



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
March 8, 2018**



**CONVENE:**

Administrative Secretary Sean Faye called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on March 8, 2018 at 7:02 p.m.

**IN ATTENDANCE:**

Trustees Present

Brendan Durrett  
Carolyn Flemming  
Alan Jutzi  
David Uwins

Also Present

Councilmember Diana Mahmud  
Howard Spector, CEO - SPARC  
Dean Serwin, SPARC Representative  
Sally Kilby, South Pasadena Resident  
Steve Fjeldsted, Director of Library, Arts & Culture  
Cathy Billings, Assistant Library Director  
Kristen Dubé, Friends Board President  
Barbara Posner, Support Services Manager  
Sean Faye, Administrative Secretary

**EXCUSED:** Vice President Andy Lippman

**MINUTES:** The minutes of the Regular Meeting of February 8, 2018 were reviewed. - **MSC: Alan Jutzi/Carolyn Flemming – all approved.**

**PUBLIC COMMENTS:**

For the Election of 2018 Officers for the Library Board of Trustees, Trustee Brendan Durrett agreed to serve as President of the Library Board of Trustees, Trustee David Uwins will serve as Vice President and Trustee Carolyn Flemming will serve as Secretary. Carolyn Flemming will also serve as the Trustee liaison to the Friends of the South Pasadena Public Library.

**DISCUSSION ITEMS:**

1. **Introduction of New Trustee, David Uwins** – Trustee David Uwins introduced himself to the Board of Trustees. David grew up in England and has a background in Information Technology. David has worked as an IT consultant and employee for Pacific Healthcare, the *Los Angeles Times*, Transamerica, ABC, and IBM. David has two grown children and four grandchildren. David was a founding Board member for the American Youth Soccer Organization (AYSO) in South Pasadena and is a volunteer in the South Pasadena Public Library Friends Bookstore.
  
12. **Suspension of Library Overdue Fines in San Diego Library** – Library Director Steve Fjeldsted distributed an article regarding the San Diego Library's pending suspension of overdue fines. Assistant Director Billings reported that City Manager Stephanie DeWolfe is not in favor of the South Pasadena Public Library suspending collection of overdue fines. Director Fjeldsted said the Library collected around \$62K last year from fines and fees.

Assistant Director Billings had attended a session at the California Library Association on this topic and is in favor of exploring the issue further. The data presented at the conference suggested

there is no return on investment in collecting library fines and that it disproportionately affects people of lower socio-economic backgrounds. Assistant Director Billings said some libraries have eliminated fines just for children's materials. A closer analysis for this Library's costs and fees would be needed. Support Services Manager Barbara Posner said these could be described as "extended use fees." Councilmember Diana Mahmud suggested a possible amnesty to motivate patrons to return books. Assistant Director Billings said that many libraries have done something similar in conjunction with National Library Week.

Vice President David Uwins suggested to remove fines for children's materials, but to increase the fines for adult materials. Support Services Manager Barbara Posner said patron cards are blocked when fines reach maximum overdue fees of \$10 for adults and \$5 for children.

[Support Services Manager Barbara Posner left the Library Board of Trustees meeting at 7:31 p.m.]

Assistant Director Billings said it would be interesting to see how this develops for the San Diego Library and that it could be revisited in the future. Councilmember Diana Mahmud noted that this is a proposal that has not yet been approved by the San Diego City Council.

2. **Library Ray Bradbury Conference Room Mural Project** - Howard Spector, CEO of the South Pasadena Arts Council (SPARC), elaborated on the possible changes to his original proposal to commission an artist to create a Ray Bradbury mural for mounting on the wall above the bookcases in the Ray Bradbury Conference Room. At the 1/11/18 Trustees meeting, the discussion of the proposal had expanded from an inside mural to include a possible alternative: a mural painted on the Library exterior, either on a north wall or a wall facing Diamond Street. Howard now proposed for the mural to be made of historic "Malibu style" tile, rather than a painted mural. Howard said, if approved, the project would cost more than the initial estimate of \$5K, of which Councilmembers had contributed a total of \$4K from their discretionary funds and the Library Board of Trustees had contributed \$1K from the Romine Estate fund.

Howard said Mission Tile expressed interest in helping with this informally proposed project and produce the tiles and fabricate the mural based on the artist's design at a reduced price. If approved by the Library Board of Trustees, SPARC would proceed with creating a selection panel of three or four individuals to evaluate artist submissions and select the artist they feel will produce the best mural design, inspired by the words and images of Ray Bradbury. Howard recommended that a member of the Library Board serve on this panel, along with a SPARC Board member.

Howard said the exterior mural would be approximately 130 square feet. President Brendan Durrett said he was in favor of changing the mural from painted to tile and said it would be helpful if it was mounted on a removable surface.

Director Fjeldsted said he would need to ask the Cultural Heritage Commission to weigh in on the project, although he didn't think it would require official approval. The concept of the outdoor mural would have to be approved by both the Library Board of Trustees and the City Council. Howard said the current cost is undetermined, but SPARC could raise additional funds from the community. Assistant Library Director Billings asked if additional lighting would be required. Howard said there would be additional costs for that aspect, but Public Works could assist in its maintenance. SPARC Representative Dean Serwin said Mission Tile has a sister company, Mission Kitchen and Bath, that specializes in producing lighting equipment to highlight artwork, however, this would increase the overall price significantly.

Councilmember Mahmud asked the Board for a consensus. President Durrett said he approved of the tile concept and size and was in favor of proceeding. Secretary Flemming said she was not entirely comfortable that the project has changed so dramatically, but approved moving forward. Trustee Alan Jutzi said the Library would have to be directly involved with each step of the process, but said he was comfortable proceeding. Vice President David Uwins said he was comfortable proceeding, but cautioned that the Library was already a beautiful building and that any artistic addition would have to be in character with the building. Howard said he would return to the 4/12/18 Trustees meeting with the final proposal, including all costs, to move the project forward. President Durrett asked for this to be an Action Item for the 4/12/18 Trustees meeting.

[Howard Spector and Dean Serwin left the Library Board of Trustees meeting at 8:17 p.m.]

3. **Ribbon-Cutting for Jolino Beserra Mosaic Archway for Children's Room, February 9, 2018** – Director Fjeldsted said many people attended, including Mayor Schneider, members of City Council, representatives from City Hall, and the artist, Jolino Beserra. Assistant Director Billings said signage is still needed to describe the mosaic and the artist, but pictures will soon be posted on the Library website.
4. **Proposed Library Foundation Possibilities** – Director Fjeldsted said the City Manager has requested a Staff Report with the history of the project, recommendations, alternatives, and the benefits which would go before the City Council on 4/18/18. Sally Kilby will assist in producing this report. Director Fjeldsted will recommend the Library Board of Trustees be allowed to form a Library Foundation, recommended in the Library Operations Study. An alternative recommendation will be an all-in-one City Foundation, in which Library increased funding requests would be included with other City needs. Councilmember Mahmud encouraged members of the Library Board to attend this meeting, as well as members of the Friends of the Library Board. Councilmember Mahmud said this will be a new concept for the City Council to consider, but given the financial challenges of the City, there should be an interest in an alternative method to raise funding for the construction of a Community Center, expanding and updating the Library and maintenance of other City buildings. President Durrett said he will speak during the Public Comment portion of the meeting.
5. **Library Proposed Budget FY 2018/19** – Director Fjeldsted said he expects the Library Budget for Fiscal Year 2018/19 to be consistent with the Library Budget of recent years. Director Fjeldsted will present a preliminary draft of the Library Budget at the 4/12/18 Trustees meeting.
6. **Digital Services Manager Recruitment** – Director Fjeldsted said Human Resources will cast a wider net to recruit more appropriate candidates. The City will also post the position on LinkedIn. Assistant Director Billings said the job will be advertised as a librarian specializing in digital services as part of the Public Services division.
7. **2018 Volunteer Recognition Luncheon** – Administrative Secretary Sean Faye reported that Trustee Andy Lippman had contacted John Horn, Keynote Speaker for the 2018 Volunteer Recognition Luncheon. John Horn's topic and theme will be "veteran entertainment journalist John Horn recounting some of his most memorable stories covering Hollywood and will discuss the future of the entertainment business."

The Friends Bookstore Steering Committee would like the Library Board of Trustees to recognize Cecilia Schwarz as Co-Volunteer of the Year. Friends Board President Kristen Dubé would like

the Library Board of Trustees to recognize Patty Lyons, who is still a member of the Friends, but has recently stepped down as Hospitality Co-Chair. Director Fjeldsted said there will be a dedication page in the brochure for Roby Laurence, who has retired as webmaster for the Friends. Margaret Wallace, Norma LeValley and Dorothy Cohen will also receive special recognition in the brochure in memoriam and their families will be invited to the Luncheon.

Director Fjeldsted said outreach will be performed to draw regulars from the Senior Center, as many are also regular users of the Library. Members of local clubs and organizations will also be invited and a more thorough approach to recruiting guests will be done through mailed invitations, phone calls and emails.

8. **City Planning Grant for Homelessness in South Pasadena** – Councilmember Mahmud said the grant is to help fund the creation of a Homelessness Plan for the City. Councilmember Mahmud said the Library is a very important component to this plan. Assistant Director Billings said she attended a WISPPA meeting that discussed the planning grant with panelists representing the consultant for the grant, Union Station, Holy Family Church, and Sergeant Robledo, the Police Department liaison to the homeless community. Sally Kilby and Assistant Director Billings both requested for the Library to be included in the development of the plan. Director Fjeldsted asked Karen Aceves, the City's grant analyst, to also include the Library in the planning grant.

Director Fjeldsted said the Police Department has conducted two walk-throughs of the Library to demonstrate their presence. Director Fjeldsted sent a thank you letter to Chief Miller. Director Fjeldsted said Union Station has been very helpful as they now have a team that includes a social worker, a substance abuse counselor, and a "navigator," who was previously homeless. Director Fjeldsted said Library staff has been instructed to contact the police for serious violations to the Code of Conduct. The Code of Conduct has also been enhanced to give the Library Director the authority to suspend an individual's Library privileges, banning them from the Library and Library Park, for up to one year.

9. **Library FWDB Worker** – Jeremy Lesmana, a senior at Temple City High School, will be working part time at the Library as part of a grant from the Foothill Workforce Development Board. Jeremy will work in the Administrative Office, in Technical Services, and will assist with Library events.
10. **Library Arts Crawl Events, 2/24/18** – Director Fjeldsted said the Library's South Pasadena Arts Crawl event on 2/24/18 was a success with simultaneous events in the Community Room and on the Library's main floor. The Community Room featured a Chinese brush painting exhibit by four Chinese-American artists, attended by 150. On the Library's main floor Lissa Reynolds of the Fremont Centre Theatre performed a one-woman show, "A Woman of Independent Means," that was attended by 75.
11. **Eclectic Music Festival, 4/28/18** – Director Fjeldsted said Big Bad Voodoo Daddy will be the outdoor headliner for the Eclectic Music Festival. Director Fjeldsted said the performances in the Library's Carnegie Stage in the Community Room for the Eclectic Music Festival will begin at 3pm with five performances. The lineup will be: South Pasadena children's musician David Kinnoin; David Plenn & Friends from the Dinosaur Farm; John York, former member of the Byrds; Calvin Joe with his jazz band; and the headliner will be Grammy-winner Darlene Koldenhoven, a soprano who has sung with Pink Floyd, Neil Young, and as the featured soloist for Yanni. The Friends have approved \$1,500 in their budget and the Rotary Club will be asked in a

grant application to provide \$1,000. Director Fjeldsted is applying for a grant to another local community organization for \$500.

## **CORRESPONDENCE AND COMMUNICATIONS:**

### **REPORTS:**

**Board President:** None to report.

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

**Friends Representative:** Friends Board President Kristen Dubé said the Friends had their first meeting of the year and are focusing on improving communications with the community and updating their website. The Friends have been coordinating with Director Fjeldsted, Sally Kilby, and with Dorothy Cohen's daughters Cassy and Jamey for her memorial service on 3/17/18.

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

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

### **Assistant Library Director:**

- Assistant Director Billings presented a proposed plan to the Friends Bookstore Steering Committee for the new location for their Last Chance books when the Library transitions to a single service desk. The Friends Bookstore Steering Committee would use the shelving currently occupied by the Reference collection and it will allow more appealing displays. Assistant Director Billings is still acquiring quotes from vendors. Once plans have been approved, the new desk would be installed first and then the Circulation Desk and the Reference Desk would be removed and new computer workstations would also be installed. Public Works has received bids for the electrical and data cabling as well as bids for where the flooring would have to be repaired.
- The self-checkout machine arrived and is on the Library main floor, near a live data port and will be installed after SirsiDynix configures the port that allows it to communicate with the ILS.
- Circulation Supervisor Christina Lozano-Jones retired after 30 years of service and a celebration was conducted in the Community Room. Support Services Manager Barbara Posner will begin the process to fill that position.
- The Library is also in the process of recruiting additional Library Aides.
- Assistant Director Billings is part of a team working on upgrading and redesigning the City's website, which will have a positive impact on the Library's pages.

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

- Director Fjeldsted said there will be a memorial for former mayor and co-founder of the Friends Bookstore Dorothy Cohen on Saturday, March 17, 2018. Doors will open at 3:30 p.m. and the service will begin at 4 p.m. in the Library Community Room. Guests have been asked to wear green because of Dorothy's background and St. Patrick's Day. Cookies and brownies will be served and a toast will be offered. Director Fjeldsted said that in lieu of flowers, donations to the Friends are requested in Dorothy's honor.
- Trustee Jutzi said a special guest, Norman Powell, the son of famous librarian Laurence Clark Powell, will accompany him to the Restoration Concert on 3/18/18. Larry Powell was one of the first to ever speak at a Friends meeting. Director Fjeldsted said Larry Powell wrote the introduction to the Jane Apostol centennial history book about South Pasadena. Trustee Jutzi will give Larry Powell's son a

tour of South Pasadena and go over the origins of important landmarks and show him material from the Library's Local History collections.

- Director Fjeldsted said the Library's film series partnership with the Chinese-American Club will begin on 3/9/18 with a screening of "The Wedding Banquet," a romantic comedy directed by Ang Lee.
- On 3/10/18 there will be a free concert and art exhibit in the Community Room put on by the Friends of the Rialto Theatre and co-sponsored by the Library.
- On 3/15/18 the documentary "Shut Out! The Battle American Women Wage to Play Baseball" by filmmaker Jon Leonoudakis will be screened in honor of Women's History month. A panel of the women featured in the movie, two of which were portrayed in the 1992 movie "A League of Their Own."
- 150 copies of the "Raising Abilities" brochure, highlighting the Library's collection of materials on Autism and related disabilities, were distributed to the attendees of the PTA Special Needs Conference.
- On 4/17/18 the Rotary Club will host the annual "Taste of South Pasadena" fundraiser on the same night as the 100<sup>th</sup> birthday of actor and former South Pasadena resident William Holden. The Library and the Friends will screen at 8 p.m. in the Community Room "The Country Girl" starring William Holden, Grace Kelly, and Bing Crosby. This will be presented in partnership with the William Holden Wildlife Foundation. Finance Director and recording artist David Batt will soon retire, but he will play music at the beginning of the program. David has recorded under his own name and using his pseudonym, Yrsan Daro.
- Director Fjeldsted has received large book donations from Norma LeValley's estate with Intern Andrew Grafton. This will be a huge addition to the Library's Local History collection.
- Director Fjeldsted said longtime South Pasadena resident Bob Cook is also donating books to the Library.
- Rocco, a local who sings operatic arias when he walks around South Pasadena, recorded a CD and donated two copies to the Library. Director Fjeldsted will work with the City Attorney to draft a release statement with a copyright notice and the *South Pasadenan* will write an article about him.
- The *South Pasadenan* will also write an article about the Girl Scout who compiled an oral history anthology of interviews with South Pasadena residents.
- The Sisters In Crime/Los Angeles donated a copy of their latest crime anthology, "Last Resort."
- There will be an art exhibit by 40 artists in the Community from 3/25/18-3/29/18 on the theme of "Sanctuary." There will be live music by Jimmy Espinoza and Bobby Robles of the 60s favorites, Chicano band Thee Midnitters for the opening night reception.

**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, April 12, 2018 at 7:00 p.m.

**ADJOURNMENT:** The regular meeting of March 8, 2018 was adjourned at 9:30 p.m.

Minutes approved \_\_\_\_\_ as written.

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

  
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President