



CITY OF SOUTH PASADENA  
LIBRARY BOARD OF TRUSTEES

MINUTES  
REGULAR MEETING  
THURSDAY, JUNE 12, 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, June 12, 2025, at 7:03 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

**ROLL CALL:**

<b><u>PRESENT</u></b>	President	Annie Chang Long
	Secretary	Edward Pearson
	Trustee	Minsun Meeker
	Trustee	Dean Serwin

<b><u>ABSENT</u></b>	Vice President	Kenneth Gross
	Council Liaison	Jon Primuth

Sean Faye, Library Administrative Secretary, announced a quorum.

**CITY STAFF PRESENT:**

Cathy Billings, Library Director; Sean Faye, Library Administrative Secretary; Kevin O’Neill, Friends 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 MAY 8, 2025, LIBRARY BOARD OF TRUSTEES MEETING**Recommendation

It is recommended that the Board review and consider approval of the May 8, 2025, Meeting Minutes.

**COMMISSION ACTION AND MOTION**

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

**AYES:** Long, Meeker, Pearson, Serwin

**NOES:** None.

**ABSENT:** Gross

**ABSTAINED:** None.

**4. ADMINISTRATIVE POLICIES REVIEW COMMITTEE CODE OF CONDUCT POLICY DISCUSSION**

Staff and Committee members Kenny Gross and Minsun Meeker to lead a discussion on a preliminary draft of a revised Rules of Behavior policy.

**5. LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT UPDATES**

Staff to provide an overview of the results of the first round of community engagement and Site Plan Ad Hoc Committee member Trustee Serwin to provide an update on Ad Hoc Committee activity.

**6. REVIEW OF THE LIBRARY BOARD OF TRUSTEES ACCOMPLISHMENTS AND 2025-2026 WORK PLAN DRAFT**Recommendation

It is recommended that the Trustees review and consider approval of Board accomplishments for Fiscal Year 2024-2025 and the Work Plan for Fiscal Year 2025-2026.

**COMMISSION ACTION AND MOTION**

**A motion was made by Trustee Serwin, seconded by Trustee Meeker, and approved by roll call vote to approve the 1<sup>st</sup> and 3<sup>rd</sup> Goals as written, and to approve the 2<sup>nd</sup> Goal pending the incorporation of edits as directed by Trustees.**

**AYES:** Long, Meeker, Pearson, Serwin

**NOES:** None.

**ABSENT:** Gross

**ABSTAINED:** None.

**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 always loved the Summer Reading Program and this year her son is a volunteer. He received wonderful training from Children's Librarian Leticia Cheng Ku and is enjoying his experience. President Long praised the library's volunteer programs for adults and children.

**9. BOARD MEMBER COMMUNICATIONS**

Trustee Serwin really appreciated the 6/11/25 Wonderful Wednesday event and thought it was a great way to kick off this year's Summer Reading Program. He commended staff for their work.

Secretary Pearson had no comments.

Trustee Meeker had no comments.

**10. COUNCIL LIAISON COMMUNICATIONS**

None. (Councilmember Jon Primuth was not in attendance.)

**11. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS**

Friends Board President Kevin O'Neill said the Friends had a good volunteer turn-out at the 6/11/25 Wonderful Wednesday program. He noted that the Friends are in the process of revising their policies.

**12. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**

Trustee Serwin thanked the Friends for their contributions to the Summer Reading program, the chairs they agreed to provide for the teen room, and their monetary donations to the library. The Friends gave out their first scholarship.

**13. LIBRARY DIRECTOR COMMUNICATIONS**

Director Billings reached out to the City Attorney for guidance about what Trustees are allowed to do with regard to library advocacy, such as taking a position on specific legislation, writing letters or signing petitions. Trustee Serwin would like to know whether the Board of Trustees, in conjunction with the Friends of the Library, could host an event to educate the community as to the importance of a free, accessible public library.

**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 8:22 P.M. to the next Regular Library Board of Trustees meeting scheduled for July 10, 2025.

Respectfully submitted:

Signed by:



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Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

DocuSigned by:



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Annie Chang Long

President

ATTEST:

Signed by:



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Sean Faye

Staff Liaison, Library Administrative Secretary