



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
April 13, 2023**

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 April 13, 2023 at 7:04 p.m. Members of the public attended in-person and virtually, via Zoom, as part of the City's resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Annie Chang Long
Edward Pearson
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Janet Braun, Council Liaison
Sean Faye, Administrative Secretary

PUBLIC COMMENTS:

1. None

ACTION/DISCUSSION ITEMS:

2. Minutes of the Regular Library Board of Trustees Meeting of March 9, 2023

Trustee Kenneth Gross stated that he believed his vote on the approval of the 2/9/23 Board minutes was an abstention and should have been recorded as such, rather than as "Aye".

Motion by Library Board President Dean Serwin, seconded by Library Board Trustee Edward Pearson, to approve the minutes as amended for the regular meeting of the Library Board of Trustees held March 9, 2023.

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

3. Volunteer Recognition Event

The Volunteer Recognition brochure has been sent to Cantu Graphics and copies will be ready early next week. Pastries have been ordered from Heirloom Bakery & Café. Vice President Bianca Richards and Sally Kilby will pick up the pastries the day of the event. Trustees were

asked to arrive early to assist with the set-up of the Community Room. President Dean Serwin will say a few words and distribute the Volunteer of the Year certificates. Remarks will be prepared for Mayor Jon Primuth. Josie Huang from LAist will be the keynote speaker. Gregory Poreé will perform music.

4. California State Library Building Forward Infrastructure Grant

Engineering consultant Marx Okubo Associates is finalizing their draft facility assessment report for the Library. Library Director Cathy Billings has met with Public Works leadership to discuss the next steps. The grant application will be submitted before the 5/18/23 due date.

5. Quarterly Budget Review

The Library is on track with its operational expenditures. Large invoices for the new first floor workstations, patio furniture, and Library Strategic Plan consulting firm Berry-Dunn are in process and not currently reflected in the general ledger expenditure summary.

Income fee projections are higher than what was originally budgeted for the following: the replacement of lost items; rental of the Community Room; and rental of Community Room equipment. The Community Room was budgeted for \$2K, but is expected to take in \$19K. Library replacements were budgeted for \$5K. \$4,900 has been received so far, with an expectation of receiving \$7,500 by the end of the Fiscal Year.

The Contract Services account covers some of the Library's largest expenses. This includes OCLC, the Library's metadata cataloguing service; SirsiDynix, the integrated library system; Unique Management Services, the Library's debt collection service; and maintenance of the Library's security gates and fire alarm systems.

Nearly all periodicals are paid from one invoice, except for *The New York Times*, *The Los Angeles Times*, and local papers.

The Library pays CENIC full price in advance for Wi-Fi service. A rebate is issued the following fiscal year.

All funds for the Library's book budget are expected to be spent.

Funds for the City-Wide Reading Program will be applied to scheduled book group events and the multiple copies needed for each title and associated activities.

At the City Manager's request, each department has established key performance indicators as part of the budget process. The Library's key performance indicators include:

- Adding 500 people to the Library's e-newsletter recipient list.
 - 656 have been added through the third quarter.
- Conducting 15 SPUSD and private school class visits.
 - There were eight visits at the start of the school year. The low number may be attributed to COVID concerns.
- Adding at least 4,500 items to the collection.
 - 5,900 items have been added through the third quarter.

- To schedule 20 rentals of the Community Room.
 - There was one rental during the first quarter, five rentals in the second quarter, and nine rentals in the third quarter.
- To exceed 12,000 visitors per month on average.
 - There were 15,000 in one quarter, 13,000 in the second quarter, and 14,000 in the third quarter. Visits are still below pre-COVID numbers. Director Billings will investigate how these figures compare to other libraries.
- To lend at least 25,000 items per month on average.
 - The Library has averaged around 27,000 items per month. These numbers are comparable to pre-COVID, however it should be noted that the numbers are boosted by automatic renewals, therefore comparison of circulation numbers before and after auto-renewal was implemented in January 2021 is complicated.
- To exceed 4,000 attendees for Library programs.
 - At this time, 8,000 people have attended Library programs.

President Serwin requested to see the Library's ledger of vendors, encumbrances, and dates of payment for open purchase orders as part of the next Quarterly Budget Review.

6. Fiscal Year 2023-2024 Draft Proposed Library Budget

The Board reviewed the proposed budget for Fiscal Year 2023-2024. Each department will meet with the Finance Director and City Manager to review their budget projections and proposals.

The account for Conference and Meeting Expenses has been increased compared to prior years to enable staff to attend the 2024 American Library Association conference in San Diego.

Amounts for salaries and benefits are prepared by the Finance Department and are not available yet.

\$34K has been requested in the Machinery and Equipment account for new furniture in the Teen Area. \$15K has been requested for new exterior book drops, which we learned from the Marx Okubo assessment are not currently ADA accessible.

Funds from the Building Improvements account will be designated for the installation of the new patio furniture and to replace the Teen Area carpet.

The account for Digital Resources covers many of the Library's online resources, while the State Library and the Friends pay for others. Each online resource is available from outside of the Library. The Library is part of a consortium to purchase and share eBooks.

Selectors track the numbers of holds on both physical and digital books, and purchase extra copies to help meet the demand for items that have "high holds".

The Board was encouraged to take part in the Budget Survey and to attend the public meetings if they are available.

7. Trustees 2023 Work Plan and 2022 Accomplishments

There was a discussion about the three goals to include in the Trustee's Work Plan for Fiscal Year 2023-2024. It was agreed to keep the first stated goal to "continue comprehensive review and update of library administrative policies."

It was recommended that the second suggested goal, "Engage in a library needs assessment and master site planning process (if City Council provides this direction), that takes into account the anticipated residential growth driven by the Regional Housing Needs Allocation requirements" be divided into two separate objectives.

The master site plan would entail hiring a consultant to manage gathering community input, the needs assessment for the Library building, and conduct community outreach.

It was suggested that the third goal address critical infrastructure improvements to the current Library building, and enlist the support of the 21st Century Committee for the Library to investigate the feasibility of the master site plan of a new Library building. There were additional questions about how best to utilize the Carlyle Bequest (i.e., modifying the existing building or toward the children's story room in a new building).

It would be ideal to have an estimate for the total cost for the demolition of the current site, the transitional location until a new site is built, and the new site itself.

Goal #2 could address critical infrastructure improvements, as well as the master site plan. Goal #3 could be for the Board to become ambassadors to the community to raise awareness and participation about the need for infrastructure improvements to the current site and gauge the interest for a new building.

It was also suggested Goal #2 include collaboration with Public Works and Library staff to develop priorities and a plan for completing any funded critical structure projects.

This will be a Discussion Item for the 5/11/23 Trustees meeting.

8. Library Operations Update

The new full time Support Services Librarian, Jennifer Reyes, will start on 4/17/23. Jennifer has worked as a full time paraprofessional for many years while she earned her library degree.

On 5/6/23, as part of National Preservation Month and the City's 135th birthday, the Library will partner with the South Pasadena Preservation Foundation to present "Wynyate: If the Walls Could Talk." The Wynyate House was built by South Pasadena's first mayor Donald Graham in 1887. The Wynyate House is on the National Register of Historical Places and played a role in the fight against the construction of the 710 freeway. There will be a presentation with historic photos by former Wynyate resident Dr. Tedie Hudson, whose mother was responsible for the house's restoration.

Interviews are being conducted with Teen volunteer applicants for the Summer Reading Program.

New workstation furniture has been installed for Library staff on the first floor.

COMMUNICATIONS:

9. Board President Communications

President Serwin is excited for next week's Volunteer Recognition event. He is also excited for the opportunity to work with staff and City Council at the 5/3/23 Special Joint Study Session to start implementing the new Five-Year plan, and see if there's a proposal for a new library building.

10. Board Member Communications

Vice President Bianca Richards echoed President Serwin's comments. "LitFest in Pasadena" has changed its name to "LitFest in the Dena" and will take place on May 6 & 7 at the Mt. View Mausoleum. There will be 40 panel discussions, workshops, and readings with over 150 diverse authors, publishers, publicists, and poets.

Secretary Annie Chang Long congratulated everyone on the completion of the Library Strategic Plan and is excited to see it come to life and be used as a living document.

Trustee Edward Pearson thanked everyone for their contributions to the Trustee Work Plan discussion and felt it clarified a lot for him. Trustee Pearson remarked on the movement to defund libraries across the country.

Trustee Kenneth Gross had nothing to add.

11. Council Liaison Communications

Councilmember Janet Braun found tonight's discussion very exciting and thanked everyone for their participation. She is hopeful things are moving in a positive direction.

12. Friends of the Library Representative

Friends Board President Ellen Torres was not present.

13. Trustee Liaison to the Friends

Vice President Richards had nothing to add.

14. Library Director

Library staff underwent the second part of its Active Shooter training with the Police Department, reviewing exits and strategies in case of emergency.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, May 11, 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 April 13, 2023 at 8:30 p.m.

Minutes approved DS as written.

Minutes approved _____ as corrected.

DocuSigned by:

DEAN SERWIN

6/8/2023

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President

Date