



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

MINUTES
SPECIAL MEETING
TUESDAY, DECEMBER 16, 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 President Annie Chang Long on Tuesday, December 16, 2025, at 7:02 P.M. in the Senior Center Activity Room, 1102 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

Council Liaison	Jon Primuth
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Sean Faye, Library Administrative Assistant, 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 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.

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 5-0 by the following vote:

AYES: Gross, Long, Meeker, Pearson, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

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

BOARD ACTION AND MOTION

A motion was made by Secretary Pearson, seconded by Trustee Serwin, and approved by a roll call vote to adopt Item No. 4, as presented by staff. The motion carried 5-0 by the following vote:

AYES: Gross, Long, Meeker, Pearson, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

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.

BOARD ACTION AND MOTION

A motion was made by Trustee Serwin, seconded by Vice President Gross, and approved by a roll call vote to approve Item No. 5, as presented by staff. The motion carried 5-0 by the following vote:

AYES: Gross, Long, Meeker, Pearson, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

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**

President Long was grateful to be part of the Library Director interview panels and expressed appreciation to the City for ensuring a seamless process.

9. BOARD MEMBER COMMUNICATIONS

Secretary Pearson shared a quote: "You can ask the internet and get 100,000 answers. You can ask a librarian, and you get the right one."

10. COUNCIL LIAISON COMMUNICATIONS

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

11. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

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

12. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Trustee Serwin said that membership, donations, and bookstore sales are up.

In response, Director Billings noted that the Friends' draft budget for 2026 indicates they will fund staff requests, including \$4,000 for new interactive play equipment in the Children's Room and funding for a book bike.

The holiday book sale, which included an artisans' craft market, was very successful.

13. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings announced this will be President Long's final Trustees meeting, as her term has concluded. She expressed gratitude for her six years of dedicated service, noting she has been an invaluable member of the Library Board.

President Long reflected that she began her tenure just before the COVID pandemic and, during that time, gained valuable insight into the library's operations while learning from each Board member. She feels fortunate to have been part of the experience.

The incoming Mayor will recommend appointments to fill vacancies on Commissions and Boards. Appointments are subject to approval by the City Council.

PUBLIC COMMENT - CONTINUED**14. CONTINUED PUBLIC COMMENT – GENERAL**

None.

ADJOURNMENT

There being no further matters, President Annie Chang Long adjourned the Special Meeting of the Library Board of Trustees at 8:08 P.M. to the next Regular Library Board of Trustees meeting scheduled for January 8, 2026.

Respectfully submitted:

Signed by:



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Sean Faye

Staff Liaison, Library Administrative Assistant

APPROVED:

Signed by:



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Edward Pearson

Secretary

ATTEST:

Signed by:



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Sean Faye

Staff Liaison, Library Administrative Assistant