



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

**MINUTES
REGULAR MEETING
THURSDAY, DECEMBER 12, 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, December 12, 2024, at 7:00 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

Trustee	Minsun Meeker
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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.

PUBLIC COMMENT

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

In Person Comments:

Britany Lucas talked about her request for a Library Clerk position to start her career as she completes her college education. Library Director Billings noted that hiring decisions are not under the purview of the Library Board.

ACTION/DISCUSSION

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

None.

3. APPROVAL OF MINUTES OF NOVEMBER 14, 2024, LIBRARY BOARD OF TRUSTEES MEETINGRecommendation

It is recommended that the Board review and consider approval of the November 14, 2024, Meeting Minutes.

COMMISSION ACTION AND MOTION

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

AYES: Long, Pearson, Richards

NOES: None.

ABSENT: Meeker

ABSTAINED: Gross

4. APPROVAL OF 2025 LIBRARY BOARD OF TRUSTEES MEETING DATESRecommendation

It is recommended that the Board review and approve the Meeting Dates for 2025.

COMMISSION ACTION AND MOTION

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

AYES: Gross, Long, Pearson, Richards

NOES: None.

ABSENT: Meeker

ABSTAINED: None.

5. APPROVAL OF PROPOSED 2025 LIBRARY CLOSURES THAT ARE NOT CITY HOLIDAYSRecommendation

It is recommended that the Board review and approve proposed 2025 Library closures that are due to the Library's seven day per week schedule, which necessitates closures in addition to regular City holidays.

Public Comment:

Britany Lucas talked about making sure the community was informed of each of the winter holidays during the 2025 Winter Holiday Closures for Library staff.

COMMISSION ACTION AND MOTION

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

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

6. LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT DISCUSSION

Staff and Site Plan Ad Hoc Committee member Trustee Bianca Richards and staff provided an update about the Site Planning Project and Ad Hoc Committee activity. No action taken.

7. VOLUNTEER RECOGNITION COMMITTEE DISCUSSION

Committee member Chang Long provided an update about forthcoming Committee activity. Committee member Meeker was absent. No action taken.

8. ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT

Committee member Gross provided an update about Committee activity. Committee member Meeker was absent. No action taken.

9. LIBRARY OPERATIONS UPDATE

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

COMMUNICATIONS

10. BOARD PRESIDENT COMMUNICATIONS

President Long thanked Trustee Richards for her years of service on the Library Board and dedication to the Library, as her term will end on 12/31/24.

11. BOARD MEMBER COMMUNICATIONS

Trustee Richards has loved serving on the Board and intends to continue to support the Library. She attended the special joint meeting of the Community Services and Public Art Commission, regarding the draft presentation of the Arroyo Seco Golf Course Comprehensive Plan. Trustee Richards was very impressed by their consultant.

Vice President Gross said it's a good time to look back on what the Board accomplished and how much is on their plate going forward. He also thanked Trustee Richards for her time on the Library Board.

Secretary Pearson expressed interest in attending tomorrow night's screening of the Silent Film Series in the Community Room.

12. COUNCIL LIAISON COMMUNICATIONS

City Council Liaison Primuth said he and two new council members will be sworn in at the next City Council meeting, where the new mayor will be chosen.

At the next Council meeting, a side letter agreement with the Firefighters Association, which would add benefits that had been removed some years before, will be on the agenda. A similar side letter agreement was signed for the Police Department seven months ago. Also on the agenda is the recommendation to approve a large recurring expense related to the replacing the carbon for the City's water filtration system.

The contract between the City and the Preservation Foundation for the Iron Works Museum should be finalized soon.

The new contract and solid waste rates with Athens Trash Service will be recommended for City Council approval soon. The contract being considered includes new, standardized bins provided by Athens and a flat rate across the City.

With the passage of Measure SP, the City Council has the responsibility of adjusting height limits in some of the rezoned areas to create affordable housing.

Due to the inefficiency of running several different commission meetings with similar overlapping jurisdictions and staff reports, the City Council will consider a staff recommendation to reorganize some commissions. The recommendation may include the following: abolish the Design Review Board and transfer its authority to the Planning Commission; combine the Mobility and Transportation Infrastructure Commission, Public Works Commission, and Natural Resources and Environmental Commission into one commission.

Applications for City Manager will be reviewed in the Closed Session after the 12/18/24 City Council meeting. In-person interviews will take place in January and the position will ideally be filled by February.

[Trustee Kenneth Gross left the Library Board of Trustees meeting at 8:03 P.M.]

13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

None. (Friends Board President Kevin O'Neill was not in attendance.)

14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Trustee Richards praised the Friends Holiday Book Sale that took place last weekend. \$7K was raised and over 1,000 books were sold. The Friends had their holiday meeting and luncheon earlier in the day. Trustee Richards will be a new Bookstore volunteer and book donations continue to be made, and Last Chance books continue to sell. The Friends Board needs someone to help with communications, including social media and the Friends newsletter.

15. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings thanked Trustee Richards for being such a good friend and neighbor to the Library and the staff. She thanked the Library Board for their guidance and insights over the past year.

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 8:16 P.M. to the next Regular Library Board of Trustees meeting scheduled for January 9, 2025.

Respectfully submitted:

Signed by:



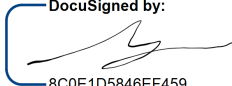
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Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

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Annie Chang Long

President

ATTEST:

Signed by:



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Sean Faye

Staff Liaison, Library Administrative Secretary

Approved at Commission Meeting: February 13, 2025