



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
October 12, 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 October 12, 2017 at 7:01 p.m.

IN ATTENDANCE:

Trustees Present

Brendan Durrett
Carolyn Flemming
Alan Jutzi

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

EXCUSED: Vice President Andy Lippman
Trustee Rick Thomas

MINUTES: The minutes of the Regular Meeting of September 14, 2017 were reviewed – **MSC: Alan Jutzi/Brendan Durrett– all approved.**

PUBLIC COMMENTS:

DISCUSSION ITEM:

1. Meeting of the Library Foundation Subcommittee on September 21, 2017 – Library Board President Brendan Durrett provided his Draft Minutes of the Library Foundation Exploration Subcommittee meeting on 9/21/17. President Durrett said Diane Lam was paid from the Library's Fiscal Year Budget 2016-17 to develop a redesign document for the interior of the Library's first floor. Diane's vision includes new flooring, furniture, paint, a consolidated Reference/Circulation Desk, a lounge with an open space, several group study areas, and the conversion of the current periodicals section into a Teen Area.

President Durrett recommended the Library Board of Trustees create the Library Foundation as a 501(c)(3) non-profit entity separate from the Friends. The application process would take about 6 months to complete. It was stated that a consultant could be paid with funds from the Romine and Mullen Estate Trusts. Councilmember Diana Mahmud said the City Attorney should be consulted to see if a competitive bidding process is required to hire a Library Foundation Consultant.

Trustee Alan Jutzi presented his report on the Library Foundation Subcommittee meeting on 9/21/17. Trustee Jutzi said the first tasks would be to create a statement of purpose for the Library Foundation, identify the Library Foundation Board's responsibilities and then approach potential Board members. The statement of purpose should identify how the Library Foundation would differentiate itself from the Friends. In selecting Board members, their responsibilities as well as their relationship to the Library Foundation, the roles of the Library Director, Library Board of Trustees and Friends should be clearly outlined. A list of potential projects that would require extra funding should be provided to those Board members, and this list should be continually modified and updated. Trustee Jutzi said a list should be prepared of potential donors, foundations and other organizations that the Library Foundation could consider. Councilmember Mahmud suggested involving Library Consultant Joe Matthews in this conversation. Assistant Library

Director Cathy Billings suggested compiling data from the San Marino, Carlsbad, Altadena and Glendale Library Foundations for comparison. Trustee Jutzi asked to work with Friends Representative Sally Kilby and others to generate a list of potential Foundation members.

ACTION ITEMS:

1. **Request for Approval of the formation of a Library Foundation separate from the Friends of the Library**

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Alan Jutzi, to approve the request for the formation of a Library Foundation separate from the Friends of the Library.

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

2. **Request for Approval of the Library Foundation Subcommittee's Recommendation to ask Consultant Cindy Chan for a draft agreement for filing and organizing for a Library Foundation separate from the Friends of the Library**

Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Secretary Carolyn Flemming, to approve the request to ask Consultant Cindy Chan for a draft agreement for her work to begin filing and organizing for a Library Foundation separate from the Friends of the Library.

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

Councilmember Diana Mahmud requested to amend the motion based on the outcome of Director Fjeldsted's pending discussion with the City Attorney regarding a possible competitive bidding requirement to hire a Foundation Consultant.

Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Secretary Carolyn Flemming, to approve the request to ask Consultant Cindy Chan for a draft agreement for her work to begin filing and organizing for a Library Foundation separate from the Friends of the Library, with the amendment that the City Attorney provides confirmation that there is no competitive bidding requirement for hiring a Foundation Consultant.

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

A Special Library Board of Trustees meeting was scheduled for Thursday, November 2, 2017 at 7:00 p.m. in the Ray Bradbury Conference Room to exclusively focus on a Library Foundation. Cindy Chan will be invited to both the Special Library Board of Trustees meeting on November 2,

2017 and the Regular Library Board of Trustees meeting on Thursday, November 9, 2017 at 7:00 p.m.

3. **Request for Approval for the L.A. Clarinet Choir to conduct low-key fundraising during their free concert in the Community Room on April 22, 2018** – Director Fjeldsted provided a memo from Margaret Thornhill, principal conductor of the Los Angeles Clarinet Choir, requesting to conduct low-key fundraising during their scheduled concert in the Community Room on 4/22/18. The Los Angeles Clarinet Choir has played at the Library for the Eclectic Music Festival four times and has been granted permission to conduct light fundraising by the Library Board of Trustees in the past.

Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Secretary Carolyn Flemming, to approve the request for the Los Angeles Clarinet Choir to conduct low-key fundraising for their free concert in the Community Room on April 22, 2018.

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

4. **Request for Approval to dispose of old metal shelving that has been stored at Arroyo Parkway Self-Storage for many years**

Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Secretary Carolyn Flemming, to approve the request to dispose of old metal shelving that has been stored at Arroyo Parkway Self-Storage.

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

DISCUSSION ITEMS:

2. **Jolino Beserra Mosaic Archway for the Children's Room** – Assistant Director Billings said the project is close to completion. Details have not been finalized yet regarding the unveiling ceremony when it is finished.
3. **Ray Bradbury Conference Room Mural Project** – Director Fjeldsted said no updates are available to report.
4. **Library Steiff Stuffed Ostrich** – Director Fjeldsted said it's not known if the Library or the Friends are the owner of the rare, stuffed animal. Assistant Director Billings found information in the Local History Archives that indicate the Friends may own the ostrich. Director Fjeldsted said he will ask the Friends if they will make the Library the owner of the ostrich by signing a slightly adapted Artwork donation agreement approved by the City Attorney. Then a location will be found in the Library. President Durrett said he is happy the Library will keep Awston the Ostrich.
5. **Library Digital Services Manager recruitment** – Director Fjeldsted said 11 applications for the position have been received and interviews will be scheduled soon.

6. **Library Arts Crawl Event in the Community Room on October 21, 2017** – Director Fjeldsted said the Arts Crawl will take place from 5-9:00 p.m. in downtown South Pasadena on Saturday, October 21, 2017. The Library event in the Community Room will be from 6-9:00 p.m., and local artist Jimi Martinez will exhibit his acrylic pop culture paintings. A Friends art book sale will be conducted featuring the collection of local author Don Rapp, who donated 21 boxes. Don was married to Zolita Sverdlove (1936-2009), who painted the large, impressionist paintings on display above the main reading room of the Library. Finance Director David Batt will play background jazz on the Steinway piano with permission of the Restoration Concert Committee.

7. **California Library Association Annual Conference in Riverside from November 2-4, 2017** – Director Fjeldsted said he will attend the Public Library Directors Forum conducted by the State Library in Riverside on 11/1/17. Assistant Director Billings will attend the City Council meeting that evening. Director Fjeldsted will attend one day of the California Library Association Annual Conference in Riverside and other Library staff members will attend. Director Fjeldsted said money is in the Library Budget if the Trustees would like to attend.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: None to report.

City Council Liaison: Councilmember Mahmud attended a session at the California League of California Cities Annual Conference that focused on libraries as drivers for workforce and economic development. Councilmember Mahmud said that many South Pasadena residents are renters and that it would be useful to publicize job and career information. Assistant Director Billings said the Library provides a dedicated terminal on the main floor for a Foothill Workforce Development Board computer. A partnership with the teen center is being developed with the Community Services department. Assistant Director Billings said outreach can be conducted through social media and by sending staff out into the community to take advantage of the Library's underused online resources.

Friends Representative: None to report.

Trustee Liaison to Friends: None to report.

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

Assistant Library Director:

- Assistant Director Billings said she will distribute quarterly reports to the Trustees.
- The Library had a table at the Clean Air Car Show and Green Living Expo in September.
- There was a meeting with the vendor for books, CDs, and DVDs regarding the outsourcing of Library materials processing. Director Fjeldsted said this is called for in the Library Operations Study.
- Administrative Secretary Sean Faye and Assistant Director Billings have imported Library community contact email addresses into Constant Contact, an online platform used by the City to send out its monthly newsletter. Soon the Library will use that platform to send out Library announcements and individuals in the community will have the opportunity to add their names and grow the list.
- Assistant Director Billings is looking into formats to transition from the Community Room/Conference schedule book to a digital version.
- Interviews for additional Substitute Librarians will be conducted next week.
- Assistant Director Billings led the ESL class in how to use Mango Languages, an online resource.

- Councilmember Mahmud asked for Assistant Director Billings to specifically cite items related to the Strategic Plan in her next monthly report.

Director of Library, Arts & Culture:

- Director Fjeldsted said the Library Park will soon undergo landscaping improvements. South Pasadena Beautiful will be re-planting in coordination with the City's arborist and Public Works.
- Director Fjeldsted said the Facilities Assessment for the next ten years stated the Library will have the highest cost for repairs and maintenance of all the City's buildings.
- Director Fjeldsted said the recommendation for Community Room fees submitted by the Library Board of Trustees subcommittee will go before the City Council at their 11/15/17 meeting.
- "Damien: Omen II," will be screened as a Halloween time event on 10/26/17. Stefanie Powers, the longtime companion of the film's star and former South Pasadena resident William Holden, will present the introduction.
- There will be a push to send out the Strategic Plan brochures out into the community, focusing on schools and churches.
- The Friends, the Kiwanis Club of South Pasadena and the Institute for the Redesign of Learning have contributed funds to acquire books on autism and special needs for the Library's Raising Abilities collection.
- The computers received from the successful grant application to the Cathode Ray Tube (CRT) class action settlement will be installed soon.
- On 11/9/17, the same evening as the next regular meeting of the Library Board of Trustees, a Reading and Discussion program in the Community Room on the book "The Things They Carried" by Tim O'Brien will be presented. It is a highly regarded novel about the Vietnam War and is featured in the recent Ken Burns documentary about Vietnam. The Library will reach out to various book groups. The program is part of a National Endowment for the Arts "Big Read" project and one of the members of Shakespeare-At-Play in Burbank will lead the discussion. On 11/16/17 the Library will screen "Platoon," winner of 1987 Academy Awards for Best Picture and Best Director for Oliver Stone at 7:00 p.m. The Hollywood Rhythm Kings will play Vietnam-era music at 6:00 p.m. The Library will endeavor to engage the community to read this novel and perform targeted outreach to Veterans groups.

NEW BUSINESS: Trustee Alan Jutzi said he will not be available to attend the December 2017 and January 2018 Library Board of Trustees meetings.

NEXT MEETING: The next meeting of the Library Board of Trustees will be a Special Library Board of Trustees meeting in the Library Ray Bradbury Conference Room on Thursday, November 2, 2017 at 7:00 p.m.

The next regular meeting of the Library Board of Trustees will be on Thursday, November 9, 2017 at 7:00 p.m.

ADJOURNMENT: The regular meeting of October 12, 2017 was adjourned at 8:41 p.m.

Minutes approved *x* as written.

Minutes approved _____ as corrected.

 Brenda Dewett
President