



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
January 11, 2018**



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 January 11, 2018 at 7:03 p.m.

IN ATTENDANCE:

Trustees Present

Brendan Durrett
Carolyn Flemming
Rick Thomas

Also Present

Councilmember Diana Mahmud
Howard Spector, CEO - SPARC
Dean Serwin, SPARC Representative
Lissa Reynolds, Fremont Centre Theatre
Steve Fjeldsted, Director of Library, Arts &
Culture
Cathy Billings, Assistant Library Director
Sally Kilby, Friends Board Representative
Sean Faye, Administrative Secretary

EXCUSED: Vice President Andy Lippman
Trustee Alan Jutzi

MINUTES: The minutes of the Regular Meeting of December 14, 2017 were reviewed. Secretary Carolyn Flemming requested that information for Discussion Item #3 regarding the Library Architectural Expansion Plans, Circa 2003 be added in, specifically the details regarding the size of the proposed expansion of the Library, the date of the plans, the discounted price paid by the Friends, the fact that the model was not found, the specifics about the discussion on parking and the change in patterns of movement that may eventually change the needs for parking, and why the project was abandoned. Library Director Steve Fjeldsted requested that the specific price paid by the Friends also be added.

The Minutes for Discussion Item #3 from the Regular Meeting of December 14, 2017 have been revised to:

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 not pursued. The two primary reasons were lack of funding and no patron parking. At the time, the parking need was estimated to be 123 dedicated spaces, according to an American Library Association ratio. Director Fjeldsted feels the Library still needs approximately 100 spaces in order to be consistent with current and future needs. 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 City Manager Stephanie DeWolfe'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).

MSC: Carolyn Flemming/Rick Thomas– all approved, with the revisions.

PUBLIC COMMENTS:

Mayor Richard D. Schneider, M.D. and City Manager Stephanie DeWolfe introduced themselves to the Library Board of Trustees and thanked them for their service and offered to make themselves available for any questions the Board may have in future.

[Mayor Richard D. Schneider, M.D. and City Manager Stephanie DeWolfe left the Library Board of Trustees meeting at 7:08 p.m.]

DISCUSSION ITEM:

1. **Library Ray Bradbury Conference Room Mural Project** - South Pasadena Arts Council (SPARC) CEO Howard Spector had originally proposed in February 2017 to commission an artist to paint a Ray Bradbury mural that would be mounted on the wall above one of the bookcases in the Ray Bradbury Conference Room. That project was originally estimated to cost \$5K, and all 5 Councilmembers contributed a total of \$4K toward the project from their discretionary funds. The Library Board of Trustees pledged \$1K from the Romine Estate fund towards the mural.

Howard Spector said that there has been a lot of excitement in the local artist community for this project, but there is concern that having the mural above the bookcase in the Ray Bradbury Conference Room would not be the best location. Howard said they would now like to have the mural painted on the outside of the Library to increase visibility. Lissa Reynolds from the Fremont Centre Theatre said public art should be available to the public. SPARC Representative Dean Serwin said they were interested in two possible locations, either on a north wall, where the mural would be seen by people inside the Conference Room, or on a wall facing Diamond Street. Councilmember Diana Mahmud suggested everyone present step outside to see the walls where the mural would potentially be painted.

[Everyone present walked outside to see both the North wall and the wall facing Diamond Street at 7:22 p.m.]

Howard Spector said that if approved, Public Works could add an Ultra Violet layer to protect the mural against sun damage and an anti-graffiti coating. The cost of the project would be at least double what was initially proposed and the scale of the mural has yet to be determined, as the location has not been confirmed. Dean Serwin said, if necessary, it is possible for film production companies to digitally remove the mural in post-production for filming purposes.

[Everyone present returned to the Ray Bradbury Conference Room at 7:35 p.m.]

[SPARC Representative Dean Serwin left the Library Board of Trustees meeting at 7:36 p.m.]

President Brendan Durrett said he's willing to consider the change of location of the mural, but that more research will be needed. This would include the cost, the size and scale, consultation with the Cultural Heritage Commission, and review of the City's Municipal Code regarding the rules of having artwork displayed on the outside of a government building, before any approvals could be given. Councilmember Mahmud asked Howard Spector to return for the 2/8/18 Trustees meeting with a more concrete proposal.

[Howard Spector and Lissa Reynolds left the Library Board of Trustees meeting at 7:50 p.m.]

President Durrett asked Library Director Steve Fjeldsted to look into this further. This will be a Discussion Item for the 2/8/18 Trustees meeting.

ACTION ITEMS:

1. **Request for Approval of City/Library Holiday Closures for 2018**

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Rick Thomas, to accept the proposed Library Holiday Closure Schedule for 2018 as written.

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

2. **Request for Approval for the Library Foundation Statement of Purpose**

This matter will be tabled until the 2/8/18 Library Board of Trustees meeting, without discussion.

3. **Request for Approval of Friday, April 20, 2018 at 11:30 a.m. for the Annual Volunteer Recognition Luncheon with John Horn, host of "The Frame" on KPCC FM-89.3**

Motion by Library Board Secretary Carolyn Flemming seconded by Library Board Trustee Rick Thomas, to approve the date and time of Friday, April 20, 2018 at 11:30 a.m. for the Annual Volunteer Recognition Luncheon with John Horn, host of "The Frame" on KPCC FM-89.3 as Keynote Speaker.

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

DISCUSSION ITEMS:

2. **Library Foundation Possibilities** – Secretary Carolyn Flemming said she has been in contact with Trustee Alan Jutzi. Trustee Jutzi said there are now more potential donors than potential Board members for the Library Foundation. Trustee Jutzi added that he will arrange to meet with Director Fjeldsted and Fundraising Consultant Cindy Chan to discuss his findings.
3. **Digital Services Manager Recruitment** – Director Fjeldsted, Assistant Director Cathy Billings and a representative from City Hall interviewed the top 4 candidates for the position. Director Fjeldsted said a decision will be made soon.
4. **2018 Volunteer Recognition Luncheon** – Councilmember Mahmud asked if there could be more salad options for the Volunteer Recognition Luncheon, as the menu for the last few years has been comprised of mostly sandwiches. In the past, during various years, food has been provided from Papa Don's, Munch Company, and Von's. Councilmember Mahmud said she would prefer to have

a local business cater the luncheon. Director Fjeldsted said he will ask Senior Library managers to nominate their selection for Volunteer of the Year. This will be a Discussion Item for the 2/8/18 Trustees meeting.

5. **Library Code of Conduct Update** – Councilmember Mahmud had requested an update about the Library Code of Conduct at the 12/4/17 Trustees meeting. Director Fjeldsted said a section was added to the Library Code of Conduct that would enable Library visitors who continually violate the Code of Conduct to be banned by the Library Director for a set amount of time, from one day to one year. Director Fjeldsted said that no patrons have been banned under this rule at this time. A restraining order against one threatening individual has recently been extended for another 3 years.

The Library has received assistance from the Union Station Homeless Services which has an Intervention Team with a social worker, a psychiatrist, a substance abuse counselor, and a “navigator,” someone who was homeless but is no longer. They have had success with some of their interventions, but a few have refused help. Sergeant Robledo and Officer Manukian of the Police Department have also been communicating with some belligerent homeless people without the Library invoking the Code of Conduct.

Councilmember Mahmud said the City is a recipient of a grant for \$24K administered through the San Gabriel Valley for Homeless Planning Services. This will be presented at the 1/18/18 City Council meeting.

Director Fjeldsted said the Library has distributed some toiletries and other supplies from the kits provided by the Police Department to some homeless visitors. Councilmember Mahmud said Holy Family Church provides a portable shower for the homeless once a month. Assistant Director Billings said Sergeant Robledo provided a list of additional resources for the homeless that is available at the Reference Desk.

6. **Library FY 2017/18 Budget Quarterly Report** – How the City handles spiking costs in areas of PERS retirements was discussed. Director Fjeldsted explained that the City Council could decide to use maintenance and operations funds to cover those overages. Assistant Director Billings will be changing some account descriptions for the next Fiscal Year’s Budget. It was noted that so far the book budget is underspent, and Director Fjeldsted and Assistant Director Billings explained that typically a larger disproportion of book-buying is done later in the fiscal year, and that staff have been asked to pick up the pace. It was noted that the Computer Equipment account is underspent and the explanation given that the biggest ticket item was ordered at the end of the calendar year and that will use most of the remaining budget. The \$60,000 allocated to the Machinery & Equipment - Library account was discussed. It was explained that this is for the single service desk and related renovation expenses, and that progress is being made toward expending the funds. The next step will be a meeting with Public Works and an electrical and data cabling vendor. Assistant Director Billings noted that the Library asked the City to move \$11,000 from the Professional Services Library Operations Study account to the CENIC Wi-Fi account to cover expenses that were not in that account. Also noted were the unplanned expenses for the new public interface for the Integrated Library System (\$6,000) that was contracted for at the end of the calendar year, and costs of workstation furniture for the new Digital Services Manager and promoted Public Services Manager Maida Wong.
7. **Annual Meeting of the Friends of the Library, January 18, 2018 at 7:00 p.m.** – Director Fjeldsted said the beginning of the Friends Annual Meeting will be dedicated to approving their budget and slate of officers for 2018. Then, the 17-piece Big Band of Barristers will perform.

8. **Library Staff Training Day, January 26, 2018 (Library Closed to Public)** – Director Fjeldsted said Edmond Otis from Edmond Otis and Associates will lead sessions with staff on dealing with difficult people and preventing violence in the workplace. Other Library news regarding safety, the budget and the Library Operations Study will also be discussed.
9. **Ribbon Cutting Event on February 2, 2018 at 4:00 p.m. for Jolino Beserra Mosaic Archway in Children’s Room** – Director Fjeldsted said the date of the Ribbon Cutting for the Jolino Beserra Mosaic Archway has been moved to February 9, 2018 at 4:00 p.m. Publicity will be forthcoming.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: None to report.

City Council Liaison: Councilmember Mahmud read from South Pasadena Municipal Code 2.31, “all Boards and Commissions shall at the first regular meeting after January 1st of each year, or as soon as is reasonably possible, but in no event later than March 31st of that year, elect a chair and vice-chair from among its appointed members to serve for a term of one year. The persons selected as chair and vice-chair shall serve no more than two consecutive one-year terms as chair or vice-chair, respectively.” This will be required once a new Trustee is appointed in place of Trustee Rick Thomas who will not be serving a second term on the Library Board of Trustees.

Councilmember Mahmud said she will remain the City Council liaison to the Library Board during 2018.

Friends Representative: Friends Board Representative Sally Kilby said the Friends will soon transfer the money for Technology Fund purchases.

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 WISPPA “Sands of Silence” film screening event on 1/10/18 went very well.
- Handheld wireless microphones will be ordered for the Community Room to make it easier to conduct Q & A’s.
- The contract has been signed for the SirsiDynix Enterprise Interface.
- The two digital materials platforms paid for by the Friends have been launched. There are more than 50 titles available from RB Digital Magazines and thousands on comics and graphic novels from Comics Plus. Publicity will be forthcoming.
- The first of two scheduled SAT workshops presented with IvyMax will take place on 1/14/18. Currently 17 students have signed up. An ad for the second session on 1/28/18 has been placed in the South Pasadena High School newspaper “The Tiger.” Bookmarks have been printed and posted.
- The Library is now using Constant Contact as a means of notifying the public via email about its programs and events. Invitations have been emailed to patrons to join the contact list, a link has been set up on the Library’s home page, and patrons will be able to sign up using the Library’s iPad at the Reference Desk.
- The Southern California Digital Library, which is the consortium for the Library’s Overdrive audiobooks and eBooks, recently launched the capability for libraries to share privately held materials

with other member libraries. As more libraries continue to add to their collections it will increase the e-resources that are being made available.

Director of Library, Arts & Culture:

- Last year Director Fjeldsted and Trustee Rick Thomas spoke to a class at the Annenberg School of Journalism at USC on the history and culture of South Pasadena. Director Fjeldsted will return this year with Chip Jacobs, who has spoken during several Library Author Nights and written many articles about the “No on 710 Extension” Freeway Fight. Local filmmaker John McDonald has 200 hours of footage on the Freeway Fighters. Students from USC will be solicited to edit the footage as an extra credit project.
- Director Fjeldsted said he is developing a grant application for a Digital Storytelling project about the Freeway Fight.
- Dr. Bonnie Buratti from Jet Propulsion Laboratory (JPL), will speak at an Author Night on 1/25/18. Dr. Buratti spoke at the Library’s Total Solar Eclipse program on 8/21/17.
- Director Fjeldsted said a local 15 year-old Girl Scout authored a book of transcribed oral histories entitled “Voices of the Past”. Director Fjeldsted drafted an agreement for her mother, since the author is a minor, to allow the Library permission to only use the book cover and the author’s name and her scout troop in publicizing the book. The *South Pasadenan* will write an article about the young author.
- Director Fjeldsted wrote an article about Awston the Ostrich’s whereabouts and history for the *South Pasadena Review* and it is available on the Library website.
- On 1/29/18 Joe Davis, who followed Vin Scully as the Dodgers’ play-by-play announcer, will appear at the Library for a Baseball Night. Dodgers’ historian Mark Langill will introduce him and *LA Times* Assistant Sports Editor Houston Mitchell will conduct the Q&A. Library Consultant Joe Matthews requested Director Fjeldsted write an article for the *Public Library Quarterly*.
- Stand-Up Comic and South Pasadena resident Don Friesen will return to the Library for a performance in the Community Room on 2/8/18.
- Dodgers’ photographer Jon SooHoo, who appeared at the Library for a Baseball night on 8/17/17, has donated two of his rare, limited books to the Library. Those books will be publicized in the lead up to the Joe Davis event on 1/26/18.
- Planning is underway for the Eclectic Music Festival, which is scheduled for 4/26/18.
- Director Fjeldsted confirmed through Ewing and Associates there was never a model of the proposed Library/Senior Center expansion.


NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, February 8, 2018 at 7:00 p.m.

ADJOURNMENT: The regular meeting of January 11, 2018 was adjourned at 9:23 p.m.

Minutes approved X as written.

Minutes approved _____ as corrected.



President