



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

**MINUTES
REGULAR MEETING
THURSDAY, SEPTEMBER 11, 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, September 11, 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
Trustee	Minsun Meeker

ABSENT

Secretary	Edward Pearson
Trustee	Dean Serwin

Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Jon Primuth, Council Liaison; Olivia Radbill, Adult Services and Local History Librarian; Sean Faye, Library Administrative Assistant; 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 AUGUST 14, 2025, LIBRARY BOARD OF TRUSTEES MEETINGRecommendation

It is recommended that the Board review and consider approval of the August 14, 2025, Meeting Minutes.

BOARD ACTION AND MOTION

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

AYES: Gross, Long, Meeker

NOES: None.

ABSENT: Pearson, Serwin

ABSTAINED: None.

4. LIBRARY HEALTH AND SAFETY UPDATES: DEMONSTRATION OF SAVANNAH INCIDENT TRACKING AND REPORTING SOFTWARERecommendation

It is recommended that the Trustees receive an overview and demonstration of the new Savannah incident tracking and reporting software from Adult Services and Local History Librarian Olivia Radbill.

[Adult Services and Local History Librarian Olivia Radbill left the meeting at 7:51 P.M.]

5. LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT STATUS AND SITE STRATEGIES OVERVIEWRecommendation

It is recommended that the Trustees receive the latest information about the Site Planning Project, including review and discussion of the presentation delivered to the Ad Hoc Committee on September 4, 2025.

6. LIBRARY OPERATIONS UPDATE

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

COMMUNICATIONS

7. BOARD PRESIDENT COMMUNICATIONS

President Long had no comments.

8. BOARD MEMBER COMMUNICATIONS

Vice President Gross had no comments.

Trustee Meeker had no comments.

9. COUNCIL LIAISON COMMUNICATIONS

City Council Liaison Primuth said City Council approved an agreement with the South Pasadena Chamber of Commerce which included the City allocating Business Improvement Tax revenue to help the Chamber of Commerce fund community events like the Eclectic Music Festival and Arts Crawl.

10. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

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

11. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

None. (Trustee Liaison Dean Serwin was not in attendance.)

12. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings had no comments.

PUBLIC COMMENT - CONTINUED

13. 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 8:32 P.M. to the next Regular Library Board of Trustees meeting scheduled for October 9, 2025.

Respectfully submitted:

Signed by:

Sean Faye

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Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

Signed by:

Edward Pearson

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Edward Pearson

Secretary

ATTEST

Signed by:

Sean Faye

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Sean Faye

Staff Liaison, Library Administrative Secretary