



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
September 14, 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 September 14, 2017 at 7:02 p.m.

**IN ATTENDANCE:**

Trustees Present

Brendan Durrett  
Andy Lippman  
Alan Jutzi  
Rick Thomas

Also Present

Steve Fjeldsted, Director of Library, Arts & Culture  
Cathy Billings, Assistant Library Director  
Kristen Dubé, Friends Board President  
Sally Kilby, Friends Board Representative  
Laura Kieffer, Friends Board Representative  
Kay Rosser, Restoration Concert Committee  
Sean Faye, Library Administrative Secretary

**EXCUSED:** Councilmember Diana Mahmud  
Secretary Carolyn Flemming

**MINUTES:** The minutes of the Regular Meeting of August 10, 2017 were reviewed – MSC: Andy Lippman/Alan Jutzi – all approved.

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. Request for Approval to Renew Senior Yoga in Community Room for the next year on Monday and Wednesday mornings from 8-9:30 a.m.

Motion by Library Board Vice President Andy Lippman, seconded by Library Board President Brendan Durrett, to approve the request to renew Senior Yoga in the Community Room for the next year on Monday and Wednesday mornings from 8-9:30 a.m.

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

2. Request for Approval for Senior Center to use Community Room for Senior Fitness classes on Thursday mornings from 8:30-9:30 a.m.

Motion by Library Board Vice President Andy Lippman, seconded by Library Board Trustee Alan Jutzi, to approve the request to renew Senior Fitness classes in the Community Room on Thursday mornings from 8:30-9:30 a.m.

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

**ABSTAIN: None**

3. **Request for Approval of the Subcommittee Recommendations for the Community Room** – Library Director Steve Fjeldsted reminded the Board that they are voting to approve the Subcommittee's recommendations and these recommendations would ultimately have to be approved by City Hall and City Council.

**Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Vice President Andy Lippman, to approve the Subcommittee Recommendations for the Community Room.**

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

Vice President Lippman thanked Secretary Carolyn Flemming and Trustee Rick Thomas for producing such a thorough report.

4. **Request for Approval of Library Board of Trustees FY 2016/17 Annual Report** – Library Board President Brendan Durrett said he implemented the recommendations of Secretary Carolyn Flemming and Deputy City Clerk Desiree Jimenez in completing the Library Board of Trustees Annual Report for FY 2016/17.

**Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Vice President Andy Lippman, to approve the Library Board of Trustees FY 2016/17 Annual Report.**

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

5. **Request for Approval of the Extension of the Memorandum of Understanding between the Library and the Friends Restoration Concert Committee regarding use of the Steinway piano** – Director Fjeldsted introduced Kay Rosser, co-founder and co-coordinator of the Restoration Concert Committee. Kay Rosser explained that the Memorandum of Understanding (MOU) between the Library and the Restoration Concert Committee regarding the exclusive use of the Steinway piano in the Community Room is due to expire. Kay provided an updated amendment that had already been signed by the Friends President Kristen Dubé and the Restoration Concert leadership that would extend the MOU for another ten years and asked for the Library Board of Trustees' approval and for the signature of President Durrett.

**Motion by Library Board Vice President Andy Lippman, seconded by Library Board Trustee Alan Jutzi, to approve the extended Memorandum of Understanding between the Library and the Restoration Concert Committee regarding use of the Steinway piano until October 1, 2027.**

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

President Durrett signed the Memorandum of Understanding.

[Kay Rosser left the Library Board of Trustees meeting at 7:25 p.m.]

6. **Request for Approval of the Library Artwork Donation Agreement** – Director Fjeldsted said he made slight modifications to the Huntington Library’s artwork policy provided by Trustee Jutzi to make it applicable to the South Pasadena Public Library. It was approved by the City Attorney and was presented to the Board for their approval. Trustee Jutzi said the most important issue addressed by this agreement is the ability for the Library to control and potentially sell donated artwork. Director Fjeldsted added that the placement of donated artwork for the Library is always brought to the Board for their approval.

**Motion by Library Board Vice President Andy Lippman, seconded by Library Board Trustee Rick Thomas, to approve the request for approval of the Library Artwork Donation Agreement.**

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

**DISCUSSION ITEMS:**

1. **Meeting of the Library Board Subcommittee to Discuss the Formation of a Library Foundation** – Director Fjeldsted said the Friends Board decided not to have a Library Foundation be part of their organizational structure. Trustee Jutzi said it would be extremely useful to schedule another meeting of the Library Foundation Subcommittee to review the options that remain available as the possible expansion of the Library into the Senior Center and the potential creation of a new Community Center are currently in flux. Director Fjeldsted said Interior Design Consultant Diane Lam has been retained and has started drafting designs for her suggested vision of the makeover of the first floor of the Library as called for by the Library Operations Study. Director Fjeldsted said Library Foundation Consultant Cindy Chan is currently available, but in high demand. Director Fjeldsted said the Library Board of Trustees could use funds from the Romine and Mullen Estate funds to hire Cindy Chan to draft the Articles of Incorporation and other important documents and filings to establish a Library Foundation. Cindy Chan had said that it would take between six to twelve months to draw up the Articles of Incorporation if the Foundation was not part of the Friends. Director Fjeldsted suggested offering Cindy Chan an honorarium of \$200 for her next appearance at a Library Board of Trustees meeting.

President Durrett said the Board is still in the exploration phase of creating a Library Foundation, but it is still worth putting forth a serious effort to continue to investigate. It was decided that the Library Foundation Subcommittee will meet in the Ray Bradbury Conference Room on Thursday, September 21, 2017 at 6:30 p.m.

2. **Jolino Beserra Mosaic Archway for the Children’s Room** – Assistant Library Director Cathy Billings reported Jolino Beserra is finishing the side pieces of the mosaic in his studio and that a reception or ribbon cutting to celebrate the archway will be scheduled upon its completion.
3. **Library Community Room AV System and Interior Repainting** – Director Fjeldsted said the new AV system has been installed in the Community Room and the interior of the Community

Room has been repainted. In recent years other great improvements to the Community Room have been made as the Community Room carpet was replaced and an ADA ramp was installed.

4. **Ray Bradbury Conference Room Mural Project** – Director Fjeldsted said there are no updates since the last Trustees meeting. Howard Spector, Director of the South Pasadena Arts Council (SPARC), said the Request for Proposal for the Ray Bradbury Mural Project will be sent out in the fall with the hope of having the mural project completed in the winter. SPARC continues to work on Phase II of their utility box project.
5. **Meet and Greet for Assistant Library Director and Strategic Planning Presentation** – Director Fjeldsted thanked the Friends and the Hospitality Committee for providing a great opportunity for people to meet Assistant Library Director Billings and to learn more about the “Library Strategic Plan 2017-2022”. Library Consultant Joe Matthews was paid a \$100 honorarium from the Library Board of Trustees allocation.
6. **Library Public Services Manager, Support Services Manager, and Digital Services Manager Positions** – Director Fjeldsted said the requisition to initiate the recruitment for the Digital Services Manager has been submitted. Director Fjeldsted announced that Senior Librarians Barbara Posner and Maida Wong have been promoted with new and expanded job descriptions. Barbara Posner is the Support Services Manager and Maida Wong is the Public Services Manager, positions called for in the Library Operations Study. Assistant Library Director Billings said this transition will be a work in progress. Director Fjeldsted said Assistant Library Director Billings is Barbara and Maida’s direct supervisor and she also oversees the day-to-day operations of the Library.

[Vice President Andy Lippman left the Library Board of Trustees meeting at 7:58 p.m.]

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

#### **REPORTS:**

**Board President:** President Durrett said he was made aware that the By-laws for Altadena Library Board of Trustees state that their Board meetings can only last one hour. President Durrett said the Altadena Library has a Library Foundation and he will learn more about their organizational structure.

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

**Friends Representative:** Friends Board President Kristen Dubé said the Friends Board Retreat went very well. Kristen said that due to the Friends’ non-profit status, only a percentage of their Technology Endowment Fund can be spent. The Friends held a Technology Fundraiser and all the money raised will be spent on the Library. Friends Board Representative Laura Kieffer said that the Friends will need dollar amounts for some of the items recommended by the Library Operations Study. Director Fjeldsted said that preliminary estimates will be provided to the Friends.

Friends Board Representative Sally Kilby said it looks unlikely that the City will initiate a bond measure for the proposed Community Center in the near future. Sally said the Friends have been researching other local buildings with parking and office space to see if there are possibilities close by to accomplish what the proposed expansion could provide. President Durrett encouraged the Friends to explore possibilities.

**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 regarding Strategic Focus Area Highlights for the Library.
- Public Services Manager Maida Wong and the Assistant Library Director met with the librarians from the SPUSD to look for opportunities for collaboration.
- The Library's catalogue system SirsiDynix has been upgraded.
- The City will now allow the Library to have its own Facebook page.
- A Library Aide I has been promoted to the Aide II position and applications for the Aide I position are being reviewed.
- Assistant Library Director Billings cited the Eclipse program on 8/21/17 for praise in the Kudos section of her report.
- New materials will be added to the Raising Abilities Collection. Director Fjeldsted said these are provided through donations from the Kiwanis Club of South Pasadena and the Institute for the Redesign of Learning.
- OverDrive is the Library's platform for eBooks and audiobooks with nearly 6,000 titles available.
- Bookmarks, shelf signs and table tents for Mango Languages, the Library's new online resource for language learning, have been produced to advertise its availability.
- Assistant Library Director attended the City's Clean Air Car Show and Green Living Expo to promote the Library's resources.

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

- Director Fjeldsted said the Library events co-sponsored by the Friends in August were all very successful. These included a Baseball Night with Historian Mark Langill and Photographer Jon Soo Hoo of the L.A. Dodgers, a Solar Eclipse Event with Dr. Bonnie Buratti of J.P.L. and a live feed from NASA, and a screening of "Buffalo Bill" starring Joel McCrea, born in South Pasadena, along with an expert panel of authors.
- A new City Manager has been announced. Stephanie DeWolfe, who's worked in both the Pasadena and West Hollywood City Manager's Offices, will start on November 6, 2017.
- Director Fjeldsted informed the Board that they are invited by the Public Works Department to attend a community meeting regarding Water and Sewer Rates on 9/28/17 at 6 p.m. in the Council Chambers. The email was forwarded to them.
- The Library will partner with SPARC for the 5<sup>th</sup> Annual End of Summer Concert which will take place in the Library Park on 9/28/17 with Teresa James and the Rhythm Tramps.
- Director Fjeldsted received permission from the Living History Center to present Duffy Hudson on 11/30/17 in a one-man show about Flight 93 on 9/11.
- Jimi Martinez, a South Pasadena resident and pop-art maven, will exhibit his paintings in the Library's Arts Crawl event on 10/21/17.
- On 10/5/17 the Library will screen "Rebel Without a Cause." Dean Ghaffari, a South Pasadena actor, who performed a one man show as Sal Mineo in the Library Community Room in 2015, will introduce the film in both the guise of Sal Mineo and James Dean.
- The Library just picked up and delivered another very large donation of books from Vagabond Books, which should be a boon for the Friends Bookstore.
- Norma LeValley, longtime Library supporter and former Editor of the *South Pasadena Review*, passed away recently and the Friends have received several memorial donations.

**NEW BUSINESS:**

**NEXT MEETING:** The next meeting for the Library Board of Trustees will be in the Library Ray Bradbury Conference Room on Thursday, October 12, 2017 at 7:00 p.m.

**ADJOURNMENT:** The regular meeting of September 14, 2017 was adjourned at 8:37 p.m.

Minutes approved   *X*   as written.

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

          *Arslan Durrani*            
President