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CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES

MINUTES
REGULAR MEETING
THURSDAY, SEPTEMBER 10, 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, September 10, 2026, at 7:02 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
	Trustee	Eric Forman
	Youth Commissioner	Inah Chang
ABSENT	Assistant Library Director	Cathy Billings

Sean Faye, Library Administrative Assistant, announced a quorum.

CITY STAFF PRESENT:

Matthew Patsel, 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 – LIBRARY CAMPAIGN PRESENTATION OR PROGRAM PROPOSALS FOR THE UPCOMING YEAR

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This fall, the Library will present *South Pasadena: Through the Decades*, a campaign celebrating the city's history, culture, and community spirit. Supported by a $10,000 Carnegie grant, the celebration begins September 14 with Decades Kits - featuring books, toys, and games from different eras - and a limited-edition commemorative library card. Throughout the season, the Library will also offer programs and events that highlight the people and traditions that have shaped South Pasadena.

[Local History Librarian Olivia Radbill left the Library Board of Trustees meeting at 7:21 p.m.]

ACTION/DISCUSSION

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

None.

4. APROVAL OF MINUTES OF AUGUST 13, 2026, LIBRARY BOARD OF TRUSTEES MEETING

Recommendation
It is recommended that the Board review and consider approval of the August 13, 2026, Meeting Minutes.

BOARD ACTION AND MOTION
A motion was made by Vice President Serwin, seconded by Trustee Forman, and approved by a roll call vote to approve Item No. 4, as presented by staff. The motion carried 5-0 by the following vote:

AYES: Elbaum, Forman, Meeker, Pearson, Serwin
NOES: None.
ABSENT: None.
ABSTAINED: None.

5. REVIEW AND APPROVAL OF REVISED LIBRARY SECURITY CAMERA POLICY

Recommendation
It is recommended that the Board review and approve the updated Library Security Camera Policy.

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. 5, as presented by staff. The motion carried 5-0 by the following vote:

AYES: Elbaum, Forman, Meeker, Pearson, Serwin
NOES: None.
ABSENT: None.
ABSTAINED: None.

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6. REQUEST TO REVIEW AND/OR RESCIND MULTIPLE POLICIES

Recommendation
It is recommended that the Trustees review and approve the Library's request to rescind out-of-date or obsolete policies, and/or provide guidance on updating them.

- 2.2 Substantive Issues Policy
- 2.3 Authorization to Discard or Surplus Library Equipment or Materials
- 4.1 Disclosure of Staff Schedules
- 4.2 In-Charge Policy Redline Version to become Procedure
- 4.5 Volunteer Background Checks
- 4.6 Security Clearance Policy for Volunteers to Work with Children
- 6.1 Authority to Close the Library for Power Outages and Other Emergencies
- 6.2 Risk Management
- 6.3 Suspected Theft of Library Materials

BOARD ACTION AND MOTION

A motion was made by Trustee Forman, seconded by Secretary Pearson, and approved by a roll call vote to approve Item No. 6, as amended to rescind all of the listed policies except the Substantive Issues Policy. The motion carried 5-0 by the following vote:

AYES: Elbaum, Forman, Meeker, Pearson, Serwin
NOES: None.
ABSENT: None.
ABSTAINED: None.

7. APPROVAL OF 2026 LIBRARY CLOSURE DAY IN ADDITION TO CITY HOLIDAY CLOSURES

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

BOARD ACTION AND MOTION

A motion was made by Trustee Elbaum, seconded by Vice President Serwin, and approved by a roll call vote to approve Item No. 7, as presented by staff. The motion carried 5-0 by the following vote:

AYES: Elbaum, Forman, Meeker, Pearson, Serwin
NOES: None.
ABSENT: None.
ABSTAINED: None.

8. LIBRARY OPERATIONS POLICY

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.

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COMMUNICATIONS

9. BOARD PRESIDENT COMMUNICATIONS

President Meeker expressed her ongoing appreciation toward Library staff and programming. She reiterated her interest in engaging the community in modernizing the Library.

10. BOARD MEMBER COMMUNICATIONS

Trustee Forman recently read *The Library Book* by Susan Orlean and found it a compelling reflection on the vital role libraries play, framed by the story of the 1986 fire at the Los Angeles Central Library.

Vice President Serwin commended Local History Librarian Olivia Radbill for her efforts in positioning the Library for success with the Carnegie Grant and the upcoming Library campaign. Vice President Serwin visited the Lucas Museum and was impressed by its library, noting how its book collection informed the curation of the museum's exhibits.

Secretary Pearson said that September 6th is National Read a Book Day, and September 8th is International Literacy Day. He also mentioned Dolly Parton's Imagination Library as another initiative worth celebrating.

Trustee Elbaum shared that Vice President Serwin was recently named Volunteer of the Year by Congress Member Judy Chu.

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

Vice President Serwin reported that the Friends held their first meeting since the summer break and commended them for funding the Summer Reading Program. He observed that the 30th season of the Restoration Concert Series will begin this weekend and remarked that the Friends manage their finances sensibly.

14. ASSISTANT LIBRARY DIRECTOR COMMUNICATIONS

None. (Assistant Library Director Cathy Billings was not in attendance).

15. LIBRARY DIRECTOR COMMUNICATIONS

None.

PUBLIC COMMENT - CONTINUED

16. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

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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 October 8, 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
840EF1ED86624F3...

Sean Faye
Staff Liaison, Library Administrative Assistant