



**CITY OF SOUTH PASADENA
LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE**

**MINUTES
THURSDAY, NOVEMBER 7, 2024, AT 7:00 P.M.**

CALL TO ORDER: Staff Liaison

ROLL CALL:

PRESENT

Evelyn Zneimer (Mayor, City of South Pasadena)
Janet Braun (Councilmember, City of South Pasadena)
Kristen Dubé (Board member, Friends of the South Pasadena Library)
Leslie Albe Field (Member, Community Services Commission)
Alexandria Levitt (President, Senior Citizens' Foundation of S. Pasadena)
Bianca Richards (Member, Library Board of Trustees)
Tom Afschar (At-Large Member)
Rich Elbaum (At-Large Member)
Tony Hou (At-Large Member)
Victoria Rocha (At-Large Member)
Dean Serwin (At-Large Member)
Julia Wang (At-Large Member)

ABSENT

Alexandria Levitt (President, Senior Citizens' Foundation of S. Pasadena)
Jasmine Wong (At-Large Member)
Gene Kim (At-Large Member)

Cathy Billings, Library Director, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Lucy Hakobian, Community Services Director; and Melissa Snyder, Community Services Supervisor were present at Roll Call at 7:01 p.m.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

None

PRESENTATIONS

2. COMMITTEE MEMBER INTRODUCTIONS

At-Large Member Rocha and Community Services Commissioner Field introduced themselves.

ACTION/DISCUSSION**3. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

None

4. APPROVAL OF MINUTES OF SEPTEMBER 5, 2024, LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE MEETING

A motion was made by Councilmember Braun seconded by At-Large Member Serwin and approved by roll call vote to approve Item No. 4. The motion carried 8-0-3-3, by the following vote:

AYES: Braun, Dube, Richards, Afschar, Elbaum, Hou, Serwin, Wang

NOES: None

ABSENT: Wong, Levitt, Kim

ABSTAINED: Zneimer, Albe Field, Rocha

5. DISCUSSION OF INTERVIEWS CONDUCTED WITH CONSULTANTS

Library Board of Trustees Member Richards and At-Large Member Afschar provided feedback on the interview process. Councilmember Braun provided her thoughts on the interview process. City staff conducted reference checks and received favorable feedback.

At-Large Member Serwin inquired about the experience the firms have with respect to senior center facilities, not just the library component.

6. DISCUSSION OF SCOPE OF WORK FOR SITE PLANNING CONSULTANT

Library Director Billings held a discussion on the scope of work including surveys, meetings, workshops, 6 on-site visits over a period of 2 days, meetings with city departments, city staff. An engaging discussion took place including some of the key take-aways: How to spread the word out about this project; PTA/School district flyer distribution; marketing outreach; surveys; list of all organizations; website; importance of messaging; key stakeholders; branding; Tiger newsletter.

COMMUNICATIONS**7. COMMITTEE MEMBER COMMUNICATIONS**

None

8. STAFF COMMUNICATIONS

None

PUBLIC COMMENT – CONTINUED**9. 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

There being no further matters, Library Director Billings adjourned the Regular Meeting of the Library/Community Center Comprehensive Site Plan Ad Hoc Committee at 8:24 P.M. to the next Regular Library/Community Center Comprehensive Site Plan Ad Hoc Committee meeting scheduled for December 5, 2024.

Respectfully submitted:

Signed by:



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Lucy Hakobian

Community Services Director

APPROVED:

Signed by:



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Cathy Billings

Library Director

ATTEST:

Signed by:



45FCB45A0AE349D...
Lucy Hakobian

Community Services Director

*Approved at the Library/Community Center Comprehensive Site Plan Ad Hoc Committee:
January 2, 2025.*