. Select Date for Volunteer Recognition Event

The Volunteer Recognition Event has been tentatively scheduled for Thursday, April 20, 2023. There was a discussion about honoring the most recent chairs of the Restoration Concert Committee and having two members of the New Hollywood String Quartet provide musical entertainment.

6. Library Operations Update

The Library's 2023 budget requests have been submitted to the Friends. The Friends will vote on and finalize these requests at their annual meeting in January. The Library requested funding for (among other things): a Mac computer to digitize audio/visual materials for the Memory Lab project; *Little Pim*, a language learning application for children; and Equity, Inclusion, and Diversity materials.

Exterior digital signage is being considered as a possible use for Friends Technology Fund monies, in lieu of the Library pursuing a laptop kiosk. The Library Director met with Community Development to ensure that zoning/code would allow for such a sign. If this idea is pursued, it would not be until the City's General Plan is adopted.

The Friends agreed to donate more than \$5,500 towards new patio furniture for the front of the Library. This will be brought before City Council on 12/21/22.

The Library will soon submit its Statement of Interest for the Building Forward California State Library Infrastructure Grant. Applications are expected to be due in March 2023.

Headcounts in December will be conducted four times a day, in conjunction with the daily gate count. It will present a clearer image of the Library's busiest times of day.

The Library has launched *LOTE4Kids*, an online database that allows children to enjoy eBooks in other languages. This database compliments the *Little Pim* platform. Publicity for both programs is forthcoming.

Under the banner of the Friends, staff applied for and received a \$750 grant from the South Pasadena Chinese-American Club (SPCC). \$500 will go towards books for the California Young Readers Medal program. \$250 will go towards the Summer Reading Program.

The Library has acquired a subscription to *WorldCat Visibility*, a web-based catalog that features Library collections from all over the world.

The California State Library has extended its funding of *Career Pathways*, the suite of online professional development and job skill building resources, through September 2024. The California State Library introduced these job resources as part of the American Rescue Plan Act.

The State Library will provide *Brainfuse* online tutoring for the entire state of California through 2024. The Library will not renew its license to *Tutor.com*, which is paid by the Friends, when it expires in December. Outreach is forthcoming for parents and students.

Volunteer Mary Bart will resume teaching the weekly English Language Conversation group in January. If enrollment is high, there may be a second session of this class taught by another volunteer.

COMMUNICATIONS:

7. Board President Communications

President Dean Serwin is happy to see the Library Strategic Plan near its completion. He praised the concept of five-year plans and added they should be revisited and revised often to note what has been accomplished.

President Serwin thanked the Measure LL Committee, who had been honored the night before at City Council, for their work to renew the Library Parcel Tax.

8. Board Member Communications

Vice President Bianca Richards said a message of gratitude had been added to the Measure LL Committee banner outside her home, which will be up until January. Vice President Richards is grateful to serve on the Board during the strategic planning process and is excited for what's to

come. Vice President Richards suggested the final Strategic Plan be essential reading for new board members and staff.

Secretary Annie Chang Long expressed the same gratitude to serve on the Board during the development of the Library Strategic Plan. Secretary Long thanked Library Director Cathy Billings for her leadership to include Library staff and reflect their daily experiences in the Strategic Planning process.

Trustee Kenneth Gross is pleased to see how the strategic plan has come together and looks forward to its implementation.

9. Council Liaison Communications

Councilmember Diana Mahmud was not present.

10. Friends of the Library Representative

The Friends held their meeting today, prior to their Holiday Luncheon. At the meeting, the Friends nominating committee presented their slate that will have four new board members. This will be voted on at their annual meeting in January. The budget was also presented, but without a quorum. The budget will be voted on via email.

The Friends Holiday Book Sale will take place this weekend. A silent auction will be held on Friday night. There will also be a gift marketplace with local artisans.

The Friends have 288 members and \$38,508.

An e-postcard for membership has been sent as a last-chance reminder to join for 2022.

Last month yielded \$4,293 in membership dues.

The Restoration Concert Committee held their concert on 12/4/22 with the New Hollywood String Quartet. Attendance is increasing.

The Restoration Concert Committee applied for a \$7K grant from the Showcase House to offset their costs in renting pianos for their artists.

Sally Kilby was thanked for her work in publicizing news and events for the Friends. The Friends Holiday Book Sale has been advertised in the *South Pasadena Review* and *Pasadena Weekly*.

Library staff were thanked for their assistance.

The Friends Holiday Luncheon had a great turnout at the Calvary Presbyterian Church.

The Friends annual meeting will be in January. The date is TBD.

President Serwin expressed appreciation for the support Friends Board President Ellen Torres and the Friends give the Library.

11. Trustee Liaison to the Friends

Vice President Richards had nothing to add.

12. Library Director

Library Director Billings wished everyone a happy end of the year and holiday and thanked everyone for their service.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, January 12, 2023 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 December 8, 2022 at 8:25 p.m.

Minutes approved DS as written.

Minutes approved _____ as corrected.

DocuSigned by:

DEAN SERWIN

1/12/2023

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President

Date