



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

A G E N D A
SPECIAL MEETING
TUESDAY, NOVEMBER 18, 2025, AT 7:00 P.M.

**SOUTH PASADENA PUBLIC LIBRARY
COMMUNITY ROOM
1115 EL CENTRO 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 OCTOBER 9, 2025, LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the October 9, 2025, Meeting Minutes.

4. **REQUEST TO OPEN LIBRARY AT 2:00 P.M. ON THURSDAY, DECEMBER 18, 2025**

Recommendation

It is recommended that the Library Board of Trustees approve the request for the Library to open at 2:00 p.m. instead of 10:00 a.m. on Thursday, December 18, 2025, so that staff may attend the City's employee holiday event.

5. **LIBRARY DIRECTOR RECRUITMENT PROCESS**

Recommendation

It is recommended that Trustees discuss the Library Director recruitment process and review their questions for the new Library Director.

6. **APPOINT A NOMINATING COMMITTEE FOR 2026 BOARD OFFICERS**

Recommendation

It is recommended that the Library Board of Trustees President appoint two Trustees to a nominating committee which will be responsible for presenting a proposed slate of officers at the January 2026 Board of Trustees meeting.

7. **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.

8. **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

9. **BOARD PRESIDENT COMMUNICATIONS**

10. **BOARD MEMBER COMMUNICATIONS**

11. **CITY COUNCIL LIAISON COMMUNICATIONS**

12. **FRIENDS OF THE LIBRARY COMMUNICATIONS**

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

14. LIBRARY DIRECTOR COMMUNICATIONS**PUBLIC COMMENT – CONTINUED****15. 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**

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 **November 18, 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.*

11/17/2025

/S/

Date

Sean Faye, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: November 18, 2025

FROM: Cathy Billings, Library Director

SUBJECT: Approval of Minutes of October 9, 2025, Library Board of Trustees Meeting

Recommendation

It is recommended that the Board review and consider approval of the minutes of the October 9, 2025, meeting of the Library Board of Trustees.

Attachment:

1. City of South Pasadena Library Board of Trustees Meeting Minutes, Thursday, October 9, 2025.

ATTACHMENT

City of South Pasadena Library Board of Trustees Meeting Minutes, Thursday, October 9, 2025



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

**MINUTES
REGULAR MEETING
THURSDAY, OCTOBER 9, 2025, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by Secretary Edward Pearson on Thursday, October 9, 2025, at 7:00 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Dean Serwin

ABSENT

President	Annie Chang Long
Vice President	Kenneth Gross

Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Todd Hileman, City Manager; Jon Primuth, Council Liaison; 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. LIBRARY DIRECTOR RECRUITMENT PROCESS AND ESTABLISHING A COMMITTEE OF THE LIBRARY BOARD OF TRUSTEESRecommendation

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 Chang Long and one other Trustee.

BOARD ACTION AND MOTION

A motion was made by Trustee Meeker, seconded by Trustee Serwin, and approved by a roll call vote to create a subcommittee of the Library Board to assist with the selection of the Library Director. The motion carried 3-0-2-0 by the following vote:

AYES: Meeker, Pearson, Serwin

NOES: None.

ABSENT: Gross, Long

ABSTAINED: None.

BOARD ACTION AND MOTION

A motion was made by Trustee Meeker, seconded by Secretary Pearson, and approved by a roll call vote to appoint Trustee Serwin and President Long to serve as members of the subcommittee that will assist with selecting a new Library Director. The motion carried 3-0-2-0 by the following vote:

AYES: Meeker, Pearson, Serwin

NOES: None.

ABSENT: Gross, Long

ABSTAINED: None.

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

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

BOARD ACTION AND MOTION

A motion was made by Trustee Meeker, seconded by Trustee Serwin, and approved by a roll call vote to approve Item No. 4, as presented by staff. The motion carried 3-0-2-0 by the following vote:

AYES: Meeker, Pearson, Serwin

NOES: None.

ABSENT: Gross, Long

ABSTAINED: None.

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.

[City Manager Todd Hileman left the meeting at 7:55 P.M.]

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

None. (President Long was not in attendance.)

8. BOARD MEMBER COMMUNICATIONS

Secretary Pearson said the Altadena Library System has a small branch in West Altadena called the Bob Lucas Library. It was closed earlier this year because of the fires. He went to its reopening in early August and was amazed and impressed by how much the community values the library.

Trustee Serwin thanked Director Billings for her years of service at the South Pasadena Public library. He said she handled every project with aplomb and graciousness. He's also glad she will stay on as Assistant Library Director and support the new Director.

Trustee Meeker praised Director Billings and her staff. She thanked Director Billings for her leadership and was glad she'll continue in her new role. Trustee Meeker also offered to help with anything needed during the transition.

9. COUNCIL LIAISON COMMUNICATIONS

City Council Liaison Primuth said Council talked about the bulb-outs on Fairs Oaks Avenue to help with traffic and pedestrian safety.

Because of the recent fires and rising home insurance costs, there is a strong need for a simpler and faster tree removal process. A new process will be more practical and efficient. The tree ordinance will need to be rewritten and adopted.

10. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O'Neill said the Friends will hold their retreat next week at the Gill House. They'll review Library staff funding requests for purchasing new play equipment for the Children's department and a book bike.

11. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Trustee Serwin praised the Friends for their professionalism and strong organization. He said their sub-committees are doing meaningful work. The Friends meet in the Conference Room on the third Thursday of each month.

12. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings said the City recently filled several key roles, including a Public Works Director and an IT Technology Manager. An offer is also being made to a candidate for Human Resources Director.

PUBLIC COMMENT - CONTINUED

13. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, Secretary Edward Pearson adjourned the meeting of the Library Board of Trustees at 8:24 P.M. to the next Regular Library Board of Trustees meeting scheduled for November 13, 2025.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

Edward Pearson
Secretary



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: November 18, 2025

FROM: Cathy Billings, Library Director

SUBJECT: Request to Open the Library at 2:00 p.m. on Thursday,
December 18, 2025

Recommendation

It is recommended that the Library Board of Trustees approve the request for the Library to open at 2:00 p.m. instead of 10:00 a.m. on Thursday, December 18, 2025, so that staff may attend the City's employee holiday event.

Background

The City hosts an annual staff appreciation luncheon during the month of December to which all staff are invited. This year the event is scheduled to take place at the War Memorial Building from 11:30 a.m. to 1:30 p.m., on Thursday, December 18th. At the event, achievement and years-of-service awards are presented to staff. To make it possible for library staff to attend, it is recommended that instead of opening at 10:00 a.m., the Library open at 2:00 p.m. Historically, the Board of Trustees has approved a late opening on the day of the event to enable library staff to participate. In past years, City Hall has also been closed to enable the staff from those departments to attend.

The late opening would be well publicized in advance, on the Library's website and social media, via the Library's email list, and with in-library signage and printed announcements to be distributed at the public service desks.



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: November 18, 2025

FROM: Cathy Billings, Library Director

SUBJECT: Library Director Recruitment Process

Recommendation

It is recommended that Trustees discuss the Library Director recruitment process and review their questions for the new Library Director.

Background

At the October 9, 2025, meeting the Board of Trustees received an overview of the Library Director recruitment process from the City Manager. A sub-committee was formed to work with the City Manager's Office on the recruitment, and all board members were asked to submit thoughts about what they would be looking for in a director and any questions they would like to see posed to candidates during the interview process. This input has been compiled below for tonight's discussion.

- What is your experience with leading a library of our size, in a community of our size?
- What do you see as the primary role of the library in the community? And how would you want the community to view the library?
- As Library Director, what would be the top 3 issues/areas you would want to address in the first year?
- What is your leadership style? What is your approach to working with a volunteer group such as the Friends of the Library, and how does that differ from working with library personnel?
- Who are the stakeholders that you can identify and how do you create partnerships with them? How would you deal with potentially conflicting priorities among these stakeholders? Please share a story of a partnership that you built with some stakeholder group. What made it successful and sustainable?
- What does library success look like? What tools and metrics would you use to evaluate that?
- Describe a program you helped design or evaluate. How did you measure its impact on library patrons (or other group), and what did you learn from the results?

- Can you share an example of how you built trust and collaboration among staff, library patrons, or other groups, who may have had different priorities or expectations?
- What if any are the boundaries for certain library functions, as between the director and the senior library staff?
- Tell us about a time when you saw a library strengthen a community. What role did you (or your organization) play, and what lessons did you take from that experience?
- Describe a specific challenge you faced when leading a “team” in an organization. How did you approach it, and what was the outcome?



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: November 18, 2025

FROM: Cathy Billings, Library Director

SUBJECT: Appoint a Nominating Committee for 2026 Board Officers

Recommendation

It is recommended that the Library Board of Trustees President appoint two Trustees to a nominating committee which will be responsible for presenting a proposed slate of officers at the January 2026 Board of Trustees Meeting.

Background

The Library Board of Trustees bylaws require that a two-person Nominating Committee be established to develop and present a slate of officers for the Board's consideration at the January meeting. The Bylaws also allow for nominations to be made from the floor at the January meeting, with the consent of the nominee. The officers elected at the January meeting serve for the whole calendar year.

The Library Board of Trustees has three officers: President, Vice President, and Secretary. Following are the duties for these positions, as stated in Article II, Sections 2 and 3 of the Bylaws.

- **President:** Sets the agenda for Board meetings in conjunction with the City Librarian; conduct meetings; appoint committees; perform all duties of the presiding officer; present the annual report to the City Council and have general supervision of matters pertaining to the library.
- **Vice President:** In the absence of the President from a Board meeting, the Vice-President shall preside.
- **Secretary:** With the assistance of Library staff, shall post meeting agendas; handle correspondence; and perform such other duties as may belong to the office or as may be delegated by the President or by action of the Board.

The Bylaws prohibit a Trustee from serving more than two consecutive one-year terms as President. There are no limits on the number of times a Trustee may serve as Vice President or as Secretary, nor on how many times they may do so consecutively.