



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
February 8, 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 February 8, 2018 at 7:11 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  
Sean Faye, Administrative Secretary

**EXCUSED:** Vice President Andy Lippman  
Trustee David Uwins

**MINUTES:** The minutes of the Regular Meeting of January 11, 2018 were reviewed. - **MSC: Carolyn Flemming/Alan Jutzi – all approved.**

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

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

Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Secretary Carolyn Flemming, to accept the South Pasadena Public Library Foundation Statement of Purpose to state: "The specific purpose of the non-profit, public benefit corporation shall include, without limitation, to solicit, raise, receive, and manage significant funds that will support capital projects and other large-scale initiatives to enrich the South Pasadena Public Library and the greater community."

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

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Alan Jutzi, to direct Library Director Steve Fjeldsted to have the Library Foundation added to the 3/7/18 City Council agenda and prepare a staff report, which will need to address the Senior Center Foundation.

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

2. **Request for Approval of Discarding of Surplus Library Equipment**

**Motion by Library Board Secretary Carolyn Flemming seconded by Library Board Trustee Alan Jutzi, to approve the discard of furniture as specified on the list.**

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

**DISCUSSION ITEMS:**

1. **Introduction of New Trustee, David Uwins** –This will be tabled to the 3/8/18 Trustees meeting.
2. **Ribbon-Cutting for Jolino Beserra Mosaic Archway for Children’s Room, February 9, 2018 at 4:00 p.m.** –Assistant Director Billings said it will be a family friendly program and photo-op that will be featured in the *South Pasadena Review*. Mayor Richard D. Schneider, M.D. and Councilmember Diana Mahmud will attend.
3. **Library Ray Bradbury Conference Room Mural Project** – Director Fjeldsted said Councilmembers have contributed a total of \$4K from their discretionary funds and the Library Board of Trustees pledged \$1K from the Romine Estate fund toward the Library Ray Bradbury Mural Project, originally proposed to be mounted above one of the bookcases in the Library Ray Bradbury Conference Room. The new proposal made by Howard Spector, CEO of the South Pasadena Arts Council (SPARC), during a Discussion Item at the 1/11/18 Trustees meeting asked for the Ray Bradbury mural to be painted on the exterior of the Library, either on a north wall or on a wall facing Diamond Street. Director Fjeldsted spoke with Mark Gallatin from the Cultural Heritage Commission, and confirmed that the two possible exterior locations of the mural are not part of the Library’s historical landmark. However, the Cultural Heritage Commission would still need to be consulted about possibly having a mural painted on the outside of the Library to obtain their thoughts.

President Brendan Durrett expressed misgivings about having the Ray Bradbury mural’s location changed from inside the Library to outside, especially as funds for the original proposal are available. President Durrett said having the mural painted on the outside of the Library could potentially be an issue for film production companies that conduct filming on that side of the street. This could also possibly present an issue for the City, as the City derives considerable exposure and money from film productions. Assistant Library Director Billings said there would be additional maintenance costs in having the mural on an exterior wall. Secretary Flemming said one of the advantages of the original agreement was that the mural would be portable, should the Library ever be in a position to expand it could be moved. President Durrett asked for the location of the Ray Bradbury mural to be an Action Item for the 3/8/18 Trustees meeting.

4. **Library Foundation Possibilities** – Trustee Alan Jutzi said a minimum of 3-5 people would be needed to initiate a Library Foundation Board of executive officers. Trustee Jutzi emphasized the importance of the proposed Library Foundation being sensitive to conflicts of interest presented by potential donors. Trustee Jutzi said the City Council should be aware that most donors would expect the City to provide some funds and political support toward the large projects the proposed Library Foundation would consider. Trustee Jutzi said the proposed Library Foundation might also include a non-voting Advisory Council which would be comprised of community leaders needed for building a larger network, but not involved as voting members of the Board.

Secretary Carolyn Flemming said that she is favorable to hiring Fundraising Consultant Cindy Chan. Secretary Flemming added that the Library Board of Trustees would need to reach an agreement on the use of funds, as the consultant fees and start-up costs could possibly deplete both the Mullen and Romine Estate funds. Secretary Flemming said that the Library would have to provide the meeting space and storage room for Library Foundation documents. The proposed Library Foundation would seek tax-deductible funds from individuals for capital needs. No funds raised by the proposed Library Foundation would be used towards operations and maintenance costs paid by the City or projects solely supported by the Friends of the Library.

Councilmember Diana Mahmud said it would be best to prepare a staff report to be considered for the 3/7/18 City Council meeting agenda. Councilmember Mahmud said having a separate, standalone 501(c)3 organization would reduce the appearance of a conflict of interest from donors and any Foundation Board members. Councilmember Mahmud expressed concern regarding Trustee Jutzi's comment that the City would be expected to provide money for any Library Foundation projects.

Library Director Steve Fjeldsted said he is awaiting the City Manager's response regarding the possible formation of an all-in-one Foundation for the Community Services Community Center, the Library and other projects. Councilmember Mahmud stated that this issue may get deferred until the City Council has its Strategic Planning session in April. President Durrett suggested moving forward to have the proposed Library Foundation included on the 3/7/18 City Council agenda.

5. **Digital Services Manager Recruitment** – Director Fjeldsted said a new recruitment will take place. The City will post the position on LinkedIn and it is hoped that more people with IT experience will apply. Councilmember Mahmud suggested that newly appointed Trustee David Uwins will be a good resource, as he has an IT background.
6. **2018 Volunteer Recognition Luncheon** – Keynote Speaker John Horn has not confirmed which topic he will discuss at the Volunteer Recognition Luncheon on 4/20/18. President Durrett would like to have that confirmed by the 3/8/18 Trustees meeting.

Administrative Secretary Sean Faye reported that the Friends Bookstore Steering Committee nominated Cecilia Schwarz to be one of the Co-Volunteers of the Year. Director Fjeldsted asked that the Library Board of Trustees present special acknowledgements for Dorothy Cohen, Margaret Wallace, and Norma LeValley, who were great library supporters. Further nominees for Co-Volunteer of the Year will be discussed at the 3/8/18 Trustees meeting.

Vice President Andy Lippman will be in charge of ordering food for the luncheon. Councilmember Mahmud requested lighter fare than the sandwiches and potato salad that have been ordered in the past. Trustee Jutzi will provide utensils, napkins and plates. Secretary Flemming will provide flowers. Trustee David Uwins was asked to provide water and iced tea. Director Fjeldsted expressed his interest in increasing attendance and to reach out to community groups that have been unrepresented in the past. This topic will be continued as a Discussion Item for the 3/8/18 Trustees meeting.

7. **Annual Meeting of the Friends of the Library, January 18, 2018 at 7:00 p.m.** –The Friends passed their budget and approved their Board roster for 2018. Director Fjeldsted said the 21-piece big band performed to an audience of 45-50.

8. **Library Staff Training Day, January 26, 2018 (Library Closed to the Public)** – Director Fjeldsted said Edmond Otis of Edmond Otis and Associates presented on dealing with difficult people and had the Library staff run through exercises. Edmond Otis also spoke about preventing violence in the workplace and provided other customer service recommendations. Director Fjeldsted discussed the Library Budget, Strategic Plan, safety conditions and other business with the Library Staff. Assistant Director Cathy Billings also spoke.

Councilmember Mahmud asked if the homeless situation had been addressed. Director Fjeldsted replied that Sergeant Shannon Robledo, the police liaison to the homeless, was scheduled to attend Staff Training Day but was unable to come. A separate staff meeting led by Sergeant Robledo was held several months ago that focused specifically on the homeless. Director Fjeldsted said that Union Station now has an intervention team to help with the homeless. Councilmember Mahmud said the City was awarded a planning grant through Measure H to provide funding to hire a consultant to develop a plan for managing homelessness issues in South Pasadena. Councilmember Mahmud said the Library will be able to provide input on the plan. Councilmember Mahmud asked for a standing Discussion Item on future Library Board of Trustees agendas regarding the homeless issues for the Library.

9. **Dorothy Cohen (1925-2018)** – Director Fjeldsted said that Dorothy Cohen, former Mayor and Co-Founder of the Friends Bookstore, passed away on January 20, 2018. Director Fjeldsted and Sally Kilby visited with Dorothy Cohen in her last days. Library staff sent sympathy cards to Dorothy's daughters and a memorial service may be held at the Library. Memorial donations in Dorothy's honor can be made to the Friends of the Library. Trustee Jutzi said Dorothy Cohen should be lauded as an example as a true citizen of the City. President Durrett said the Library Board of Trustees could host a function in Dorothy's honor as well as provide her an honorable acknowledgement at the Volunteer Recognition Luncheon. Dorothy's family, Norma LeValley's family, and Margaret Wallace's family will be invited to the Volunteer Recognition Luncheon.
10. **Donation of Book Collection of Norma LeValley, longtime editor of South Pasadena Review, who passed in 2017** – Norma LeValley's daughter Lisa donated a large collection of books to the Library. Lisa LeValley will make additional book donations in the near future. Director Fjeldsted said an article honoring Norma will be posted on the Library website as well as publicity about the book donations.
11. **Eclectic Music Festival, April 28, 2018** – Director Fjeldsted said the performances at the Library's Carnegie Stage for the Eclectic Music Festival will be begin at 3pm on 4/28/18. The Friends have approved \$1,500 from their budget and the Rotary Club will be asked in a grant application to provide \$1,000. The tentative lineup is: Calvin Joe with his jazz band; South Pasadena children's musician David Kinnoin; David Plenn & Friends from the Dinosaur Farm; John York performing Bob Dylan songs; and the headliner would be Darlene, the featured female vocalist for Yanni.

## **CORRESPONDENCE AND COMMUNICATIONS:**

### **REPORTS:**

**Board President:** None to report.

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

**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 the Library will play a role in the City's plans for the week of Earth Day. There will be a family-focused, hands-on craft activity in the Community Room the evening of 4/19/18. There will be themed storytimes that week dedicated to Earth Day.
- Public Services Manager Maida Wong will be away for 3 weeks in March and has begun taking on some of the responsibilities of her new position.
- The Library has received the implementation schedule for the new interface for its online public catalog that will be launched for the public. It is expected to be ready by April. The Library will be able to keep the old interface as the new interface is introduced to allow patrons to grow accustomed to its navigation.
- The SAT workshops on January 14 and January 28, 2018 went well, with 28 parents and high school students attending the first session. 16 students took the practice test at the second session. Assistant Director Billings said the PTA would be helpful for outreach in the future. Assistant Director Billings said it was a great opportunity to demonstrate the Library's available resources and suggested a similar event may be more successful at a different time of year.
- Assistant Director Billings met with Liliana Torres of the Senior Center to schedule a class in March to teach seniors how to use their eBook-readers and mobile devices to check out eAudiobooks and eBooks from the Library.

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

- Director Fjeldsted said the South Pasadena Arts Crawl will take place on 2/24/18. There will be an art exhibit in the Community Room by four Chinese-American artists, who will also provide refreshments. Lissa Reynolds from the Fremont Centre Theatre will perform a one-woman show on the Library's first floor.
- The Joe Davis Baseball Night on 1/29/18 was attended by a full house.
- 75 attended the Dr. Bonnie Buratti Author Night on 1/25/18.
- The Don Friesen Comedy Night on 2/8/18 also played to a full house.
- On 2/3/18 there was a "Latino Literary Love-In" event in the Community Room that featured the readings of three poets and introduced many new people to the Library. One of the highlights was singer Julia Vari who sang in Spanish and English and played the piano. Julia Vari expressed interest in returning to the Library Carnegie Stage with her band for the 2019 Eclectic Music Festival.
- On 3/15/18 there will be a Woman's History event with the screening of "Shutout," a movie celebrating women in baseball by filmmaker Jon Leonoudakis.
- Director Fjeldsted said he received a request for a presentation about the Measure L tax initiative for the "Serving With a Purpose" conference in Ontario, CA. Director Fjeldsted and President Durrett, who was chair of the Measure L Committee, will make the presentation together.

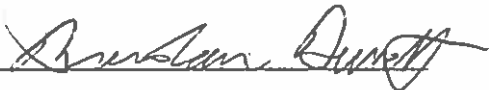
**NEW BUSINESS:**

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

**ADJOURNMENT:** The regular meeting of February 8, 2018 was adjourned at 9:10 p.m.

Minutes approved   x   as written.

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



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President