



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
August 10, 2017**



**CONVENE:**

President Brendan Durrett called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on August 10, 2017 at 7:03 p.m.

**IN ATTENDANCE:**

Trustees Present

Brendan Durrett  
Andy Lippman  
Carolyn Flemming  
Alan Jutzi  
Rick Thomas

Also Present

Councilmember Diana Mahmud  
Steve Fjeldsted, Director of Library, Arts, &  
Culture  
Cathy Billings, Assistant Library Director  
Sally Kilby, Friends Board Representative  
Sean Faye, Library Administrative Secretary

**MINUTES:** The minutes of the Regular Meeting of July 13, 2017 were reviewed – **MSC: Andy Lippman/Alan Jutzi – all approved.**

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Request for Approval of the Jolino Beserra Mosaic Tile Archway for the entryway for the Library Children's Room** – Assistant Library Director Cathy Billings presented documentation describing the project, including a rendering of the artwork, to the Library Board of Trustees. The project was funded with donations by Sally Swann and Keith Styles to the Friends of the Library who commissioned artist Jolino Beserra in 2013, but the project had been delayed. The installation is due to begin soon.

**Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Alan Jutzi, to approve the request for the Jolino Beserra Mosaic Tile Archway for the entryway for the Library Children's Room.**

**AYES:** Durrett, Lippman, Flemming, Jutzi, Thomas  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

Library Board of Trustees Vice President Andy Lippman asked what would happen to the mosaic in the event that the Library undergoes an expansion. Assistant Library Director Billings said the mosaic was built in sections and said she would ask Jolino Beserra for instructions on what would be involved in moving them.

2. **Request for Approval of the Surplus Discard of old Community Room AV equipment** – Library Director Steve Fjeldsted said the AV upgrades to the Community Room are underway and partially installed. The older equipment that has not been useful in recent times, including the small speakers attached to the walls, and the CD and audio cassette players and equalizer from

inside the closet, have been removed. Director Fjeldsted asked the Board for permission for that equipment to go to the City for the surplus equipment auction.

**Motion by Library Board Vice President Andy Lippman, seconded by Library Board Secretary Carolyn Flemming, to approve the request for the Surplus Discard of the old Community Room AV equipment.**

**AYES:** Durrett, Lippman, Flemming, Jutzi, Thomas  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**DISCUSSION ITEMS:**

7. **Cost of a Full Time Children's Librarian with Benefits at Step C** – Director Fjeldsted provided the Board with a salary schedule form the City's website. At C Step with Benefits, a Children's Librarian Position would pay around \$77K per year. This position would have to be requested as part of the budget process for next year and approved by City Hall and the City Council.

Library Board Secretary Carolyn Flemming said all possibilities of readjusting current library staff workload and positions should be explored further for an internal reassignment to fill the Children's Services, Digital Services, and Public Services Manager positions. Assistant Library Director Billings met with Senior Librarians Barbara Posner and Maida Wong to discuss the challenges of fulfilling the goals of the Strategic Plan with current staff. Director Fjeldsted said he was informed that the Employee Association has approved the job descriptions for the Public Services, Digital Services, and Support Services Librarian positions. The positions will go before the City Council for approval at their next meeting.

1. **Revised Report from Subcommittee on Recommendations for Community Room/Baldwin Piano fees** – Trustee Rick Thomas and Secretary Flemming presented their revised report with their updated recommendations for the Community Room, incorporating the suggestions made by the Board at the 7/13/17 Trustees meeting. The proposed fee structure has been simplified and included the concept of reciprocity for other government agencies to use the Community Room at no charge. Director Fjeldsted said the City has a cycle for a consultant to conduct a time-motion cost study for potential fee increases. Secretary Flemming said the addition of the recommended Library Monitor position could potentially be part of any cost increases in renting the Community Room. Assistant Library Director Billings said she spoke with the Community Services Department to learn their process regarding their use of staff for their rentals. She said the presence of a staff member is included with their rental fees, but there is an added \$15/hour fee for each additional staff member to be on site. Trustee Thomas said the goal of this study was to find ways to make the Community Room more valuable and expand its use. President Brendan Durrett asked for this to be an Action Item for approval for the 9/14/17 Trustees meeting.
2. **Library Donated Artwork Policy** – Director Fjeldsted said he submitted the artwork policy of the Huntington Library provided by Trustee Alan Jutzi to the City Attorney for review with suggested modifications and is awaiting a reply. This will be an Action Item for the 9/14/17 Trustees meeting.
3. **Completed Filings for City to receive Library Measure L Special Tax Revenues for FY 2017/18** – Director Fjeldsted said that all signed paperwork has been submitted to Community

Economic Solutions. Approximately \$306K in Measure L funds are expected to be received this Fiscal Year.

4. **New AV System for Community Room** – Director Fjeldsted said the new speakers have been installed and the project should be completed by the end of next week. Once complete the staff will be trained on its use.
5. **Meeting with Friends Board After Their August 17, 2017 Retreat to discuss Library Foundation** – Friends Board Representative Sally Kilby said the Friends will meet all day on August 17, 2017 for their retreat to discuss their possible involvement in the formation and structure of the proposed Library Foundation. Director Fjeldsted said Library Foundation Consultant Cindy Chan is still available and asked for the Library Foundation Subcommittee to meet a few weeks after the Friends Retreat in the Ray Bradbury Conference Room on Thursday, September 7, 2017 at 6:30 p.m. Director Fjeldsted will confirm Cindy Chan and Library Design Consultant Diane Lam's availability.
6. **September 14, 2017 Meet and Greet for Cathy Billings and Public Strategic Planning Meeting** – Director Fjeldsted confirmed that Library Consultant Joe Matthews will attend and present the Library Strategic Plan to the community. Director Fjeldsted said the Library Board of Trustees can provide \$300 from their committee towards the effort for music and food, with Joe Matthews being paid a \$100 honorarium. Assistant Library Director Billings is awaiting a reply regarding entertainment. Friends Representative Sally Kilby said the Friends Hospitality allocation will provide appetizers and hors d'oeuvres.

#### **CORRESPONDENCE AND COMMUNICATIONS:**

#### **REPORTS:**

**Board President:** President Durrett distributed the Draft Annual Report for the Library Board of Trustees and present it to the City Council on 9/6/17. The finalized version will be presented to the Board for approval as an Action Item at the 9/14/17 Trustees meeting.

**City Council Liaison:** None to report.

**Friends Representative:** Friends Board Representative Sally Kilby informed the Board that longtime member of the Friends and former editor of the *South Pasadena Review* Norma LeValley passed away. Her family has asked for memorial donations to be made to the Friends of the Library. Sally Kilby said the Friends website has been upgraded and can now accept donations online.

**Trustee Liaison to Friends:** None to report.

**Representative to Community Center Ad Hoc Report:** None to report.

#### **Assistant Library Director:**

- Assistant Director Billings provided a monthly report to the Board on Library operations and services and asked for feedback that could be used to make it more engaging.
- An iPad was recently purchased by the Library and it will be taken by staff to various community events off-site. Assistant Director Billings will attend the Clean Air Car Show and Green Living Expo for the Library to have a presence there. It will enable staff to issue library cards off-site. Vice

President Lippman volunteered to help. When the iPad is not in use off-site, it will be placed on a stand and show a slideshow of South Pasadena local history images.

- For the Community Awareness section of the report, Assistant Director Billings said the Substitute Librarians have been assigned to develop some of the content for the City's e-neighbors newsletter. Every issue has room for a section for the Library. The September issue will have content on back-to-school resources.
- For the Collections section, July was a slow month for acquisitions as it is the beginning of the Fiscal Year. About 1,000 items were discarded in order to continue to "right-size" the collection and Assistant Director Billings provided statistics from the collection agency for materials returned and fines paid.
- Assistant Director Billings cited the Kudos section of her report to show a compliment for Vice President Lippman submitted by a parent of a child who attended the Tween Summer Reading Program. Assistant Director Billings intends to continue providing fun tidbits in future reports.
- The contract for Mango Languages, a language learning app, has been signed and a press release will follow soon.
- For Youth Services, Assistant Director Billings said potential exists for the Library to provide opportunities for teens to grow their skills and gain experience. There were 50 student volunteers for this year's Summer Reading Program who worked nearly 1,500 hours. A full report will be available at the 9/14/17 Trustees meeting.
- Assistant Director Billings said a version of her monthly reports could be made available to the public.

#### **Director of Library, Arts & Culture:**

- Director Fjeldsted said he was informed by Finance Director David Batt that printouts of the ledger for Period 13 will soon be available to report on spending at the end of the last Fiscal Year.
- Director Fjeldsted reminded the Board about the California Library Association Annual Conference in Riverside from 11/2/17-11/4/17 and said that there is money allocated in the Library Budget if they would like to attend.
- LeeAndra Chersey spoke for an Author Night in June on her book "Make a Wish For Me" about raising her autistic son. The Library started the "Raising Abilities" collection about ten years ago with funding from the Kiwanis Club and the Institute for the Redesign of Learning. A new batch of books has been ordered for the collection and a parents group has offered to help promote the collection.
- The California Golden State Collection received a grant of \$900 from the Rotary Club of South Pasadena for FY 2017/18.
- At the last Library Board of Trustees meeting, efficiencies were discussed in relation to the Operations and Maintenance budget. Director Fjeldsted met with a representative from Autographics, a vendor of integrated library computer systems. There's a possibility we could save on the Library's computer costs. Director Fjeldsted met recently with a representative from Bibliotheca on a plan to improve the Library's ebook collection. Director Fjeldsted said that many libraries are reducing their subscriptions to databases, and a review will be conducted to see which databases are most useful for this Library.
- Director Fjeldsted said Kiki Ebsen will not be performing in the Community Room on 9/7/17. Director Fjeldsted said that Kiki's Joni Mitchell Tribute show has grown more elaborate since last saw it and wrote a grant to the Living History Centre Fund to book Kiki for a bigger event in 2018.
- Rumer, the British pop singer who performed in the Community Room in 2016, is interested in returning. A tentative date of 10/27/17 has been set and there will be an Action Item for the 9/14/17 Agenda to request approval for the proposal for Rumer to perform a ticketed concert, with half of the proceeds to go to the charity of her choice and the other half to go to the Friends of the Library.

- Max Granados, a summer youth worker from Foothill Workforce Development Board, has just started working at the Library. Max will be a junior at Bosco Tech in Rosemead and will work at the Library until the end of September.
- Director Fjeldsted was informed by Howard Spector, Director of the South Pasadena Arts Council (SPARC) that the Request for Proposal for the Ray Bradbury mural will probably be sent out in the fall.
- Director Fjeldsted said the Memorandum of Understanding (MOU) between the Library and the Restoration Concert Committee regarding the exclusive use of the Steinway piano is due to expire. A new MOU will be presented as an Action Item at the 9/14/17 Trustees meeting.
- Director Fjeldsted said the Ostrich case will be moved soon and a new location will be chosen for Awston the Ostrich, who is currently in Director Fjeldsted's office.
- The Library will partner with SPARC to present the End of Summer Concert on 9/28/17 in the Library Park. Theresa James and the Rhythm Tramps are scheduled to perform.

**NEW BUSINESS:** Secretary Flemming asked for the heading of "New Business" to be added to future Library Board of Trustees Agendas.

**NEXT MEETING:** The next meeting for the Library Board of Trustees will be in the Library Ray Bradbury Conference Room on Thursday, September 14, 2017 at 7:00 p.m.

Councilmember Diana Mahmud and Secretary Carolyn Flemming will not be in attendance for the 9/14/17 Trustees meeting.

**ADJOURNMENT:** The regular meeting of August 10, 2017 was adjourned at 8:35 p.m.

Minutes approved \_\_\_\_\_ as written.

Minutes approved \_\_\_\_\_ as corrected.



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President