



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
November 9, 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 November 9, 2017 at 7:03 p.m.

**IN ATTENDANCE:**

Trustees Present

Brendan Durrett  
Carolyn Flemming  
Alan Jutzi  
Rick Thomas

Also Present

Councilmember Diana Mahmud  
Cindy Chan, Fundraising Consultant  
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

**MINUTES:** The minutes of the Regular Meeting of October 12, 2017 were reviewed – **MSC: Alan Jutzi/Carolyn Flemming– all approved.**

The minutes of the Special Meeting of November 2, 2017 were reviewed - **MSC: Alan Jutzi/Carolyn Flemming– all approved.**

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Request to open Library at 3 pm on December 12, 2017 to enable more Library Staff members to Attend Annual City Holiday Luncheon**

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Alan Jutzi, to approve the request to open the Library at 3pm on December 12, 2017 to enable more Library Staff to attend the Annual City Holiday Luncheon.

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

2. **Request for Approval of the Surplus Discard of two broken printers and one broken DVD player (from the Administrative Office and the Children's Services Office)**

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Alan Jutzi, to approve the Surplus Discard of two broken printers and one broken DVD player from the Administrative Office and the Children's Services Office.

**AYES:** Durrett, Flemming, Jutzi, Thomas

NOES: None  
ABSENT: Lippman  
ABSTAIN: None

**DISCUSSION ITEMS:**

1. **Special Meeting of the Library Board of Trustees on November 2, 2017 on visioning the formation of a Library Foundation separate from the Friends of the Library** – Library Director Steve Fjeldsted said that the possibility of the City forming a Community Foundation that would seek financial support for the Library as well as other City services and facilities was discussed at the Special Meeting of the Library Board of Trustees on 11/2/17. The City Attorney had previously suggested that a Library Foundation could be established as a City entity by the City Council as a non-profit public benefit corporation using the Finance Department to steward the revenue. If the Library Foundation would be an independent entity, the City would not be involved in holding the funds.

In August the Friends of the South Pasadena Public Library expressed their intention to not have a Library Foundation be part of their organization. The Library Board of Trustees is still interested in exploring the formation of a Library Foundation using another organizational structure.

President Brendan Durrett asked what the next steps would be to move forward. Director Fjeldsted said he would discuss this with newly appointed City Manager Stephanie DeWolfe, while providing the Library Operations Study and a statement from the Library Board of Trustees to emphasize the need for this request. Councilmember Diana Mahmud said the Trustees will need to decide if they will recommend the formation of a 501(c) (3) Library Foundation, which would still need to be approved by the City Council. If a Library Foundation formation recommendation is approved the Board can hire a consultant, develop bylaws, and file the articles of incorporation. Director Fjeldsted said that it is necessary to learn the City's intended direction before any further action is taken.

2. **Organizing the Library Foundation as an Entity Independent from the City** – President Durrett said the consensus from the Special Trustees Meeting on 11/2/17 is that the Board wants the Library Foundation to be an entity independent from the City. Assistant Library Director Cathy Billings asked whether the Library Foundation would need City Council approval before a consultant is hired. Councilmember Mahmud said the Board will also need to develop a visioning statement to present to the City Council.
3. **Consideration of hiring Library Interior Design Consultant Diane Lam to Develop a plan for the Library's Second Floor** – President Durrett said the proposed first phase of the Library Foundation entailed Interior Design Consultant Diane Lam's recommendations and visioning for the makeover of the Library's first floor. Possibly hiring Diane Lam to redesign the Library's second floor was also discussed at the Special Trustee meeting on 11/2/17. Trustee Rick Thomas said that seeing the Library's two floors as a whole may shed light on additional opportunities for improvement. Councilmember Diana Mahmud noted the need to increase the size of the restrooms on the Library's second floor. Director Fjeldsted said it would be good to re-explore the addition of window coverings for the Community Room for daytime programs as well as a covering for the outside the main Library entrance on Oxley Street. Cindy Chan suggested compiling a roadmap of projects to demonstrate the Library's vision to potential donors.

Councilmember Diana Mahmud said former Mayor and Co-Founder of the Friends Bookstore Dorothy Cohen provided her with Ewing and Associates' architectural plans for the proposed expansion of the Library and the Senior Center that was investigated by the Community Facilities Task Force and purchase by the Friends at a discount in the early 2000s. Cindy Chan said these plans could be a helpful starting point for future visioning, as well as for demonstrating that the discussions about the Library's needs have a long history. Councilmember Mahmud said that records related to the Community Facilities Task Force are available in the City's online document archive. Assistant Library Director Billings said she will look into this. President Durrett asked that the reviewing of copies of these plans be a Discussion Item for the 12/14/17 Trustees meeting.

President Durrett asked Director Fjeldsted to obtain a quote from Diane Lam for visioning the second floor of the Library. Director Fjeldsted said Diane Lam was paid \$5K for the visioning and renderings of the Library's first floor. This topic will also be a Discussion Item for the 12/14/17 Trustees meeting.

4. **The Development of the Statement of Purpose for the Proposed Library Foundation** – Secretary Carolyn Flemming said she reviewed the mission statements of some other Library Foundations and found common language to help guide the Statement of Purpose. Secretary Flemming proposed using “to raise and receive funds beyond public funding to support and enrich the library facility and the library’s long term ability to achieve its mission and goals.” Director Fjeldsted suggested also including “immediate and long term needs.” Trustee Jutzi said the goal would be to convey to potential donors that the Library is key to the City and the City of South Pasadena can’t afford to fully maintain it on its own. Councilmember Mahmud suggested tweaking that language to say that the City has many competing needs and that there is a perpetual need to invest in Library technology. Fundraising Consultant Cindy Chan said it would be helpful to point out the Library’s challenges, including the increasing population, growing number of patrons, and space and structural issues to show why the Library Foundation is needed to supplement City funding.

President Durrett asked Secretary Flemming and Trustee Jutzi to work with Cindy Chan to develop a statement of purpose to be presented at the 12/14/17 Trustees meeting as an Action Item.

[Fundraising Consultant Cindy Chan and Trustee Alan Jutzi left the Library Board of Trustees meeting at 8:14 p.m.]

5. **Jolino Beserra Mosaic Tile Archway for the Library’s Children’s Room** – Assistant Director Billings said the archway is nearly finished. Public Works will be contacted to touch up paint around the mosaic and to set up special lighting once the archway is completed.
6. **Library Ray Bradbury Conference Mural Project** – Director Fjeldsted said Howard Spector, Director of the South Pasadena Arts Council (SPARC), informed him that the Request for Proposals for the project will go out this winter.
7. **Awston the Steiff Stuffed Ostrich at the Library** – Director Fjeldsted said Friends Board President Kristen Dubé will sign an agreement to clarify that the Steiff Stuffed Ostrich belongs to the Library. A new area inside the Library will be selected for its location.
8. **Digital Services Manager Recruitment** – Director Fjeldsted said the list of recommended candidates will be sent to HR next week, along with recommendations for the interviewing panel.

## **CORRESPONDENCE AND COMMUNICATIONS:**

### **REPORTS:**

**Board President:** None to report.

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

**Friends Representative:** Friends Board Representative Sally Kilby said the Friends Technology campaign raised \$10K. The Annual Friends Holiday Book sale will take place in the Community Room with a Preview Sale with gift wrapping and refreshments for members on 11/17/17 and the Holiday Book Sale will continue on 11/18/17 and 11/19/17 in the Community Room before it moves to the first floor of the Library for the remainder of the season.

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

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

### **Assistant Library Director:**

- Assistant Director Billings said the Library has partnered with IvyMax, a company based in San Marino, to conduct SAT workshops in January.
- The Library gave a tour to the Community Services Teen Center and hopes to continue building a relationship with the Teen Center.
- The Library has partnered with Monterey Hills Elementary School for their Spanish immersion program, COMPADRES, to host stories read in Spanish.
- New public internet computers are being installed and the reservation time for the computers may be changed from half an hour to one hour.
- Public Works staff and Interior Design Consultant Diane Lam have been included in the discussion for the makeover of the first floor and the transition to a single service desk. Yamada Enterprises, the furniture vendor, has not submitted the price quote yet.
- There has been more engagement with posts on the Library's Facebook page since it started up.
- The Library's monthly calendar has been redesigned and simplified.
- Substitute Librarian and Library Aide I interviews have been completed and 5 new Substitute Librarians are in the process of being hired.
- Assistant Director Billings added a section to her report to highlight children's programming and their attendance and different age groups.
- Assistant Director Billings said that changes have been made to the Library's relationship with the Southern California Digital Library to share private Overdrive e-book titles with other member libraries. This should boost the Library's online circulation and the checkout period has been increased from 14 to 21 days. Patrons will also be able to save their reading histories.
- Councilmember Mahmud expressed interest in adding the statistics for the circulation of foreign language materials to Assistant Director Billings' reports.
- Assistant Director Billings said three of the items requested from the Friends Budget are circulating laptops/tablets for use in the Library, a digital magazine platform for patrons to read magazines on their mobile devices, and a digital platform for comics, manga and graphic novels.
- Assistant Library Director Billings attended the California Library Association Conference in Riverside the previous week, as did Support Services Manager Barbara Posner and Public Services Manager Maida Wong and Director Fjeldsted. There were many excellent, useful, and inspiring sessions and good discussions with vendors. Assistant Director Billings highlighted the laptop and power pack kiosk that we hope to get in the future.

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

- Director Fjeldsted said a Reading and Discussion program for “The Things They Carried” by Tim O’Brien, a novel about the Vietnam War, is currently underway in the Community Room. This is part of a National Endowment for the Arts Big Read Project. It will be continued on 11/16/17 when the Library screens the 1987 Academy Award Best Picture “Platoon,” preceded by live Vietnam War era music by the Hollywood Rhythm Kings. Copies of “The Things They Carried” are available for checkout.
- Dana Gioia, former head of the National Endowment for the Arts, started the Big Read Project and will appear for a Library Author Night in 2018.
- David Kipen of KPCC has been asked to speak about the Big Read Project before the “Platoon” screening. His next book “Dear L.A.” will be coming out soon.
- Director Fjeldsted also recently attended the California State Library Public Director’s Forum in Riverside. Three big State Library initiatives were discussed for the coming year: mental health, digital storytelling, and summer reading for all ages. Director Fjeldsted would like to apply for a grant to develop a digital storytelling project for the “No 710” Freeway Fight.
- On 11/27/17 Ned Colletti, former General Manager of the LA Dodgers, will appear at an Author Night for his new book “The Big Chair.”
- On 11/30/17 Duffy Hudson will present a one-man show about Flight 93 on 9/11 with a grant from the Living History Centre Fund.

**NEW BUSINESS:** Library Administrative Secretary Sean Faye said he will not be in attendance for the 12/14/17 Library Board of Trustees meeting.

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, December 14, 2017 at 7:00 p.m.

**ADJOURNMENT:** The regular meeting of November 9, 2017 was adjourned at 9:01 p.m.

Minutes approved \_\_\_\_\_<sup>✓</sup> as written.

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

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President