



**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**April 12, 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 April 12, 2018 at 7:04 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  
Sean Faye, Administrative Secretary

**EXCUSED:** Vice President Andy Lippman

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

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Request for Approval of Ray Bradbury Mural Project by SPARC for Library Exterior Wall**  
Howard Spector, CEO of the South Pasadena Arts Council (SPARC), distributed his outline for implementing a Malibu style tile mural inspired by the words and images of Ray Bradbury for the north facing wall of the Library, outside the Ray Bradbury Conference Room. The outline addressed issues previously raised by the Library Board of Trustees: mounting the mural on a removable surface, lighting, and cost estimates.

Howard said he is in preliminary discussions with colleagues in the field of public art about having the mural mounted in sections on a substrate. This would make the mural easier to move, store, and remount if necessary. For lighting, one possibility could be to purchase wall wash lights to be installed in the ground to illuminate the wall.

Howard met with Public Works to discuss the feasibility of the City working with SPARC to install the lights, as part of a larger conversation between SPARC and the City regarding a new public art program. Howard said the proposed timeline for the project has been updated. The proposed selection process could remain the same, with a selection panel comprised of 3 to 5 members, including one from of the Library Board of Trustees. The selection panel would review submissions and choose up to three artists to receive stipends of \$500 to create 2-3 design concepts. The selection panel would select one of the three artists and the design. That artist would be paid a commission for the design and work with Mission Tile to translate the design to tile. The proposed cost is currently estimated to be between \$10-20K, with the goal of having the project completed for a dedication at the February 2019 Arts Crawl.

Howard said SPARC would seek additional funding to complete the mural, noting that Councilmembers had contributed \$4K from their discretionary funds and the Library Board of Trustees had contributed \$1K from the Romine Estate Fund toward the originally proposed project of a painted mural for inside of the Ray Bradbury Conference Room. Councilmember Mahmud said that Howard should be the one to ask other councilmembers if their funds can be applied to an outdoor Bradbury mural. Howard said he would contact the City Council to confirm they were aware the concept of the original project has changed.

President Brendan Durrett said the Board cannot approve the commencement of the process for this project until certain steps are added to the timeline. These steps include approval of the process by the City Council and final design approval by the Library Board of Trustees. President Durrett said the Board will want veto power on the final design. Councilmember Diana Mahmud asked for the dimensions of the design to be added to the description. Library Director Steve Fjeldsted said the Cultural Heritage Commission will need to be consulted. Director Fjeldsted said the Library wall suggested for the mural was part of the building expansion completed in the 1980s.

[SPARC Representative Dean Serwin arrived at the Library Board of Trustees meeting at 7:30 p.m.]

Councilmember Mahmud said a clear motion would be needed that identifies the modifications to the timeline.

**Motion by Library Board Trustee Alan Jutzi, seconded by Library Board President Brendan Durrett, to approve the project as defined and amended with the following modifications to the timeline: consent from the Cultural Heritage Commission, initial City Council consent to approve the process of the installation prior to the issue of a Request for Qualification (RFQ), review and approval of the RFQ by Library Director Steve Fjeldsted, for fundraising to continue to December 2018, and final approval of the design by the Library Board of Trustees.**

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

[Howard Spector and Dean Serwin left the Library Board of Trustees meeting at 7:48 p.m.]

- 2. Request for Approval of Library Proposed Budget, FY 2018/19** – Director Fjeldsted presented the proposed Library Budget for Fiscal Year 2018/19. Director Fjeldsted said that the Library Board of Trustees is an administrative body and the proposed Library Budget is to be reviewed and approved by the Library Board and then go through the next phase of the budget process to be presented to City Hall and, ultimately, to the City Council for their approval. Friends' funds are not part of the City budget and are part of their own calendar year budget process. Director Fjeldsted said that Measure L funds flow to the City as general revenue, which the City can then allocate to the Library Budget. The Library Budget is expected to be consistent with the Library Budget of recent years. Salaries and benefits comprise about 70% of the Budget, the remainder going for operations and maintenance. The City determines the amounts for salaries and benefits. The City Manager has requested that all capital improvement project requests be included in the Budget Request to document actual needs.

Director Fjeldsted stated Maintenance of Effort (MOE) is required for the Library to be eligible for Measure L funds and that this is stated in the Municipal Code. Director Fjeldsted added that the Municipal Code section about the MOE requirement for Measure L funds requires using the year-end Consumer Price Index (CPI) figure for "All Urban-Los Angeles-Anaheim-Riverside" for comparison purposes. This CPI figure has averaged about a 3% annual increase through the years except during the economic downturn period around 2008. City Finance Directors have varied in their interpretations of the Library Budget year that the Proposed Library Budget amount is compared against for Library Measure L fund eligibility. Councilmember Mahmud said Director Fjeldsted, City Manager Stephanie DeWolfe, and the new City Attorney should meet to review the maintenance of effort clause for Measure L.

Assistant Library Director Cathy Billings said Library spending ebbs and flows. She noted that for the current Fiscal Year so far the Library is over budget in part time employee wages and under budget in full time employee wages, but that overall it will not be over at the end of the Fiscal Year. Assistant Director Billings said one large expense for FY 18/19 will be due to the Library's Integrated Library System (ILS) database becoming obsolete, where the options will be to migrate the data to a different server or host the software service offsite.

Assistant Director Billings said there is some fluctuation with Library Periodical subscriptions, based on circulation statistics and requests from the public. Assistant Director Billings said the Friends pay for the Library's Digital Magazine platform. Assistant Director Billings added that the budget account for "Electronic Reference" has been renamed "Digital Resources." The account name for "Books and Periodicals" has been changed to Books, CDs, and DVDs, with a new account name for eBooks and eAudiobooks.

Director Fjeldsted said the City uses Springbrook accounting software for bookkeeping and Administrative Secretary Sean Faye keeps a separate ledger for Library expenses. Director Fjeldsted said the proposed budget will contain a snapshot of the Library's goals and accomplishments. Vice President David Uwins suggested mapping the Library's goals to the Library Strategic Plan.

**Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Secretary Carolyn Fleming, to approve the Library Proposed Budget for Fiscal Year 2018/19.**

<b>AYES:</b>	<b>Durrett, Fleming, Jutzi, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Lippman</b>
<b>ABSTAIN:</b>	<b>None</b>

#### **DISCUSSION ITEMS:**

1. **Stained Glass Window Proposal for Library Ray Bradbury Conference Room** – Director Fjeldsted said the chief designer for Judson Studios has expressed interest in donating a Ray Bradbury themed stained glass design for the Ray Bradbury Conference Room. Judson Studios will soon have a coffee table book published by Angel City Press and would like to do an Author Night in the Library Community Room. Director Fjeldsted said if there would be a cost for the proposed stained glass project he would like the fundraising for it to be conducted in tandem with the fundraising for the proposed Ray Bradbury mural on the Library exterior wall. President Durrett said money from the Romine funds could possibly be used for this project as well. This Discussion Item could be continued at a future Trustees meeting.

2. **Volunteer Recognition Luncheon** – President Durrett said Trustee Andy Lippman will not be able to attend. Trustee Lippman made the arrangements for food to be delivered from Pavilions, including two trays of various croissants, two trays of hoagies, two trays of wraps, two salad trays, one tray of vegetarian sandwiches, and one tray of fruit. Administrative Secretary Sean Faye said 100 RSVPs have been received and that it would be best to anticipate for 120. Trustee Alan Jutzi will provide paper plates, napkins, plastic utensils and cups. Trustee David Uwins will provide iced tea mix, ice and lemons. Public Works will set up and strike the chairs for the luncheon. Director Fjeldsted said Mission Framing donated the framing for the proclamation. Sally Kilby requested that tables be included in the set up and said she would look into vendors to rent them from.
  
3. **Library Foundation Possibilities** – Director Fjeldsted said a proposal for a Library Foundation is not on the 4/18/18 City Council agenda. Secretary Flemming had asked the Friends Board for a new report during their meeting in March to clarify their wishes and possibly find common ground with the Library Board of Trustees. Friends Board President Kristen Dubé said instead of forming a new 501(c) 3, the Friends would be open to a structure, under the Friends organizational umbrella, with new people on the committee, operating in similar fashion to the Restoration Concert Committee.

Trustee Jutzi expressed discomfort with the idea of having large sums of money handled by a sub-committee of the Friends. Trustee Jutzi stated that the Mayor, the Library Director, and Friends Board President should be directly involved. Councilmember Mahmud asked whether the Friends would want to exert control and be responsible for approval of projects if the Library Foundation were a sub-committee of the Friends. Councilmember Mahmud continued that the large gifts that could be received by the Library Foundation could be much more than the Friends currently manage. She expressed concern about the legal and fiduciary responsibility that would be required.

Secretary Flemming said there have been occasions where Library Foundations work as a sub-committee of the Friends. Secretary Flemming said it was her understanding that the Friends had requested to be approached once a fundraising structure and Foundation Board members were in place and the Friends would provide the 501(c) 3 status and their support. Kristen Dubé said the Friends would be opposed to a Library Foundation if it was an independent entity outside of the Friends, as they feel the South Pasadena community is too small for a separate entity. President Durrett said he didn't feel the Library Foundation could proceed without the blessing of the Friends. Trustee Jutzi emphasized the Library's need for the Friends, as well as the need for members of the Friends to serve on the Library Foundation Board.

Kristen Dubé said the Friends are willing to support a Library Foundation, but a concrete plan is required as to what the large sums of money raised would go towards. Director Fjeldsted said the Library Operations Study outlines several large and tangible projects for which the Library Foundation could raise funds. President Durrett said it wouldn't affect the Friends' donor base as there are specific individuals the Library Foundation would approach for donations.

Secretary Flemming suggested a Special Meeting be called, with Fundraising Consultant Cindy Chan in attendance to discuss capital campaign fundraising and the financial and legal responsibility the Friends would have with the Foundation under their umbrella. Kristen Dubé said the Friends would be agreeable to that. Director Fjeldsted said a Special Meeting will be held with the Library Board of Trustees and the Friends Board and Fundraising Consultant Cindy Chan on May 3, 2018 at 6 p.m. in the Library Community Room. Cindy Chan will be paid a \$100 honorarium from the Romine account.

11. **Screening of "The Disaster Artist" on May 24, 2018 at 7 p.m.** – Director Fjeldsted said this event may be rescheduled for another date.
6. **William Holden Centennial Celebration on April 17, 2018 at 7 p.m.** – Retired Finance Director David Batt will perform a piano mini-concert prior to the screening of "The Country Girl," starring South Pasadena's William Holden (1918-1981), and Grace Kelly and Bing Crosby, on his 100<sup>th</sup> birthday. Actress Stefanie Powers, William Holden's longtime partner, will present a video introduction. This will be the same evening as the Taste of South Pasadena Fundraiser of the Rotary Club of South Pasadena.
4. **Digital Services Manager Recruitment** – Assistant Library Director Billings said there is no update regarding the recruitment of this position, but the recruitment has been initiated for the part time Library Aide position and for the full time Circulation Supervisor position. The job description for the Library Aide position has been modified to include assisting with Community Room set-ups and rentals.

**Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee David Uwins, to approve the request to table the remaining Discussion Items.**

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

5. **"Sanctuary" Art Exhibit and related festivities, March 25-29, 2018** – This matter will be continued to a future Library Board of Trustees meeting, without discussion.
7. **Library Carnegie State Concert for South Pasadena Eclectic Music Festival, April 28, 2018** – This matter will be continued to a future Library Board of Trustees meeting, without discussion.
8. **Nomination of Ron Koertge as South Pasadena Poet Laureate** – This matter will be continued to a future Library Board of Trustees meeting, without discussion.
9. **Author Night Poetry Doubleheader with California Poet Laureate Dana Gioia and Ron Koertge on May 11, 2018 at 7 p.m.** – This matter will be continued to a future Library Board of Trustees meeting, without discussion.
10. **Possible Designation of "Library Tree" as South Pasadena Historical Landmark** – This matter will be continued to a future Library Board of Trustees meeting, without discussion.
12. **"Serving with a Purpose" Conference on May 2, 2018 in Ontario from 9 a.m.-4 p.m.** – This matter will be continued to a future Library Board of Trustees meeting, without discussion.

#### **CORRESPONDENCE AND COMMUNICATIONS:**

#### **REPORTS:**

**Board President:** Board President's report has been tabled to the 5/10/18 Library Board of Trustees meeting.

**City Council Liaison:** City Council Liaison's report has been tabled to the 5/10/18 Library Board of Trustees meeting.

**Friends Representative:** Friends Representative's report has been tabled to the 5/10/18 Library Board of Trustees meeting.

**Trustee Liaison to Friends:** Trustee Liaison to the Friends' report has been tabled to the 5/10/18 Library Board of Trustees meeting.

**Assistant Library Director:** Assistant Library Director's report has been tabled to the 5/10/18 Library Board of Trustees meeting.

**Director of Library, Arts & Culture:** Library Director's report has been tabled to the 5/10/18 Library Board of Trustees meeting.

**NEW BUSINESS:** Secretary Carolyn Flemming will not be in attendance for the 5/10/18 Library Board of Trustees meeting.

**NEXT MEETING:** There will be a Special Library Board of Trustees meeting on Thursday, May 3, 2018 at 6:00 p.m. in the Library Community Room.

The next regular meeting of the Library Board of Trustees will be on Thursday, May 10, 2018 at 7:00 p.m. in the Ray Bradbury Conference Room.

**ADJOURNMENT:** The regular meeting of April 12, 2018 was adjourned at 9:48 p.m.

Minutes approved           ✓           as written.

Minutes approved                            as corrected.

                            
President