



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES**

**MINUTES
REGULAR MEETING
THURSDAY, DECEMBER 14, 2023, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Dean Serwin on Thursday, December 14, 2023, at 7:00 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Dean Serwin
Vice President	Bianca Richards
Secretary	Annie Chang Long
Trustee	Kenneth Gross
Trustee	Edward Pearson

ABSENT

Library Director Cathy Billings

Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Barbara Posner, Support Services Manager; Janet Braun, Council Liaison; Sean Faye, Library Administrative Secretary; were present at Roll Call. The Friends of the Library Board representative presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

In Person Comments:

None.

PRESENTATIONS

2. CALIFORNIA LIBRARY SERVICES ACT AND COOPERATIVE LIBRARY SYSTEMS

Support Services Manager Barbara Posner shared a power point presentation and discussed the California Library Services Act and Cooperative Library Systems structure.

[Secretary Annie Chang Long arrived at the Library Board of Trustees meeting at 7:15 p.m.]

ACTION/DISCUSSION

3. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None.

4. APPROVAL OF MINUTES OF NOVEMBER 9, 2023 LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the November 9, 2023, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Vice President Richards, seconded by Trustee Gross, and approved by roll call vote to approve Item No. 4 as presented by staff. The motion carried 3-0-2 by the following vote:

AYES: Gross, Pearson, Richards

NOES: None.

ABSENT: None.

ABSTAINED: Long, Serwin.

5. APPROVAL OF 2024 MEETING DATES

Recommendation

It is recommended that the Board review and approve the Meeting Dates for 2024.

COMMISSION ACTION AND MOTION

A motion was made by President Serwin, seconded by Vice President Richards, and approved by roll call vote to approve Item No. 5 as presented by staff. The motion carried 5-0 by the following vote:

AYES: Gross, Long, Pearson, Richards, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

6. APPROVAL OF 2024 LIBRARY CLOSURES IN ADDITION TO CITY HOLIDAYS

Recommendation

It is recommended that the Board review and approve 2024 Library closures that are in addition to the holiday closures recognized by the City.

COMMISSION ACTION AND MOTION

Secretary Long noted the example provided for the holiday schedule indicated it was for 2023, when it should have been listed as 2024. A motion was made by Vice President Richards, seconded by Trustee Gross, and approved by roll call vote to approve Item No. 6, as amended by staff. The motion carried 5-0 by the following vote:

AYES: Gross, Long, Pearson, Richards, Serwin
NOES: None.
ABSENT: None.
ABSTAINED: None.

7. DATE FOR VOLUNTEER RECOGNITION EVENT**Recommendation**

It is recommended that the Board select a date for the Volunteer Recognition Event.

COMMISSION ACTION AND MOTION

The morning of Tuesday, April 9, 2024 was selected as the date for the Volunteer Recognition Event. The Board discussed a possible conflict with the holiday Eid al-Fitr, but it was determined the holiday will officially begin at sundown that evening. A motion was made by Trustee Gross, seconded by Secretary Long, and approved by roll call vote to approve Item No. 7 as presented by staff. The motion carried 5-0 by the following vote:

AYES: Gross, Long, Pearson, Richards, Serwin
NOES: None.
ABSENT: None.
ABSTAINED: None.

8. LIBRARY POLICY REVIEW PROJECTS STATUS UPDATE**9. LIBRARY OPERATIONS UPDATE****COMMUNICATIONS****10. BOARD PRESIDENT COMMUNICATIONS**

Library Board President Serwin's term on the Library Board of Trustees is due to expire. He has applied to be reappointed. He said it has been an honor, a privilege, and a joy to serve as President and thanked the Board, Library staff, and the Friends. He also enjoyed attending the Friends Holiday Luncheon.

11. BOARD MEMBER COMMUNICATIONS

Vice President Richards expressed hope that President Serwin will be reappointed as a member of the Library Board of Trustees. She said the Friends Holiday Booksale was wonderful and very well organized, in addition to being very profitable.

Secretary Long thanked President Serwin for all that he accomplished as President, as well as his professionalism.

Trustee Gross thanked President Serwin for his service to the Board and his leadership.

Trustee Pearson enjoyed the Friends Holiday Luncheon and the opportunity to meet members of the Friends.

12. COUNCIL LIAISON COMMUNICATIONS

City Council Liaison Braun announced that the Library patio furniture will be installed next month. The appointment of an ad hoc committee, including members of the community, for the Master Planning of a new library building is on the agenda for the 12/20/23 City Council meeting. She thanked the Board for their dedication and commented that the Library is a jewel of this community.

13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Ellen Torres said the nominating committee presented the next slate of officers at their holiday luncheon. Many positions will be filled by younger members under the age of 35. The bylaws, budget, and policies were presented and will be voted on at the annual meeting in January. Friends Bookkeeper Rose Baron will retire after 11 years of service. The Finance Committee meets every month. Membership has been much lower, but that is consistent with other organizations. The Friends Holiday Book Sale raised \$7,500. Through November, the Friends Bookstore has raised \$40,602.93, mainly from the sale of \$0.25 and \$0.50 books. The next Restoration Concert is 1/28/2024. Communications have been very strong and there was a lot of publicity for the Friends Holiday Book Sale.

14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Vice President Richards was not able to attend the Friends Holiday Luncheon.

15. LIBRARY DIRECTOR COMMUNICATIONS

Support Services Manager Posner noted that the 12/20/23 Council agenda item regarding the site planning Ad Hoc committee had been published that evening, and encouraged Trustees to read it.

PUBLIC COMMENT - CONTINUED

16. CONTINUED PUBLIC COMMENT - GENERAL

None.

ADJOURNMENT

There being no further matters, President Serwin adjourned the meeting of the Library Board of Trustees at 7:58 P.M. to the next Regular Library Board of Trustees meeting scheduled for January 11, 2024.

Respectfully submitted:

DocuSigned by:

Sean Faye

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Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

DocuSigned by:

DEAN SERWIN

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Dean Serwin
President

ATTEST:

DocuSigned by:

Sean Faye

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Sean Faye

Staff Liaison, Library Administrative Secretary

Approved at Commission Meeting: January 11, 2024