



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

**MINUTES
SPECIAL MEETING
TUESDAY, NOVEMBER 18, 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 Secretary Edward Pearson on Tuesday, November 18, 2025, at 7:08 P.M. in the Library Community Room, 1115 El Centro Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

Vice President	Kenneth Gross
Council Liaison	Jon Primuth

Sean Faye, Library Administrative Secretary, 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 OCTOBER 9, 2025. LIBRARY BOARD OF TRUSTEES MEETINGRecommendation

It is recommended that the Board review and consider approval of the October 9, 2025, 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 3-0-2-0 by the following vote:

AYES: Meeker, Pearson, Serwin

NOES: None.

ABSENT: Gross, Long

ABSTAINED: None.

4. REQUEST TO OPEN LIBRARY AT 2:00 P.M. ON THURSDAY, DECEMBER 18, 2025Recommendation

It is recommended that the Library Board of Trustees approve the request for the Library to open at 2:00 p.m., instead of 10:00 a.m., on Thursday, December 18, 2025, so that staff may attend the City's employee holiday event.

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. 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 DIRECTOR RECRUITMENT PROCESSRecommendation

It is recommended that the Trustees discuss the Library Director recruitment process and review their questions for the new Library Director.

[Library Board President Annie Chang Long arrived at 7:42 P.M.]

6. APPOINT A NOMINATING COMMITTEE FOR 2026 BOARD OFFICERSRecommendation

It is recommended that the Library Board of Trustees President appoint two Trustees to a nominating committee which will be responsible for presenting a proposed slate of officers at the January 2026 Board of Trustees meeting.

BOARD ACTION AND MOTION

A motion was made by Trustee Serwin, seconded by President Long, and approved by a roll call vote to nominate Secretary Pearson and Trustee Meeker to serve on the nominating committee for 2026 Board officers. The motion carried 4-0-1-0 by the following vote:

AYES: Long, Meeker, Pearson, Serwin

NOES: None.

ABSENT: Gross

ABSTAINED: None.

7. 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.

8. 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**9. BOARD PRESIDENT COMMUNICATIONS**

President Long had no comments.

10. BOARD MEMBER COMMUNICATIONS

Trustee Serwin had no comments.

Trustee Meeker had no comments.

Secretary Pearson shared two quotes about the importance of libraries in society. Walter Cronkite said, "Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation." James Michener said, "Public libraries have been a mainstay of my life. They represent an individual's right to acquire knowledge; they are the sinews that bind civilized societies the world over. Without libraries, I would be a pauper, intellectually and spiritually."

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

Trustee Serwin had no comments.

14. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings said the City is in the process of correcting errors in the email addresses and email distribution list created by the City for Trustees, and that going forward communications will be sent to Trustees City email addresses only.

PUBLIC COMMENT - CONTINUED

15. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, Secretary Edward Pearson adjourned the Special Meeting of the Library Board of Trustees at 8:33 P.M. to the next Regular Library Board of Trustees meeting scheduled for December 11, 2025.

Respectfully submitted:

Signed by:

Sean Faye

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Sean Faye

Staff Liaison, Library Administrative Assistant

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 Assistant