



**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 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 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 MEETING**

#### Recommendation

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.

<b>COMMUNICATIONS</b>
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## **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:

Signed by:

*Sean Faye*

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Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

Signed by:

*Edward Pearson*

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Edward Pearson

Secretary

ATTEST:

Signed by:

*Sean Faye*

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Sean Faye

Staff Liaison, Library Administrative Secretary