



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

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**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 July 13, 2023 at 7:01 p.m. Members of the public were able to attend in-person and virtually, via Zoom.

**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  
Karen Weinstock, Friends Board  
Representative  
Melisa Wilson, Friends Board  
Representative  
Sean Faye, Administrative Secretary

**PUBLIC COMMENTS:**

1. South Pasadena resident Sally Kilby identified herself as the former chair of the Friends of the Library's 21<sup>st</sup> Century Committee for the Library fundraising entity, and spoke of her support for the Library Master Plan and the Senior Center Foundation of South Pasadena's goal to combine both the Library and the Senior Center into a community center. Sally also noted that she and Ellen Daigle are recipients of the Senior Citizens Foundation's Senior Champion Award.

**ACTION/DISCUSSION ITEMS:**

2. **Minutes of the Regular Library Board of Trustees Meeting of June 8, 2023**

**Motion by Library Board Vice President Bianca Richards, seconded by Library Board Trustee Edward Pearson, to approve the minutes as written for the regular meeting of the Library Board of Trustees held June 8, 2023.**

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

3. **Library Administrative Policy Manual Update**

**Motion by Library Board President Dean Serwin, seconded by Library Board Trustee Kenneth Gross, to adopt the revised “Procedures for Patrons Exhibiting Disruptive Behavior” policy, renamed as the “Disruptive Patron Behavior Policy,” with the understanding that written procedures for managing and interacting with disruptive patrons are included in the Library Procedures Manual.**

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

#### **4. Online Resource Report: Kanopy Film Streaming Service**

The Library has used Kanopy Film Streaming Services since 2018. Kanopy allows Library patrons to stream up to five films per month from a collection of 30,000 diverse titles. It is a pay-per-use service. The Library pays \$2/film. Children’s content is \$5 per month. *The Great Courses* educational films are \$5/title, which amounts to 25 hours of material.

Usage for this service increased during COVID and has remained high ever since. It has received 65,577 website visits, 90,730 pages visits, 12,881 plays, with 1,865 users signed up.

Kanopy is available on the Library website.

#### **5. Special Tax Administration for Fiscal Year 2023-2024**

The Consumer Price Index (CPI) figure used to calculate the tax rate was released on 7/12/23. The increase this year is 2.542%. Last year the increase was 8.594%. The tax levy is due to the county on 8/10/23.

#### **6. Trustees Fiscal Year 2023-2024 Work Plan Status Review**

The Board has requested this be a standing regular item on each agenda. At least one policy will be reviewed at the 8/10/23 Trustees meeting.

The Board’s availability to conduct fact-finding visits to other libraries and civic centers was discussed, as part of the master site planning process. The goal is to understand the best practices utilized by these other facilities, observe them in use, and learn what they’ve done beyond the role of a traditional library.

The Cerritos Civic Center, San Marino, Alhambra, Altadena, Monrovia, Whittier, and Glendale Central libraries were listed as potential site visits for September, October, or November. Library Director Cathy Billings will look into options for transportation. Trustees expressed that it would be ideal to visit during the afternoon when the libraries are likely to be busiest.

Director Billings will share the State Library’s report regarding the relative age of nearby library facilities in relation to renovation.

The City must balance the need for capital improvements to the current Library building with the possibility of building a new one. It was noted that the Community Room and its exterior arches

are the historical part of the building, not the part of the building that is currently utilized as the Library. That area was built in 1980-1982. What renovations to the historical aspects of the current Library building would be allowed will be identified in the master site plan.

There will be a Discussion Item at the 8/10/23 Trustees meeting about proposed dates and locations to visit other libraries and civic centers.

## **7. Library Operations Update**

More than 1,800 people have signed up for the Summer Reading Program. 170 people attended the most recent "Wonderful Wednesday" program in the Community Room. There are 60 teen volunteers. The Summer Reading Program ends 7/29/23.

Library staff are working on the acquisitions module for the integrated library system, so as to place orders for this Fiscal Year, starting in August. Popular titles are being ordered and processed in a different workflow.

A 5-year agreement with SirsiDynix, the Library's integrated library system, will be on the consent agenda for the 7/19/23 City Council meeting. This agreement will include the option of extending for two additional one-year periods after the 5-year term ends. The only changes to products and services are the addition of prepaid consulting services to assist a number of upcoming projects and discounts for staff training.

Recruitment for the vacant Full Time Children's Librarian position is in process.

A Library Aide will be promoted to the Part Time Administrative Clerk position at the end of July.

## **COMMUNICATIONS:**

### **8. Board President Communications**

President Dean Serwin noted the Library is in the middle of a heavily-used park. He requested a staff member from the Parks and Recreation Department speak with the Library Board about their operations and their plans and hopes for the future of the park. President Serwin is excited for the opportunity to review the scope and scale of the master plan, the possible expansion of the Library, and how the Library Park factors into it. The Library Park is under the purview of the Recreation Division. It would be useful to have an understanding of their plan for the next 18 months.

### **9. Board Member Communications**

Secretary Annie Chang Long noted that the community will need to be engaged in planning for the Library and Library Park. Director Billings confirmed that community engagement is a part of the master site planning process.

Vice President Bianca Richards thanked the City for the t-shirts and nametags the Board received from the 6/28/23 Commissioner Congress. Vice President Richards said that the event was nice but noted the event wasn't well attended for the amount of work that went into it, and that the City might want to rethink the event.

President Serwin thanked everyone for attending the Commissioner Congress.

Trustee Edward Pearson said he didn't recognize the names of many members from other commissions. Ed was approached by several City employees, but they weren't easily identifiable. He felt the opportunity to introduce commission members to the different department heads and the City Manager's office staff was missed.

#### **10. Council Liaison Communications**

Councilmember Janet Braun loved the Board's feedback about the Commissioner Congress. The goal of the Commissioner Congress was to show appreciation to the commission members and learn their goals and accomplishments, but a better objective and structure may be needed.

Councilmember Braun is very excited for the master site plan and thanked the Board for being ambassadors to the community.

#### **11. Friends of the Library Representative**

Friends Vice President of Endowments for Memorials/Co-Chair of the Friends Bookstore Karen Weinstock and Friends Chief Financial Officer Melissa Wilson reported on behalf of the Friends.

There will not be a Friends Board meeting in July. Their annual retreat will be held in August.

There were four new members in June for a total of \$335. There are currently 144 members for a total of \$14,290.

The rate of donations are slower than this time last year.

Renewal reminders will be sent this month.

The Friends Bookstore is investigating selling some of the more expensive books on eBay. Friends CFO Melissa Wilson is looking into opening a bank account to facilitate these sales.

Tickets for the 2023-2024 Restoration Concert Series are available online for purchase.

The Restoration Concert Committee is still trying to sell the Steinway piano, and has received one offer.

The Restoration Concert Committee added a \$5K donor level for the 2023-2024 season.

The Friends newsletter goes out on the fifth of each month. The open rate is 58.1%. There were 39 clicks: 23 for the bookstore, 5 for membership, 5 for the Restoration Concert Series, 3 for the Summer Reading Program, and 3 for the Friends homepage. Articles are always welcome and the Trustees were encouraged to submit.

The Friends are on Instagram.

#### **12. Trustee Liaison to the Friends**

Vice President Richards had nothing to report.

**13. Library Director**

The Draft General Plan draft is on the City website. Director Billings is working with Community Development to include their requested changes.

The Downtown Specific Plan will be released next week.

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, August 10, 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 July 13, 2023 at 8:03 p.m.

Minutes approved DS as written.

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

DocuSigned by:  
DEAN SERWIN

9/14/2023

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President

Date