



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
December 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 December 14, 2017 at 7:04 p.m.

IN ATTENDANCE:

Trustees Present

Brendan Durrett
Carolyn Flemming
Rick Thomas

Also Present

Councilmember Diana Mahmud
Steve Fjeldsted, Director of Library, Arts &
Culture
Cathy Billings, Assistant Library Director
Lela Bissner, WISPPA Representative
Sally Kilby, Friends Board Representative

EXCUSED: Vice President Andy Lippman
Trustee Alan Jutzi
Administrative Secretary Sean Faye

MINUTES: The minutes of the Regular Meeting of November 9, 2017 were reviewed – **MSC: Rick Thomas/Carolyn Flemming– all approved.**

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Request for Approval for WISPPA to conduct a low-key fundraising activity during film screening event in the Community Room on January 10, 2018** – WISPPA (Women Involved in South Pasadena Political Action) Representative Lela Bissner asked the Board to approve their request to solicit voluntary donations during the screening in the Community Room on 1/10/18 of “Sands of Silence,” a documentary about human trafficking. The documentary will be followed by a Q and A session with the director as well as a survivor of human trafficking.

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Rick Thomas, to accept the proposal from WISPPA to conduct low-key fundraising and request voluntary donations during the film screening event in the Community Room on January 10, 2018.

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

[WISPPA Representative Lela Bissner left the Trustees meeting at 7:16 p.m.]

2. **Request for Approval of Date and Time for Volunteer Recognition Luncheon in 2018**

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Rick Thomas, to schedule the 2018 Volunteer Recognition Luncheon for April 20, 2018.

Councilmember Diana Mahmud requested to amend the motion to include April 13, 2018 as a second choice, to allow for possible scheduling conflicts due to speaker unavailability.

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Rick Thomas, to schedule the Volunteer Recognition Luncheon for April 20, 2018 as the favored date, with April 13, 2018 as a backup date, and to ask Vice President Andy Lippman to suggest a Keynote Speaker.

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

3. Request for Approval of Library Board of Trustees Meeting Schedule for 2018

Motion by Library Board Trustee Rick Thomas, seconded by Library Board Secretary Carolyn Flemming, to accept the Library Board of Trustees Meeting Schedule for 2018 as written.

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

- 4. Request for Approval for the Library Foundation Statement of Purpose – Assistant Library Director Cathy Billings presented the Bylaws of the Glendale Public Library Foundation. Library Board Secretary Carolyn Flemming read a draft Statement of Purpose forwarded by Library Board Trustee Alan Jutzi, which he developed with Fundraising Consultant Cindy Chan. Library Board President Brendan Durrett said the statement is a good starting point but thought it should be condensed. President Durrett added that two statements might be necessary: one longer statement for official use and one shorter statement for broader use and publicity.**

Library Board Secretary Carolyn Flemming asked for this topic to be tabled to the 1/11/18 Trustees Meeting.

This matter will be continued to the 1/11/18 Library Board of Trustees meeting, without discussion.

5. Request for Approval of a Proposed Date and Time for Ribbon-Cutting Event for the Mosaic Archway in Children's Room

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Rick Thomas, to schedule the Ribbon-Cutting Event for the Mosaic Archway in the Children's Room for February 2, 2018 at 4:00 p.m. as the favored date and February 9, 2018 at 4:00 p.m. as the backup date. The final decision will be made when Assistant Director Cathy Billings has consulted with the Mayor and Artist Jolino Beserra.

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

DISCUSSION ITEMS:

1. **Special Meeting of the Library Board of Trustees on November 2, 2017 on visioning a Library Foundation separate from the Friends of the Library** – Library Director Steve Fjeldsted said he will meet with the new City Manager Stephanie DeWolfe regarding the City's stance regarding a City-wide Foundation or if the Library Board of Trustees can establish a Library Foundation independent from the Friends of the Library. This will be Discussion Item at the 1/11/18 Trustees meeting.
2. **Library Interior Design Consultant Diane Lam's Possible Renderings and Plans for the Library's Second Floor** – Director Fjeldsted spoke with Interior Design Consultant Diane Lam and said she could provide an estimate for her vision of redesigning the Library's second floor in the near future, but noted that there is less space on the second floor due to the building's configuration. Diane Lam suggested that she thinks it would be best at this time to concentrate on the redesign of the Library's first floor, for which she has submitted design documents.
3. **Library Architectural Expansion Plans, Circa 2003** – Councilmember Diana Mahmud gave the roll of Ewing and Associates architectural plans for an approximately 10,000 SF expansion of the Library and the Senior Center to Library Director Steve Fjeldsted. The plans, dated June 7, 2004, were purchased by the Friends at a discounted price of \$35K and left with Dorothy Cohen, who presented them to Councilmember Mahmud. A model has not been found. Director Fjeldsted will get in touch with Ewing and Associates to see if they will provide digital copies of the plans. If not, the roll of plans will be scanned and digitized. Color renderings are still on the Ewing and Associates webpage. The plans will be shared with Consultant Diane Lam. Director Fjeldsted presented a photocopy of the south exterior rendering and a memo he wrote to Interim City Manager John Davidson on April 24, 2009.

The memo summarizes the steps taken to explore expanding the Library and the reasons the project was abandoned. The two primary reasons were funding and lack of patron parking. At the time, the parking need was estimated to be 123 dedicated spaces. Director Fjeldsted feels the Library still needs approximately 100 spaces. Councilmember Mahmud stated that the need for parking is changing due to the change in patterns of movement (Uber, Lyft, and the Gold Line), the possible increased availability of parking at the Mission Meridian parking structure, and the new City Manager's interest in improving the City's way-finding signage. Assistant Library Director Cathy Billings presented a summary of Official Records Related to the Library Space Needs Committee (the Community Facilities Task Force) and Conceptual Design for Future Library/Senior Center Expansion Plans by Ewing Architects (2000-2005).

4. **Library Ray Bradbury Conference Room Mural Project** – Director Fjeldsted said South Pasadena Arts Council (SPARC) CEO Howard Spector will attend the 1/11/18 Trustees meeting to discuss this topic with the Board.
5. **Digital Services Manager Recruitment** – Director Fjeldsted said first round interviews have been conducted. The panel recommended 3 candidates for a second interview.

6. **Friends Annual Meeting on January 18, 2018 at 7:00 p.m.** – Director Fjeldsted said the Friends will have the 17-piece Big Band of Barristers perform after their new 2018 Budget and slate of officers are finalized at their Annual Meeting on 1/18/18 at 7:00 p.m.

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 had their Holiday Luncheon on December 14, 2017 and preliminarily approved the slate of officers for next year. The Friends reviewed their proposed budget for 2018 and noted there have been a decreases in membership and revenue during 2017.

Trustee Liaison to Friends: None to report.

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

Assistant Library Director:

- Assistant Director Billings distributed an example of the laptop kiosk she would like to acquire for the Library when the funds are available.
- Assistant Director Billings presented bookmarks for the SAT Prep workshops the Library will be offering in January in partnership with IvyMax. The first session will be an overview of tips and strategies and the second session will be a practice test. They will be publicized at the South Pasadena Unified School District, and in "Tiger," the South Pasadena High School newspaper, eNeighbors, and on the Library website.
- Assistant Director Billings and Support Services Manager Barbara Posner met with representatives from Baker & Taylor, one of the Library's book vendors, to discuss having them pre-process more materials, which could free up Library staff to work on other projects.
- Assistant Director Billings, Support Services Manager Barbara Posner, and Public Services Manager Maida Wong met with representatives from SirsiDynix, the Library's integrated library system vendor, about the state of the Library's database, online catalog and their new products. The Library's database will become obsolete in 18 months and replacement options will need to be reviewed. SirsiDynix provided two options: to upgrade the database or move to off-site hosting. SirsiDynix also presented their Enterprise user interface product, which the Library will implement. Enterprise provides users a vastly improved experience in terms of both functionality and aesthetics. SirsiDynix also presented their new mobile app, which staff would like to implement when funding allows. Director Fjeldsted added that the Library website is in need of improvements as well.
- Assistant Director Billings said several new Substitute Librarians have started working this week. Local History Librarian Chelsea Clark will return to work next week and will help train the new Substitute Librarians.

Director of Library, Arts & Culture:

- Director Fjeldsted said a local 15 year-old Girl Scout authored a book of transcribed oral histories entitled "Voices of the Past" and donated two copies to the Library, one for checkout and one for the Local History collection. Recordings of the interviews are available online at <https://archive.storycorps.org>. Director Fjeldsted has been in contact with the author's mother, since

the author is a minor, and a Draft Release form is being developed with the City Attorney to publicize the book. Director Fjeldsted also spoke with Steven Lawrence, publisher of the *South Pasadenan*. They will carry an article about the young author.

- Director Fjeldsted said he attended a presentation about Digital Storytelling at the Public Directors Forum in Riverside in November. Director Fjeldsted will communicate with the presenter about developing an application to request a grant to produce a 2-4 minute digital story about the "No On 710 Extension" Freeway Fight to be put on the Library website.
- Dr. Bonnie Buratti from the Jet Propulsion Laboratory (JPL), who spoke at the Library's Solar Eclipse program on 8/21/17, has published a book in 2017 about the solar system and will speak at an Author Night on 1/25/18.
- South Pasadena Beautiful donated a number of plants for the Library Park and conducted a huge volunteer project to add them to the Library Park landscaping. Director Fjeldsted will write an article for the Library website and outside news outlets.
- Ned Colletti, former General Manager of the Los Angeles Dodgers, spoke at an Author Night on 11/27/17. Dodgers historian Mark Langill said Joe Davis, who took over for Vin Scully, is interested in appearing at the Library and is the process of making these arrangements.
- The Library Staff Training Day will be Friday, January 26, 2018. It will include a session with Consultant Edmond Otis about dealing with difficult people and how to prevent violence in the workplace. Mr. Otis was a longtime library trainer for the InfoPeople Project.
- Director Fjeldsted is drafting a revised agreement with the City Attorney for a pop-up screen for Wi-Fi users that asks for patrons to abide by the Library rules.

NEW BUSINESS: Trustee Alan Jutzi will not be present at the 1/11/18 Board of Trustees meeting.

Councilmember Mahmud requested an update regarding the implementation of the revised Library Code of Conduct to see if any improvements or changes are necessary. This will be a Discussion Item for the 1/11/18 Trustees meeting.

Secretary Flemming requested Director Fjeldsted provide a quarterly update on the 2017/2018 Library budget, which will be a Discussion Item for the 1/11/18 Trustees meeting.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, January 11, 2018 at 7:00 p.m.

ADJOURNMENT: The regular meeting of December 14, 2017 was adjourned at 8:50 p.m.

Minutes approved X as written.

Minutes approved _____ as corrected.



President