



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

A G E N D A
REGULAR MEETING
THURSDAY, MAY 8, 2025, AT 7:00 P.M.

**SOUTH PASADENA PUBLIC LIBRARY
RAY BRADBURY CONFERENCE ROOM, 2ND FLOOR
1100 OXLEY STREET, SOUTH PASADENA, CA 91030**

South Pasadena Commission Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Library Board of Trustees Meeting will be conducted in-person from the Ray Bradbury Conference Room on the Library's 2nd Floor, located at 1100 Oxley Street, South Pasadena.

Public participation may be made as follows:

- In Person – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Meeting ID: 892 5352 3747**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to lbt@southpasadenaca.gov
- Via Phone – +1-669-900-9128 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us02web.zoom.us/j/89253523747>

CALL TO ORDER:

President

Annie Chang Long

ROLL CALL:

President

Annie Chang Long

Vice President

Kenneth Gross

Secretary

Ed Pearson

Trustee

Minsun Meeker

Trustee

Dean Serwin

PUBLIC COMMENT GUIDELINES (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate **by one of the following options**:

Option 1:

Participate in-person at the Library Conference Room.

Option 2:

Participate via Zoom.

Public Comment speakers have three minutes to address the Library Board, however, the Chair can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to lbt@southpasadenaca.gov.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

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

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

PRESENTATIONS**ACTION/DISCUSSION****2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

3. **APPROVAL OF MINUTES OF MARCH 13, 2025, LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the March 13, 2025, Meeting Minutes.

4. **VOLUNTEER APPRECIATION EVENT DEBRIEF**

Debrief the April 15, 2025 Volunteer Appreciation Event.

5. **ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT**

Committee members Kenny Gross and Minsun Meeker to provide an update on the Committee's work.

6. **LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT PROGRESS REPORT**

Site Plan Ad Hoc Committee member Trustee Serwin and staff to provide an update on the Site Planning Project and Ad Hoc Committee activity.

7. **LIBRARY BOARD OF TRUSTEES ACCOMPLISHMENTS, 2025-2026 WORK PLAN**

Recommendation

It is recommended that the Trustees:

1. Identify Fiscal Year 2024-2025 accomplishments; and
2. Discuss and identify 3-5 goals that comprise the Trustees' Fiscal Year 2025-2026 Work Plan; and
3. Direct staff to present a draft Work Plan for Fiscal Year 2025-2026 for consideration and adoption at the regular meeting of the Board of Trustees on June 12, 2025.

8. **FISCAL YEAR 2025-2026 LIBRARY BUDGET**

Staff to provide information to Trustees about the Fiscal Year 2025-2026 Budget Calendar.

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**

11. **BOARD MEMBER COMMUNICATIONS**

12. **CITY COUNCIL LIAISON COMMUNICATIONS**

13. **FRIENDS OF THE LIBRARY COMMUNICATIONS**
14. **TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**
15. **LIBRARY DIRECTOR COMMUNICATIONS**

PUBLIC COMMENT – CONTINUED**16. CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT***FOR YOUR INFORMATION*****FUTURE LIBRARY BOARD MEETINGS**

June 12, 2025	Regular Board Meeting	7:00 p.m.
July 10, 2025	Regular Board Meeting	7:00 p.m.
August 14, 2025	Regular Board Meeting	7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA

The complete agenda packet may be viewed on the City's website, www.southpasadenaca.gov

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting.

The City's YouTube Channel may be accessed at:

https://youtube.com/playlist?list=PL6FKtOMLurbZciMuQGgVVt1zaymy6BtxZ&si=nV5N_dDAWsDx8fGc

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact Library Administration via email at lbt@southpasadenaca.gov or call (626) 403-7330.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **May 8, 2025**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

/S/

Date Cathy Billings, Library Director



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: May 8, 2025

FROM: Cathy Billings, Library Director

SUBJECT: Approval of Minutes of March 13, 2025 Library Board of Trustees Meeting

Recommendation

It is recommended that the Board review and consider approval of the minutes of the March 13, 2025 meeting of the Library Board of Trustees.

Attachment:

1. City of South Pasadena Library Board of Trustees Meeting Minutes, Thursday, March 13, 2025.

ATTACHMENT

City of South Pasadena Library Board of Trustees
Meeting Minutes, Thursday, March 13, 2025



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

**MINUTES
REGULAR MEETING
THURSDAY, MARCH 13, 2025, 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 13, 2025, at 7:04 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	Minsun Meeker
Trustee	Dean Serwin

ABSENT

Council Liaison	John Primuth
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Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Sean Faye, Library Administrative Secretary; Kevin O'Neill, Friends of the Library Board representative; were present at Roll Call.

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 MARCH 13, 2025, LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the March 13, 2025, Meeting Minutes.

COMMISSION ACTION AND MOTION

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

AYES: Long, Meeker, Pearson, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: Gross.

4. VOLUNTEER APPRECIATION/RECOGNITION EVENT

Staff and Volunteer Recognition Committee members Annie Chang Long and Minsun Meeker to provide an update to Trustees on planning of April 2025 event, and to discuss Board member assignments.

5. ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT

Committee members Kenny Gross and Minsun Meeker to provide an update to Trustees on the Committee's work on the revision of the Library's rules of behavior.

6. LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT PROGRESS REPORT

Staff and Site Plan Ad Hoc Committee member Trustee Dean Serwin to provide updates to Trustees about the Site Planning Project and Ad Hoc Committee activity.

7. 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

8. BOARD PRESIDENT COMMUNICATIONS

President Long had no comments.

9. BOARD MEMBER COMMUNICATIONS

Trustee Meeker had no comments.

Vice President Gross had no comments.

Trustee Serwin attended the “Library After Dark” program at the downtown main branch of the LA Public Library. He encouraged everyone to visit, as it is an aspirational viewpoint for policy programs and other similar themes that the Board is working on.

Secretary Pearson was disappointed by the “Libraries of the Future” program at the Library Foundation of Los Angeles. It mainly spoke about current activities, with little said about the future of libraries. The director of the Pacific Palisades branch of the LA Public Library spoke about using similar methods adopted during the pandemic to maintain its services, after its building was lost during the Palisades Fires.

10. COUNCIL LIAISON COMMUNICATIONS

None. (Councilmember Primuth was not in attendance.)

11. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O'Neill announced that the Friends Board will soon decide on some operational matters, including updated signage around the library and setting up permanent email addresses for the Friends Board specific to positions, not individuals.

12. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Trustee Serwin said the Friends raise a lot of money and provide many services, including the wonderful Friends Bookstore. He said they have a very robust program with a series of committees and sub-committees that work diligently and manage their resources very well. He was very impressed by their professionalism, structure, and feeling of community and civility.

13. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings discussed how the Board members can advocate as individuals for the Library's services.

PUBLIC COMMENT - CONTINUED

14. 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 8:53 P.M. to the next Regular Library Board of Trustees meeting scheduled for April 10, 2025.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

Annie Chang Long
President

DRAFT