



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
May 10, 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 May 10, 2018 at 7:02 p.m.

**IN ATTENDANCE:**

Trustees Present

Brendan Durrett  
Alan Jutzi  
David Uwins

Also Present

Sally Kilby, South Pasadena Resident  
Kay Rosser, Restoration Concert Committee  
Co-Chair  
Steve Fjeldsted, Director of Library, Arts &  
Culture  
Cathy Billings, Assistant Library Director  
Kristen Dubé, Friends Board President  
Sean Faye, Administrative Secretary

**EXCUSED:** Secretary Carolyn Flemming  
Councilmember Diana Mahmud

**MINUTES:** The minutes of the Regular Meeting of April 12, 2018 were reviewed. - **MSC: David Uwins/Alan Jutzi – all approved.**

**PUBLIC COMMENTS:** South Pasadena Resident Sally Kilby asked the Library Board of Trustees if she could initiate the idea of an estate planning letter with South Pasadena residents. This could be a function of the proposed Library Foundation once it is established. Library Director Steve Fjeldsted asked Sally Kilby to prepare a draft letter to the Estate Planning Attorneys of the Pasadena Bar Association, which could be approved by the Friends Board and the Library Board of Trustees. The letter could state the Library's contributions to the South Pasadena community and ask them to remind their clients, when conducting estate planning, about the accomplishments of the South Pasadena Public Library and the Friends of the South Pasadena Public Library. Director Fjeldsted said he has successful experience with such a letter and said it is low risk and high reward. President Brendan Durrett was in favor of this and asked Sally Kilby to return to the next Trustees meeting with a draft of the proposed letter. This will be an Action Item for the 6/14/18 Library Board of Trustees meeting.

Restoration Concert Committee Co-Chair Kay Rosser presented a proposal for a Summer Chamber Music Festival with the New Hollywood String Quartet and others for 2019 in the Library Community Room. Kay provided a summary of what the Restoration Concert Committee has contributed towards the Library from 1996 to the present with funds raised by their series. Kay informed the Board that the New Hollywood String Quartet has been the Quartet in Residence for the Restoration Concert Series at the Library for over a decade. Their proposal would be to present 13 concerts of 26 works by Johannes Brahms. Kay said there is a donor who has offered to pay a stipend of \$62K, which would cover the cost of the performers. Kay noted that there are no summer chamber music festivals in Los Angeles. Kay added that the Friends have reviewed this request and found there would be no conflict affecting their 501(c)3 status, as long as a separate fund for summer musicals is created. Kay said the average attendance for Restoration Concerts is around 150. Director Fjeldsted suggested approaching the School District Office about use of their parking lot once plans are more formal. President Durrett thought this was an exciting idea and asked Kay Rosser to return to the next Trustees meeting with the official proposal with all necessary details. This will be a Discussion Item for the 6/14/18 Library Board of Trustees meeting.

[Kay Rosser left the Library Board of Trustees meeting at 7:33 p.m.]

**DISCUSSION ITEMS:**

1. **Library FY 2018/19 Proposed Budget and Measure L Maintenance of Effort Requirement** – Director Fjeldsted presented the Library’s Proposed Budget for Fiscal Year 2018/19 which will go before City Council for a budget hearing on 5/16/18. Director Fjeldsted said the Proposed Budget is on track to comply with the Maintenance of Effort requirement for Measure L. Director Fjeldsted said many capital improvement project requests have been included with the Library’s Proposed Budget, as per the City Manager’s request for each department. Director Fjeldsted added that these requests include items from the 2017 Facilities Needs Assessment. Capital improvement project requests are separate from the actual budget. Director Fjeldsted said the Citywide Facility Needs Assessment by a consulting firm evaluated the infrastructure needs for all of the City’s buildings. It was determined that the Library needs \$845K in maintenance work over the next 10 years, but no funds have been allocated to these needs yet.
2. **Trustee Andy Lippman resignation** – Director Fjeldsted reported that Andy Lippman has tendered his resignation from the Library Board of Trustees for health reasons. Director Fjeldsted said that the City Clerk’s office has received several applications to fill the vacancy. Those applications have been sent to President Durrett, who has been in contact with Mayor Richard D. Schneider, M.D. to fill the position. Mayor Schneider will make an appointment from the list of candidates and then the nomination will be ratified on the consent calendar. Director Fjeldsted said Andy Lippman seems to be in good spirits.
3. **Stained Glass Window Possibility for Ray Bradbury Conference Room** – Director Fjeldsted said that Judson Studios Lead Artist Tim Carey is interested in personally donating a design for the stained glass window for the Ray Bradbury Conference Room. Tim Carey will be able to attend the 6/14/18 Trustees meeting and will present facts and figures from David Judson of Judson Studios. Tim Carey said he could make the stained glass designs detachable, and it wouldn’t require formal approval of the Cultural Heritage Commission. This will be a Discussion Item for the 6/14/18 Trustees meeting.
4. **Proposed Library Foundation Organizational Structure** – President Durrett said the Special Meeting between the Library Board of Trustees and the Friends of the South Pasadena Public Library on 5/3/18 was very helpful and looked forward to when the minutes from that meeting are available. Director Fjeldsted said it was a great opportunity for people to express their opinions and is grateful to have had Dick Helgeson provide his perspective as an attorney who has worked with various foundations. Director Fjeldsted said Fundraising Consultant Cindy Chan also provided insights based on her experience with the San Marino Library Foundation. Director Fjeldsted said a Library Foundation is necessary to obtain the funds needed for the items in the Library Operations Study and Strategic Plan and Facility Assessment, whether the Library Foundation is a separate entity or is a sub-committee of the Friends. As per the Friends’ request, Director Fjeldsted has several itemized lists with estimated costs – the Operations Study, the Strategic Plan, the Facilities Assessment, the Interior Design Makeover, and the First Floor Plan. One is a list of recommended furnishings for the Library’s first floor from Interior Design Consultant Diane Lam, which comes to approximately \$175K and does not include any costs related to remodeling. Director Fjeldsted said the makeover of the Library’s first floor should be the first project for the Library Foundation, as it will help build momentum and give the public eye-catching proof of progress.

President Durrett said a concrete proposal should be submitted to the Friends of the Library Board, including organization of the committee, potential members, statement of purpose, and projects to be funded. President Durrett suggested that discussion of the Library Foundation be tabled until September as Trustee Alan Jutzi will not be present at the June, July, or August Trustees meetings. President Durrett will not be present at the July Trustees meeting. This will also allow time for a newly appointed Library Trustee to become familiar with the Library Foundation discussion.

President Durrett asked for an Action Item at the 6/14/18 Trustees meeting about canceling the 7/12/18 Trustees meeting due to a potential lack of quorum.

5. **Digital Services Librarian Recruitment** – Assistant Library Director Cathy Billings said there have been 51 approved applications for the Part Time Library Aide I position that are currently under review. Human Resources will soon post the vacancy for the Full Time Circulation Supervisor position. The Digital Services Librarian job description still needs to be modified before it can be posted.
6. **Library Nomination of Ron Koertge as South Pasadena Poet Laureate** – Director Fjeldsted said about 100 cities in California have Poet Laureates. Director Fjeldsted has drafted a resolution to propose to City Council to appoint Ron Koertge as the Poet Laureate of South Pasadena. Ron Koertge is a nationally acclaimed author and has been an active member of the LA Poetry scene for many decades. The City has asked Ron Koertge to speak at the War Memorial on Memorial Day. Establishing a poet laureate further demonstrates South Pasadena's interest in the arts and culture.
7. **"Sanctuary" Art Exhibition and Associated Events, March 25-29, 2018** – Director Fjeldsted said the event was a huge success for its five day run. Artworks by 50 different artists on the theme of "sanctuary" were displayed in the Community Room. The kickoff event had a huge audience and many visited again throughout the week along with newcomers. The closing day of the exhibit featured author Mario Ontiveros who discussed his book "BACA, Art Collaboration and Mural Making" about the Great Wall of Los Angeles and there was a musical performance from two of the members of Thee Midnites. The Lucille and Edward Roybal Foundation were one of the sponsors of the exhibit and also co-sponsored the 'Carnegie Stage' concert for the Eclectic Music Festival on 4/28/18.
8. **Library Volunteer Recognition Luncheon, April 20, 2018** – Friends Board President Kristen Dubé said there was great feedback about the event and the tables that Sally Kilby had arranged. President Durrett also felt the food was better this year. Director Fjeldsted said attendance had improved and John Horn was a great Keynote speaker. Assistant Director Cathy Billings commended staff, in particular Administrative Secretary Sean Faye, for his efforts and excellent project management that were central to the event's success.
9. **Library 'Carnegie Stage' Eclectic Music Festival Concert, April 28, 2018** – Director Fjeldsted said 5 performances were presented for the Library's venue of the Eclectic Music Festival on the 'Carnegie Stage' in the Community Room. One of the performers, Dave Kinnoin, put on a concert for children. 650 people attended, but Director Fjeldsted said the Library may schedule fewer performances in the future so as not to conflict with the outdoor stage's headlining act. Director Fjeldsted praised the Woman's Club of South Pasadena for the cookies and brownies they provided. The funding for the Library Carnegie Stage performances was provided by the Friends, the Rotary Club of South Pasadena, The Roybal Foundation, and other sources.
10. **'Serving With a Purpose' Conference in Ontario on May 2, 2018** – President Durrett and Director Fjeldsted were invited to speak at the conference in Ontario, where the audience was

mostly comprised of trustees and officers of Library Boards, Friends groups, and Foundations from around the State. President Durrett said the theme was teamwork, and he and Director Fjeldsted gave a presentation about the history and success of South Pasadena's Measure L Special Tax Initiative and the efforts to get it passed. Library Board Secretary Carolyn Flemming attended the conference.

11. **Author Night with California Poet Laureate Dana Gioia and Ron Koertge on Friday, May 11, 2018 at 7 p.m.** – Ron Koertge will appear with California Poet Laureate Dana Gioia on 5/11/18 in the Library Community Room for a 'Poetry Doubleheader.' Director Fjeldsted said South Pasadena is very fortunate to have two such artistic, literary and cultural giants in the community.
12. **Possible Designation of the "Library Tree" as a South Pasadena Historical Landmark** – Director Fjeldsted provided the Cultural Heritage Commission with the historical information they requested and is awaiting their approval.

## **CORRESPONDENCE AND COMMUNICATIONS:**

### **REPORTS:**

**Board President:** President Durrett presented a report about the challenge for the renewal of the City's Utility Users' Tax (UUT), which is on the ballot for 11/6/18. President Durrett is serving on the committee to protect the UUT, which provides funding for city services, including police, fire, paramedics, the library, community services, and recreation. If the UUT is repealed budget cuts would impact the library services greatly. President Durrett said South Pasadena residents will be asked to remain vigilant. President Durrett will continue to provide updates and asked for the Utility Users' Tax to be a standing Discussion Item.

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

**Friends Representative:** None to report.

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

### **Assistant Library Director:**

- Assistant Director Billings said the Library took part in the citywide Earth Day activities, including an event in the Community Room in collaboration with Community Services, Public Works, and the Natural Resources Commission. The Library also participated in the Expo at Eddie Park on 4/22/18.
- The Library partnered with the East Meets West Parents Club and the South Pasadena Chinese-American Club on 5/5/18 to screen the film "Most Likely to Succeed," about improving education in America. It was attended by 75.
- The self-check machine is nearly ready for a soft launch on 5/14/18. Publicity will be forthcoming.
- The Library will soon upgrade to the new catalog interface for the public, which will have improved functionality and offer an enhanced user experience. A test website has been set up for staff to make sure everything is in place by the end of the month. The old website will run simultaneously for a short time to help patrons adjust.
- The Library Budget for Fiscal Year 2017/18 will not be overspent. Remaining funds in the book budget will be spent on more audiobooks and replacing materials in the Children's Department and elsewhere.
- Assistant Director Billings said the Single Service Desk purchase, as called for in the Library Operations Study, will need 3 qualified quotes and the third quote is nearly finished. The purchase is expected to be complete by the end of the Fiscal Year.

- The City Manager has requested that the Library take over passport application processing services from the City Clerk's office. There is a huge demand for this service in South Pasadena. We will provide the service by appointment only at set times during the week for a maximum of 14 appointments per week. Assistant Director Billings, Administrative Secretary Sean Faye, and Library Clerk II Ann Palmer will attend an all-day passport agent training at the Alhambra Library on 5/11/18. The City will receive a \$35 execution fee for each passport processed.
- The Summer Reading Program will begin sign ups on 6/4/18 and will offer a wide variety of programs. Assistant Director Billings thanked the Friends who contribute all of the funds towards the Summer Reading Program.

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

- Director Fjeldsted said the latest edition of the *South Pasadena Review* has an article about the new display in the Library display case from Dan Evans of the South Pasadena Preservation Foundation about the history of the Pacific Electric Railway in South Pasadena.
- Director Fjeldsted's article about Norma LeValley, which appeared in the Volunteer Recognition Luncheon brochure, is also available in a longer format in that edition of the *South Pasadena Review*.
- Director Fjeldsted suggests the dedication article Sally Kilby wrote about Dorothy Cohen, and the articles he wrote about Margaret Wallace and Norma LeValley be put on the Friends website.
- The screening of "The Disaster Artist" with the book's author Greg Sestero has been rescheduled to 8/2/18.
- On 5/31/18 the Library will screen a documentary on Tyrus Wong, a groundbreaking Chinese-American artist. This will be in partnership with the South Pasadena Chinese-American Club. Calvin Joe will perform a musical opening for the event.
- Director Fjeldsted said the Police Department has been conducting more patrols through the Library and Officer Shannon Robledo and his colleagues have been very helpful, particularly with homeless issues.

**NEW BUSINESS:** Trustee Alan Jutzi will not be in attendance for the 6/14/18, 7/12/18, and 8/9/18 Library Board of Trustees meetings.


President Brendan Durrett will not be in attendance for the 7/12/18 Library Board of Trustees meeting.

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, June 14, 2018 at 7:00 p.m. in the Ray Bradbury Conference Room.

**ADJOURNMENT:** The regular meeting of May 10, 2018 was adjourned at 8:56 p.m.

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

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

  
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President