



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

**MINUTES
REGULAR MEETING
THURSDAY, MARCH 14, 2024, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Annie Chang Long on Thursday, March 14, 2024, at 7:01 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Annie Chang Long
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

ABSENT

Vice President	Kenneth Gross
----------------	---------------

Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Jon Primuth, 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.

ACTION/DISCUSSION

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

None.

3. APPROVAL OF MINUTES OF FEBRUARY 8, 2024 LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the February 8, 2024, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Trustee Richards, seconded by Trustee Meeker, and approved by roll call vote to approve Item No. 3 as presented by staff. The motion carried 4-0-1 by the following vote:

AYES: Long, Meeker, Pearson, Richards

NOES: None.

ABSENT: Gross

ABSTAINED: None.

4. CONSIDER CLOSING THE LIBRARY FOR THREE HOURS TO ALLOW STAFF TO ATTEND WELLNESS AND RESILIENCY TRAINING

Recommendation

It is recommended that the Board approve closing the Library for three hours on Wednesday, April 10, 2024 from 10:00 a.m. to 1:00 p.m., to allow staff to attend a Wellness and Resiliency Training being offered by the City.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Pearson, seconded by Trustee Richards, and approved by roll call vote to approve Item No. 4 as presented by staff. The motion carried 4-0-1 by the following vote:

AYES: Long, Meeker, Pearson, Richards

NOES: None.

ABSENT: Gross

ABSTAINED: None.

5. TERMINATION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE LIBRARY BOARD OF TRUSTEES AND THE FRIENDS OF THE SOUTH PASADENA PUBLIC LIBRARY RELATED TO STEINWAY PIANO OWNED BY THE FRIENDS

Recommendation

It is recommended that the Trustees review a letter from the Friends describing their desire to terminate, by mutual agreement, the MOU related to the Steinway piano owned by the Friends and stored in the Library Community Room and consider taking action to document a desire on part of the Trustees to mutually agree to terminating the MOU.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Pearson, seconded by Trustee Meeker, and approved by roll call vote to approve Item No. 5 as presented by staff. The motion carried 4-0-1 by the following vote:

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

6. APPOINT TRUSTEE TO THE LIBRARY AND COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE

Recommendation

It is recommended that the Board appoint one Trustee to serve on the Ad Hoc Committee for the Library and Community Center Comprehensive Site Plan Project.

COMMISSION ACTION AND MOTION

A motion was made by Trustee Richards, seconded by Secretary Pearson, and approved by roll call vote for Trustee Richards to be the appointed Trustee to serve on the Ad Hoc Committee for the Library and Community Center Comprehensive Site Plan Project. The motion carried 4-0-1 by the following vote:

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

7. DISTRIBUTION OF DUTIES FOR VOLUNTEER RECOGNITION EVENT

Recommendation

It is recommended that the Trustees receive an update from staff on the arrangements for the Volunteer Recognition event to be held on April 9, 2024, and discuss and finalize the assignment of responsibilities.

8. STATUS OF LIBRARY ADMINISTRATIVE POLICIES REVIEW AND UPDATE PROJECT

Recommendation

It is recommended that the Trustees review a comprehensive list of policies that are currently included in the Library Administrative Policy Manual (LAPM) and consider a proposed schedule for policy review.

9. LIBRARY OPERATIONS UPDATE

Staff to provide updates to Trustees about library events and programs, new services or changes to service, and to inform Trustees about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

COMMUNICATIONS

10. BOARD PRESIDENT COMMUNICATIONS

Library Board President Long thanked Library Director Billings for all of her work, particularly with organizing Library policies.

11. BOARD MEMBER COMMUNICATIONS

Trustee Richards was impressed with the changes to the Teen Room, as some shelving was removed to open up the space.

Secretary Pearson participated in the 3/13/24 Walking Book Club and thought the new patio tables look great.

Trustee Minsun expressed excitement to be part of the Library Board and is happy to help with upcoming events and the review of Library policies.

12. COUNCIL LIAISON COMMUNICATIONS

Council Liaison Primuth is looking forward to honoring the Library volunteers when the Proclamation is presented at the 3/20/24 City Council meeting. He will attend the 4/9/24 Volunteer Recognition Event.

13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O'Neill announced that the Steinway piano belonging to the Friends has been sold. The next Restoration Concert will be on 3/17/24. The next Friends Board meeting will be 3/21/24. The new Friends Board is very excited to work with the Library.

14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

None.

15. LIBRARY DIRECTOR COMMUNICATIONS

Library Director Billings provided legislative updates regarding the "Taxpayer Deception Act," which would expand the definition of what constitutes a tax, and AB 817, which would allow members of legislative bodies to participate in online public meetings without posting their location. Online resources *BrainFuse* and *HelpNow* may soon expire, due to cuts in the State Library budget. The job development resources funded by the State Library (*Career Pathways*) will no longer be available after 6/30/24. The boardroom of the former school district building will be converted to a live, all-ages music venue operated by music promotion company Sid the Cat. The Library had been a party to the Veir Trust, but its status is currently unclear as the estate finalizes its settlement. The City has received the \$2,720,702.25 in funds from the Carlyle Bequest, with \$46,666.20 withheld by the Franchise Tax Board, which we expect to receive eventually. Several Library staff members were subpoenaed regarding a patron's act of criminal conduct. However, the accused individual pleaded no contest, and it was no longer necessary for staff to testify. SB 321 will require all libraries to have an arrangement with their local schools to provide library cards to students, from kindergarten to third grade. The Library will re-establish its relationship with the Rotary Club of South Pasadena. Rotary will donate books newly published books on a variety of topics to the Library instead of expanding the "Golden State Collection" that Rotary used to support.

PUBLIC COMMENT - CONTINUED

16. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, President Annie Chang Long adjourned the meeting of the Library Board of Trustees at 8:56 P.M. to the next Regular Library Board of Trustees meeting scheduled for April 11, 2024.

Respectfully submitted:

DocuSigned by:

Sean Faye

840EF1F086624F3...

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

DocuSigned by:



8C0E1D5846EF459...

Annie Chang Long
President

ATTEST:

DocuSigned by:

Sean Faye

840EF1F086624F3...

Sean Faye
Staff Liaison, Library Administrative Secretary

Approved at Commission Meeting: April 11, 2024