



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

A G E N D A
SPECIAL MEETING
TUESDAY, DECEMBER 16, 2025, AT 7:00 P.M.

**SENIOR CENTER ACTIVITY ROOM
1102 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 NOVEMBER 18, 2025, LIBRARY BOARD OF TRUSTEES SPECIAL MEETING**

Recommendation

It is recommended that the Board review and consider approval of the November 18, 2025, Special Meeting Minutes.

4. **ADOPTION OF RESOLUTION 2025-001 SETTING THE DATE, TIME AND PLACE OF REGULAR BOARD MEETINGS**

Recommendation

It is recommended that the Board review and consider adoption of Resolution 2025-001 setting the date, time and place of regular meetings of the Library Board of Trustees.

5. **APPROVAL OF 2026 LIBRARY CLOSURES THAT ARE IN ADDITION TO CITY HOLIDAY CLOSURES**

Recommendation

It is recommended that the Board review and approve proposed Library closures in 2026 that are in addition to closures related to official City holidays.

6. **VOLUNTEER RECOGNITION EVENT DATE SELECTION AND DISCUSSION**

Recommendation

It is recommended that the Board discuss the 2026 volunteer recognition event and select a date for the event in April 2026.

7. **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

8. **BOARD PRESIDENT COMMUNICATIONS**

9. **BOARD MEMBER COMMUNICATIONS**

10. **CITY COUNCIL LIAISON COMMUNICATIONS**

11. **FRIENDS OF THE LIBRARY COMMUNICATIONS**

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

13. **LIBRARY DIRECTOR COMMUNICATIONS**

PUBLIC COMMENT – CONTINUED

14. 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**

(Pending adoption of Resolution 2025-001 on December 16, 2025)

January 8, 2026	Regular Board Meeting	7:00 p.m.
February 12, 2026	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 **December 16, 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.*

12/15/2025 /S/

Date Sean Faye, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: December 16, 2025

FROM: Cathy Billings, Library Director

SUBJECT: Approval of Minutes of November 18, 2025 Library Board of Trustees
Special Meeting

Recommendation

It is recommended that the Board review and consider approval of the November 18, 2025 Special Meeting Minutes.

Attachment:

1. Library Board of Trustees Special Meeting Minutes, Tuesday, November 18, 2025.

ATTACHMENT

Library Board of Trustees Special Meeting Minutes,
Tuesday, November 18, 2025



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

**MINUTES
SPECIAL MEETING
TUESDAY, NOVEMBER 18, 2025, AT 7:00 P.M.**

CALL TO ORDER:

The Special Meeting of the South Pasadena Library Board of Trustees was called to order by Secretary Edward Pearson on Tuesday, November 18, 2025, at 7:08 P.M. in the Library Community Room, 1115 El Centro Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Annie Chang Long
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Dean Serwin

ABSENT

Vice President	Kenneth Gross
Council Liaison	Jon Primuth

Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director and 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 OCTOBER 9, 2025. LIBRARY BOARD OF TRUSTEES MEETINGRecommendation

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

BOARD 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 3-0-2-0 by the following vote:

AYES: Meeker, Pearson, Serwin

NOES: None.

ABSENT: Gross, Long

ABSTAINED: None.

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

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.

BOARD 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. 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 DIRECTOR RECRUITMENT PROCESSRecommendation

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

[Library Board President Annie Chang Long arrived at 7:42 P.M.]

6. APPOINT A NOMINATING COMMITTEE FOR 2026 BOARD OFFICERSRecommendation

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.

BOARD ACTION AND MOTION

A motion was made by Trustee Serwin, seconded by President Long, and approved by a roll call vote to nominate Secretary Pearson and Trustee Meeker to serve on the nominating committee for 2026 Board officers. The motion carried 4-0-1-0 by the following vote:

AYES: Long, Meeker, Pearson, Serwin

NOES: None.

ABSENT: Gross

ABSTAINED: None.

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**

President Long had no comments.

10. BOARD MEMBER COMMUNICATIONS

Trustee Serwin had no comments.

Trustee Meeker had no comments.

Secretary Pearson shared two quotes about the importance of libraries in society. Walter Cronkite said, "Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation." James Michener said, "Public libraries have been a mainstay of my life. They represent an individual's right to acquire knowledge; they are the sinews that bind civilized societies the world over. Without libraries, I would be a pauper, intellectually and spiritually."

11. COUNCIL LIAISON COMMUNICATIONS

None. (Council Liaison Jon Primuth was not in attendance.)

12. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

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

13. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Trustee Serwin had no comments.

14. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings said the City is in the process of correcting errors in the email addresses and email distribution list created by the City for Trustees, and that going forward communications will be sent to Trustees City email addresses only.

PUBLIC COMMENT - CONTINUED

15. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, Secretary Edward Pearson adjourned the Special Meeting of the Library Board of Trustees at 8:33 P.M. to the next Regular Library Board of Trustees meeting scheduled for December 11, 2025.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

Edward Pearson
Secretary



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: December 16, 2025

FROM: Cathy Billings, Library Director

SUBJECT: Adoption of Resolution 2025-001 Setting the Date, Time and Place of Regular Board Meetings

Recommendation

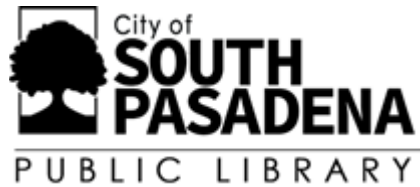
It is recommended that the Board review and consider adoption of Resolution 2025-001 setting the date, time and place of regular meetings of the Library Board of Trustees.

Attachment:

1. Library Board of Trustees 2026 Meeting Dates (Draft)
2. City of South Pasadena Library Board of Trustees Resolution No. 2025-001

ATTACHMENT

Library Board of Trustees 2026 Meeting Dates (Draft)



Library Board of Trustees 2026 Meeting Dates

Thursday, January 8, 2026
Thursday, February 12, 2026
Thursday, March 12, 2026
Thursday, April 9, 2026
Thursday, May 14, 2026
Thursday, June 11, 2026
Thursday, July 9, 2026
Thursday, August 13, 2026
Thursday, September 10, 2026
Thursday, October 8, 2026
Thursday, November 12, 2026
Thursday, December 10, 2026

ATTACHMENT

City of South Pasadena Library Board of Trustees
Resolution No. 2025-001

**CITY OF SOUTH PASADENA
RESOLUTION NO. 2025-001**

**A RESOLUTION OF THE LIBRARY BOARD OF
TRUSTEES OF THE CITY OF SOUTH PASADENA,
CALIFORNIA, SETTING THE DATE AND TIME AND
PLACE OF ITS REGULAR MEETINGS**

WHEREAS, the City Council of the City of South Pasadena has created the Library Board of Trustees pursuant to Section 2.77 of Chapter 2 of the South Pasadena Municipal Code; and

WHEREAS, Government Code Section 54954 provides that each legislative body of a local agency shall provide by ordinance or resolution the time and place for holding regular meetings; and

WHEREAS, the Library Board of Trustees of the City of South Pasadena desires to set the time and place of its regular meetings;

NOW, THEREFORE, THE LIBRARY BOARD OF TRUSTEES OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Recitals. The Library Board of Trustees hereby finds that the above recitals are true and correct and are incorporated herein as if set forth in full.

SECTION 2. Regular Meetings. The regular meetings of the Library Board of Trustees of the City of South Pasadena ("Board") shall be held on the second Thursday of each month at 7:00 p.m. The regular meeting location shall be the Library Conference Room, located on the 2nd floor at 1100 Oxley Street, South Pasadena, California.

SECTION 3. Circumstances Under Which Regular Meeting Is Cancelled. In the event an agenda for a regular meeting of the Board is not posted timely in accordance with the provisions of Section 54954.2 of the Government Code, such regular meeting is cancelled without any further action of the Board, except as may be required by the Ralph M. Brown Act.

SECTION 4. Special and Adjourned Meetings. The Board may hold special meetings or adjourn its regular meeting to other dates and times and locations as may be necessary subject to compliance with the noticing requirements of the Ralph M. Brown Act, Government Code Section 54950 et. seq.

SECTION 5. Effective Date. This Resolution shall be in full force and effect immediately upon its passage and adoption thereof. To the extent there is any inconsistency between this Resolution and any other resolution previously adopted on the same matter, this Resolution shall prevail, and the portions of the previously adopted resolution shall be automatically repealed and have no further force or effect.

PASSED, APPROVED AND ADOPTED on this 16th day of December 2025.

Annie Chang Long, President

ATTEST:

Sean Faye, Library Administrative Assistant

I HEREBY CERTIFY the foregoing resolution was duly adopted by the Library Board of Trustees of the City of South Pasadena, California, at a special meeting held on the 16th of December 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Sean Faye, Library Administrative Assistant



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: December 16, 2025

FROM: Cathy Billings, Library Director

SUBJECT: Approval of 2026 Library Closures that are in Addition to City Holiday Closures

Recommendation

It is recommended that the Board review and approve proposed Library closures in 2026 that are in addition to closures related to official City holidays.

Background

City Holidays are established by a Memorandum of Understanding (MOU) between the City of South Pasadena and the Public Service Employees' Association. Because the Library is open seven days per week, staff recommend additional closures that make sense for the Library operationally. Generally, staff recommend that the Library close on Easter Sunday and close early on the days before Thanksgiving and Christmas Eve, as well as on Halloween. Depending on the calendar each year, and where the City holidays fall, staff may recommend a closure (or closures) during City's "Winter Holiday" period between December 25th and January 1st. The Winter Holiday is also established by the MOU. For 2026, staff are recommending the closures listed below; no closures are being proposed for the 2026 Winter Holiday period.

- Sunday, April 5 – Close (Easter)
- Saturday, July 4 – Close (City observes the holiday Friday, July 3)
- Saturday, October 31 – Early Closure at 4 p.m. (Halloween)
- Wednesday, November 25 – Early Closure at 5 p.m. (Day before Thanksgiving)
- Thursday, December 24 – Early Closure at 5 p.m. (Christmas Eve)



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: December 16, 2025

FROM: Cathy Billings, Library Director

SUBJECT: Volunteer Recognition Event Date Selection and Discussion

Recommendation

It is recommended that the Board discuss the 2026 volunteer recognition event and select a date for the event in April 2026.

Background

The 2025 event was a success, and attendees enjoyed the late afternoon time and more casual program (i.e., no speakers) that we experimented with last year.

The event is typically held in April, which coincides with National Library Week. In 2026, National Library week will be April 19-25, and the theme is "Find Your Joy".

Possible dates for this year's event are:

- Wednesday, April 15
- Wednesday, April 22
- Wednesday, April 29