



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

**A G E N D A
REGULAR MEETING
THURSDAY, OCTOBER 9, 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. **LIBRARY DIRECTOR RECRUITMENT PROCESS AND ESTABLISHING A COMMITTEE OF THE LIBRARY BOARD OF TRUSTEES**

Recommendation

It is recommended that Trustees receive an update from City Manager Todd Hileman about the Library Director recruitment process and take action to establish a Committee made up of President Annie Change Long and one other Trustee.

4. **APPROVAL OF MINUTES OF SEPTEMBER 11, 2025, LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the September 11, 2025, Meeting Minutes.

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

Site Plan Ad Hoc Committee member Trustee Serwin and staff to provide an update on Ad Hoc Committee activity and next steps.

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**

8. **BOARD MEMBER COMMUNICATIONS**

9. **CITY COUNCIL LIAISON COMMUNICATIONS**

10. **FRIENDS OF THE LIBRARY COMMUNICATIONS**

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

12. **LIBRARY DIRECTOR COMMUNICATIONS**

PUBLIC COMMENT – CONTINUED

13. **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**

November 13, 2025	Regular Board Meeting	7:00 p.m.
December 11, 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 **October 9, 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.*

10/6/2025 /S/

Date Sean Faye, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: October 9, 2025

FROM: Cathy Billings, Library Director

SUBJECT: **Library Director Recruitment Process and Establishing a Committee of the Library Board of Trustees**

Recommendation

It is recommended that Trustees receive an update from City Manager Todd Hileman about the Library Director recruitment process and take action to establish a Committee made up of President Annie Change Long and one other Trustee.

Background

Per the South Pasadena Municipal Code, the Library Board of Trustees participates in the recruitment of a new Library Director.

City Manager Todd Hileman has asked that a committee of two Trustees be established to work with him and City staff through the recruitment and selection process. One of the members of the Committee will be Library Board of Trustees President Annie Chang Long.

At tonight's meeting the City Manager will provide an overview of the process and discuss the recruitment with the Trustees.

The South Pasadena Municipal Code reads:

§2.78 Powers & Duties Generally

(e) Appoint an ad hoc committee to recruit, screen and select candidates for the position of city librarian. Make recommendations to the city manager with respect to the appointment, suspension or removal of the city librarian, who shall serve as a department head under the direction of the city manager.



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: October 9, 2025

FROM: Cathy Billings, Library Director

SUBJECT: Approval of Minutes of September 11, 2025, Library Board of Trustees Meeting

Recommendation

It is recommended that the Board review and consider approval of the minutes of the September 11, 2025, meeting of the Library Board of Trustees.

Attachment:

1. City of South Pasadena Library Board of Trustees Meeting Minutes, Thursday, September 11, 2025.

ATTACHMENT

City of South Pasadena Library Board of Trustees Meeting Minutes, Thursday, September 11, 2025



**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:

Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

Annie Chang Long
President



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: October 9, 2025
FROM: Cathy Billings, Library Director
SUBJECT: Library Operations Update

Recommendation

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.

PROGRAMS & EVENTS

(Upcoming) Silent Film Screening with Live Piano and a Non-alcoholic Wine Mixer

On Friday, October 17 at 6:30 p.m. in the Library Community Room, the Library will kick off their Halloween-season screening of the silent film *The Cabinet of Dr. Caligari* (1920) with a free non-alcoholic wine mixer sponsored by local business Burden of Proof. The film will begin at 7:00 p.m. with live piano accompaniment performed by Michael D. Mortilla. Mr. Mortilla is well known in the silent film world as a composer and accompanist, and has composed silent film scores for the Chicago Symphony, the Academy of Motion Pictures, the Library of Congress, and many others. Robert Weine's *The Cabinet of Dr. Caligari* (1920) is a classic of silent film and German Expressionist cinema. The late film critic Roger Ebert once referred to *The Cabinet of Dr. Caligari* as "the first true horror film".

Special Storytime Sessions for Fire Prevention Week

The library is excited to be partnering with our Fire Department to educate kids and their families about fire prevention. Chief Lloyd and our firefighter-paramedics will come to library Storytimes the week of October 6th, where they'll be visiting with kids and handing out firefighter hats and stickers. The highlight will be an opportunity for kids to explore a real fire truck up close—as long as the team is not out responding to a fire! Storytimes will be on the Oxley Street side of the Library on Tuesday, Thursdays, and Saturday at 10:30 a.m.

Barks & Books is Back!

The library is excited to announce that after a long hiatus, Barks & Books is back! Kids ages 4-12 can read to Sawyer, the therapy dog, on Wednesdays, 9/10, 10/8, 11/12, and 12/10 between 4:30 and 5:30 PM. Signups are required and will open the Friday before each session on the library's Event Brite page. Certified therapy dog Sawyer and his handler come to us from our partner, the Alliance of Therapy Dogs. Barks & Books is a unique way to support literacy and young readers. Reading (and cuddling!) dogs lowers stress and pressure for children who struggle with reading, creating an environment conducive to learning.



LEGO® Free Play

On Friday, September 12, the Library hosted another exciting LEGO® Free Play event in the Community Room! With over 100 attendees of all ages, the room was buzzing with energy as builders designed some impressive structures.



Los Angeles Clarinet Choir Concert Marks Hispanic Heritage Month

On September 27, in honor of Hispanic Heritage Month, the Los Angeles Clarinet Choir presented the program Clarinet Fiesta! A Latin American Sound Celebration. The program featured feature Latin American music in both folk and classical concert traditions, with exciting new arrangements and original works by composers from Mexico, Venezuela, Argentina, and Brazil.

Summer Reading Program Wrap-up Brochure

In lieu of the usual Summer Reading Program wrap-up narrative, the Library Director asked staff to produce a visually exciting print piece to share the success and statistics from our Summer Reading Program. Part-time Children's Librarian Stephanie Higgins did a wonderful job making a piece that celebrates our program its participants, impacts, and donors—especially the Friends of the Library who donated and impacts



There is no shortage of enthusiasm when it comes to teen volunteering. Teen have shown a remarkable interest in contributing their time and energy to the library. In fact, the sight of teen volunteers in action has sparked numerous questions from patrons about how they can get involved in the library during the school year. The demand for teen volunteer spots has been so high that we've had to adjust our requirements and modify the application process to better manage the influx of applicants.

This summer, we had the pleasure of working with 49 incredible teen volunteers who were truly invaluable to our program. They assisted with everything from patron sign-ups and prize redemption to prepping crafts and managing event logistics.

Whether they were marching in the Festival of Balloons parade, setting up chairs for performances, organizing toys in the play area, or indexing magazines in the local history collection, these teens helped keep things running smoothly behind the scenes.

Several artistically talented volunteers even created beautiful felt pieces, which our children's librarians will use during future storytimes. Check out their impressive creations below!



STORIES OF Summer Reading



“BEING A LIBRARY VOLUNTEER HAS BEEN AN EYE-OPENING EXPERIENCE FOR ME. IT'S MADE ME REALIZE ALL OF THE CHALLENGES AND DECISIONS A LIBRARIAN HAS TO MAKE.”
-EMI Y., GRADE 9



“MAX AND AMELIA WERE SO EXCITED TO SEE THEIR COUSIN MALCOLM VOLUNTEERING AT THE SUMMER READING PROGRAM TABLE THAT THEY DECIDED TO SIGN UP!”
-ALICIA



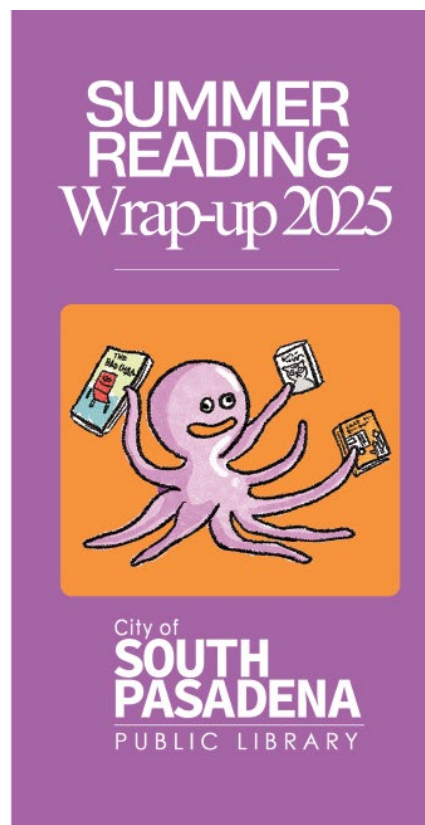
“I'VE SUBMITTED ALL MY DRAWING TICKETS TO ENTER THE DRAWING FOR THE JANE AUSTEN GIFT BASKET, AND I HOPE I WIN! SIGNING UP FOR SUMMER READING PROGRAM REMINDED ME HOW MUCH I LIKE TO READ!”
-ALEX



“MY 8-YEAR-OLD SON HAS ALWAYS STRUGGLED WITH READING AND FINDING ENJOYMENT IN IT, BUT THIS YEAR'S PRIZES HAVE MOTIVATED HIM TO READ MORE—AND AS A RESULT, HIS READING SKILLS HAVE NOTICEABLY IMPROVED.”
-CHRISTINE



THANK YOU TO OUR DONORS!



SUMMER READING Wrap-up 2025

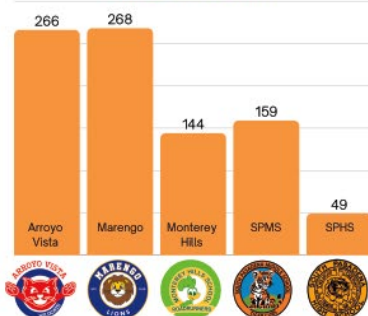
Thank you to everyone who participated in the 2025 Summer Reading Program! This year's program saw the highest number of sign-ups and the largest attendance at live events since 2016.

The success of this year's Summer Reading Program would not have been possible without the generous support of the Friends of the South Pasadena Public Library. We are grateful for their support!

To join the Friends of the South Pasadena Public Library visit:
www.friendsofsopaslibrary.org.



Summer Reading Sign-ups by SPUSD School



Thanks to the Friends, we had...

- 500 toy prizes
- 3,000 books
- Wonderful Wednesday performances
- Kona Ice truck
- Volunteer and staff t-shirts
- Registration cards
- Reading logs
- ...and more!



WONDERFUL Wednesdays



This year's Wonderful Wednesday performances were a huge success, with attendance each week exceeding expectations.

Even so, the attendance numbers don't fully reflect the true demand for our live performances. For both the Bubblemania and Wild Wonders shows, attendance was capped due to space limitations in the Community Room.

In the case of Wild Wonders, to ensure the safety and comfort of the live animals, wristbands were distributed in advance, but we ran out within five minutes—demonstrating significantly higher interest than we could accommodate.

To better meet this demand, we are planning adjustments for next year to ensure we can welcome the large crowds.



OPERATIONS

Library Awarded \$10K for Cultural Heritage Disaster Preparedness

The Library's Local History Collection is made up of photographs, ephemera, documents, and objects that tell the story of South Pasadena's history. The Library has received a grant to help us prepare to preserve and protect these special materials in case of disaster. The Groundworks Grant is a project of the California State Library and the Northeast Document Conservation Center that assists cultural heritage organizations in disaster preparedness and risk mitigation for historical collections. The grant award will provide training for staff in preventative collection maintenance and fire mitigation and will fund the purchase of disaster kits for local history collections, preservation supplies, and environmental monitoring equipment. Through the Groundworks project the Library also received a comprehensive assessment of the risk our collections currently face, and the resulting report, which documents strengths, weaknesses, and recommendations for improvements, will provide the basis for ongoing disaster planning as it relates to local history materials.

STAFFING

City Adopts New Salary Schedule and Enters into MOUs with City Employee Associations

On September 3, the City Council adopted a new salary schedule, developed as a result of a recent class and compensation study. The objective was to ensure that City of South Pasadena salaries were competitive with nearby benchmark cities. Some but not all of the Library's classifications received increases. Along with the salary adjustments, a number of classifications were removed and others retitled. Library changes included:

- The retitling of the "Public Services/Support Services Manager" position to "Library Manager".
- The elimination of the "Digital Services Manager" position that was created as a result of the Library Operations Study in 2017, but never used/filled.
- Elimination of the full-time "Library Clerk I" position. This position was converted to a Support Services Manager position several years ago.
- Retitling of part-time Library Aides to "Library Clerk" and Library Clerks to "Library Assistant", making our titles more consistent with other cities.
- The addition of a part-time "Reference Librarian" position that will be used to recruit what we formerly called "Substitute Librarians" (working title) and that has a pay scale appropriate to the duties.
- The retitling of "Administrative Secretary" to "Administrative Assistant" and the creation of a part-time "Administrative Assistant".

On October 1, the City Council approved the elimination of one "Library Manager" (the position formerly filled by Maida Wong) and added an "Assistant Library Director" position. Current Library Director Cathy Billings requested to be reassigned to the Assistant Director role, and will continue in her current role until a new Director is hired. The Library still has the same number of full-time employees (10). The current vacancies that the Library will be recruiting for are:

- Part-time Children's Librarian (1)
- Part-time Library Assistant (1)
- Part-time Administrative Assistant (1)