



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

**MINUTES
REGULAR MEETING
THURSDAY, JUNE 11, 2026, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Minsun Meeker on Thursday, June 11, 2026, at 7:00 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Minsun Meeker
Vice President	Dean Serwin
Secretary	Ed Pearson
Trustee	Richard Elbaum

ABSENT

Trustee	Eric Forman
Youth Commissioner	Inah Chang

Sean Faye, Library Administrative Assistant, announced a quorum.

CITY STAFF PRESENT:

Matthew Patsel, Library Director, Cathy Billings, Assistant 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.

PRESENTATIONS

2. SENIOR LIBRARIAN OLIVIA RADBILL – 35MM FILM DIGITIZATION PROJECT

Senior Librarian/Local History Librarian Olivia Radbill presented an overview of the 35MM Film Digitization Project, which will digitize 28 film reels containing approximately 10-15

minutes of footage from the Friends of the Rialto archives. The Friends of the Library provided \$4,000 toward the project. The digitization includes color correction, sound enhancement, and the consolidation of all footage into a single reel. The resulting digital files will be stored on a hard drive, while the original reels will remain onsite. The materials have not yet been made publicly available, as copyright for the content must be reviewed, although the Friends of the Rialto signed a deed of gift for the physical reels.

[Senior Librarian Olivia Radbill left the Library Board of Trustees meeting at 7:08 p.m.]

ACTION/DISCUSSION

3. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None.

4. APPROVAL OF MINUTES OF MAY 14, 2026, LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the May 14, 2026, Meeting Minutes.

BOARD ACTION AND MOTION

A motion was made by Vice President Serwin, seconded by Trustee Elbaum, and approved by a roll call vote to approve Item No. 4, as presented by staff. The motion carried 4-0-1-0 by the following vote:

AYES: Elbaum, Meeker, Pearson, Serwin

NOES: None.

ABSENT: Forman

ABSTAINED: None.

5. SUSPENSION PROCEDURE AND RELATED MUNICIPAL CODE

Recommendation

It is recommended that the Board review and accept proposed changes to the Suspension Procedure and related Municipal Code.

6. 2026 COMMISSIONER CONGRESS

Recommendation

It is recommended that the Board review their responsibilities for the City's Commissioner Congress, ensuring alignment with the broader framework and expectations of City commissions.

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 Meeker expressed regret that she was unable to attend the 6/6/26 Summer Reading Program Kick-Off event.

9. BOARD MEMBER COMMUNICATIONS

Vice President Serwin was impressed by the newly hired library staff, noting their strong skills and their ability to accomplish tasks efficiently.

Trustee Pearson showed the Board the “Defend the Public Library” t-shirt he was wearing.

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 Elbaum commended the efficiency of the Friends Board and noted that the meeting was very informative.

13. ASSISTANT LIBRARY DIRECTOR COMMUNICATIONS

Assistant Library Director Billings shared the Library is using a new security vendor. Contracts for parcel tax management and Wi-Fi operations will go before City Council as the Fiscal Year comes to an end. The new budget is expected to be approved next week.

14. LIBRARY DIRECTOR COMMUNICATIONS

Director Patsel said the RFID implementation has been going well and should be completed by the end of July. Two new self-check machines will also be installed. The next Death Café is scheduled for tomorrow night.

PUBLIC COMMENT - CONTINUED**15. CONTINUED PUBLIC COMMENT – GENERAL**

None.

ADJOURNMENT

There being no further matters, President Minsun Meeker adjourned the meeting of the Library Board of Trustees at 7:59 P.M. to the next Regular Library Board of Trustees meeting scheduled for July 9, 2026.

Respectfully submitted:

Signed by:

Sean Faye

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Sean Faye

Staff Liaison, Library Administrative Assistant

APPROVED:

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Minsun Meeker

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Minsun Meeker

President

ATTEST:

Signed by:

Sean Faye

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Sean Faye

Staff Liaison, Library Administrative Assistant