



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
June 14, 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 June 14, 2018 at 7:00 p.m.

IN ATTENDANCE:

Trustees Present

Brendan Durrett
Carolyn Flemming
Luther Luedtke
David Uwins

Also Present

Councilmember Diana Mahmud
Sally Kilby, South Pasadena Resident
Steve Fjeldsted, Director of Library, Arts &
Culture
Cathy Billings, Assistant Library Director
Kristen Dubé, Friends Board President
Tim Carey, Judson Studios

EXCUSED: Trustee Alan Jutzi
Administrative Secretary Sean Faye

MINUTES: The minutes of the Special Meeting of May 3, 2018 were reviewed. - MSC: David Uwins/Brendan Durrett – all approved.

The minutes of the Regular Meeting of May 10, 2018 were reviewed. - MSC: David Uwins/Brendan Durrett – all approved.

PUBLIC COMMENTS:

DISCUSSION ITEMS:

1. **Introduction of Luther Luedtke to Library Board of Trustees** – Luther Luedtke introduced himself to the Library Board of Trustees. Luther was raised in Minnesota and earned a graduate degree from Brown University in American Civilization. Luther taught at USC and for a time was Director of a library in India. Luther also worked as a consultant for the U.S. Information Agency for the State Department. Luther has two children and four grandchildren and is happy to be back in South Pasadena, where he previously resided.
2. **Presentation by Tim Carey Regarding Proposed Stained Glass Window for Ray Bradbury Conference Room** – Director Fjeldsted introduced Tim Carey, who had given a presentation about his design work with Judson Studios to the Rotary Club of South Pasadena. Tim expressed his admiration for Ray Bradbury and an interest to donate a stained glass Ray Bradbury design for a stained glass for the Ray Bradbury Conference Room. Tim has also expressed interest, along with David Judson, in appearing for a Library Author Night after a forthcoming history book about Judson Studios is released.

Tim Carey lives in South Pasadena, has worked for Judson Studios for 15 years as a Lead Artist and has a fascination with stained glass. One of Tim's goals is to promote the medium of stained glass outside of religious locales. Tim is especially taken with the notion of using the Ray Bradbury Conference Room because the stained glass window could be appreciated from both

inside and outside the Library. Tim said he is very enthusiastic to take on the challenges of putting up an art tribute to Ray Bradbury that would be visually stimulating to the public. Director Fjeldsted said the Cultural Heritage Commission confirmed that if the stained glass was not permanently affixed to the wall or windows and remained inside the Ray Bradbury Conference Room, the project would not require their formal approval. It would still need to be presented to the Cultural Heritage Commission as a courtesy. Director Fjeldsted added that the room that is now the Ray Bradbury Conference Room, which was built in the 1930s as part of the first Library expansion, is contained in the footprint that is part of the application for the Library's Historical Landmark status and thus part of the protected building.

Tim distributed images of his stained glass art concept sketches to the Board for review. President Brendan Durrett expressed support for the concept and requested specific details and costs. Secretary Carolyn Flemming spoke in favor of his concept and said she thought the examples he provided were gorgeous. Vice President David Uwins was in favor of the idea but expressed reservations about the design being solely focused on Ray Bradbury, especially as there is a proposed Ray Bradbury mural from the South Pasadena Arts Council (SPARC) that could potentially be mounted on a nearby exterior wall. Secretary Flemming said the two projects would need to be compared to see if other themes or iconography could be included. Tim said some design options could be ready by the end of the summer. Director Fjeldsted said the project would have to go to the Cultural Heritage Commission if it is approved by the Library Board of Trustees and then would also need to go to the City Council for final approval. President Durrett said this topic will be an Action Item for the August Trustees meeting where the conceptual designs can be reviewed.

[Tim Carey left the Library Board of Trustees meeting at 7:44 p.m.]

ACTION ITEMS:

4. Request for Cancellation of July 11, 2018 Meeting Due to Lack of a Quorum

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board President Brendan Durrett, to cancel the July 11, 2018 Library Board of Trustees meeting due to a lack of a quorum.

AYES: Durrett, Flemming, Luedtke, Uwins
NOES: None
ABSENT: Jutzi
ABSTAIN: None

- 1. Request for Approval of Community Room Cancellation Policy** – Assistant Library Director Cathy Billings said the Community Room policy currently states there is a \$10 processing fee for cancellations, but no such fee is on the City Fee Schedule so it should be removed from the Community Room Policy. Assistant Director Billings explained that the City's Fee Schedule had not been updated in 9 years and therefore the newly approved Fee Schedule, which will take effect on July 1, includes across-the-board increases based on Consumer Price Index (CPI) increases over that period. In the 2018/19 Fiscal Year the City will conduct a Fee Study for the entire City, which will include a review of all Library fees. The recommendations made by the Library Board of Trustees sub-committee regarding changes to rates and fees for the Community Room will be taken into consideration at that time.

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Luther Luedtke, to approve the request to remove the fee for canceling reservations for the Community Room from the Community Room Policy of the Library Board of Trustees manual.

AYES: Durrett, Flemming, Luedtke, Uwins
NOES: None
ABSENT: Jutzi
ABSTAIN: None

- 2. Request for Approval of Library Card Policy** – Assistant Director Billings said the City’s Fee Schedule for the Library Card replacement fee is \$3 and the Library Board of Trustees manual lists it as \$2. Assistant Director Billings asked for this fee to be amended to \$3 in the Library Card Policy to be in sync with the City’s Fee Schedule.

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Vice President David Uwins, to approve the request to amend the Library Board of Trustees manual to reflect the City’s stated fee of \$3 for Library Card replacements.

AYES: Durrett, Flemming, Luedtke, Uwins
NOES: None
ABSENT: Jutzi
ABSTAIN: None

- 3. Request for Approval of Reproduction of Historic Photographs Policy Fee Changes** – Assistant Director Billings said the fee for reproducing historic photographs was raised in the new City Fee Schedule as follows: \$20/per photo for each intended use is now \$22; \$5/per reproduction for private use is now \$6; and the \$5 use of a negative is now \$6. Assistant Director Billings asked for these fees to be amended in the Policy for the Reproduction of Historic Photographs.

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Vice President David Uwins, to approve the request to increase the fees for the reproduction of historic photographs in the Library Board of Trustees manual to reflect the City’s stated fee increases.

AYES: Durrett, Flemming, Luedtke, Uwins
NOES: None
ABSENT: Jutzi
ABSTAIN: None

DISCUSSION ITEMS:

- 3. Library Budget for 2018/19** – Director Fjeldsted said the City Council approved the City Budget for Fiscal Year 2018/19 on June 7, 2018. The proposed Library Budget was approved in the amount of \$1,754,789, approximately a \$48K increase over the previous year’s budget. \$200K remains in a separate City fund for a future Library expansion.
- 4. 5 Year Capital Plan** – Vice President Uwins provided a spreadsheet he compiled as an example of how the Library’s Capital Improvement projects could be tracked. The list included each project’s name, estimated costs and the source of funding, priority ranking, status, and miscellaneous notes.

Secretary Flemming expressed support for Vice President Uwins' initiative. Trustee Uwins asked for a copy of a Capital Improvement Project comprehensive chart to be done for the next Library Board of Trustees meeting.

5. **Library Fee Update** – Assistant Director Billings informed the Board that the City adopted a Fee Schedule during the end of Fiscal Year 2017/18 and the policies listed in the Library Board of Trustees manual regarding the Community Room Cancellations, Library Card Fee Changes, and the Reproduction of Historic Photograph Fee Changes need to be updated. This was accomplished in the Action Items of this meeting.
6. **Library Foundation Possibilities** – President Durrett asked for this topic to be tabled until new Trustee Luther Luedtke becomes more familiar with the subject. Vice President Uwins asked for his proposed 5 Year Capital Plan document to be fleshed out with priorities identified and then distributed to the Friends. Director Fjeldsted added that they have already been given a copy of Interior Design Consultant Diane Lam's estimate of the costs for her makeover plan for the Library first floor entryway area.
7. **Library Maintenance of Effort for Measure L Funding** – Director Fjeldsted said that when Measure L was originally passed in 1994, it included a Maintenance of Effort (MOE) requirement for the Library Budget to be increased or decreased each year based on the LA area "All Urban Consumer" Annual Consumer Price Index figure. At times through the years the Trustees have asked if the MOE requirement is calculated based on the preceding year Library Budget comparison or on a comparison with the Library 1994 Budgeted amount. The most recent City Attorney legal interpretation stated that the Library's 1994 Budget is used for the calculation. Director Fjeldsted referred the Board to Section 2.89, Article 6 of the Municipal Code, for details about the Library Special Tax. Councilmember Mahmud said she would follow up.
8. **Order of Library Single Service Desk and Computer Workstation Furniture** – Assistant Director Billings said the City allocated \$60K in the 2017-18 Fiscal Year for the remodel of the Library's first floor, as called for in the Library Operations Study. Assistant Director Billings said a Library Staff Report will go before the City Council, asking for approval of a contract with Info-Com Business Systems, who would sell us the single service desk and 12 computer workstations.
9. **Digital Services Librarian Recruitment** – Assistant Director Billings is nearly finished with her draft of the job description. Interviews for the Part-Time Library Aide position will be conducted soon and HR is processing the job applications for the Full-Time Circulation Supervisor position.
10. **Ron Koertge, South Pasadena Poet Laureate** – Director Fjeldsted said California State Poet Laureate and South Pasadena resident Dana Gioia wrote a letter to the City Council to nominate Ron Koertge, a nationally-award winning writer, to be appointed South Pasadena's first Poet Laureate. The City Council approved the nomination. This will be publicized on the Library's brochure for South Pasadena authors and on the Library's website.
11. **Library 'California Listens' Digital Storytelling Project** – Director Fjeldsted said the Library received a grant from the State Library's California Listens Project. There will be a two-day workshop on 6/29/18 and 6/30/18 in the Community Room during which the signed-up participants will create 2-4 minute digital stories, mostly about the 710 Freeway Fight. The completed digital stories will be showcased at a future event in the Community Room.

12. **Draft Fundraising Letter for Estate Planning Attorneys** – Director Fjeldsted said that South Pasadena resident Sally Kilby had made the suggestion as a means of initiating the goals of a possible Library Foundation. Director Fjeldsted presented a draft letter to the Board. Vice President Uwins contributed his thoughts to clarify the letter’s language.

Vice President Uwins suggested removing the sentence from the first paragraph that says “The South Pasadena Public Library provides more direct service to community members than any other local government agency,” as he felt the letter should not mention other government agencies. Vice President Uwins thought the edits moving some sentences around would make it more effective by announcing the big numbers up front. The second paragraph should be “Every year, the Library accommodates more than 230,000 in-person visits during its seven-day-a-week open hours. It checks out more than 380,000 books, DVDs, CDs, and other materials each year, plus many computerized resources. More than 25,000 members of the public of all ages and backgrounds have active South Pasadena Library cards.” Vice President Uwins requested additional edits, including “The Friends Bookstore successfully continues as the last general bookseller in South Pasadena” and “The Library and the Friends also partner to present the annual Summer Reading Program for more than 2,000 young participants and also co-sponsor the Library’s Carnegie Stage concert performances for the City’s annual Eclectic Music Festival and gallery exhibits for the seasonal Arts Crawls.”

Councilmember Mahmud suggested including a link to the Library Operations Study. Secretary Flemming thought the Library’s accomplishments, as well as the information in the fourth and fifth paragraphs, should be bullet-pointed. Secretary Flemming asked for a statement to be included for a representative to offer to meet with any interested prospective donors to follow up. President Durrett suggested asking former Library Board Trustee Ed Pearson to review the document.

President Durrett approved of the letter going forward, with the suggested revisions, to the Friends for their next Board meeting.

13. **Restoration Concert Committee Proposed Summer 2019 Classical Music Festival** – Director Fjeldsted said there have not been any updates yet, but their activities related to their forthcoming proposal are moving along.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: President Durrett said the initiative by the TeaPAC political group that aims to repeal the Utility User Tax will be on the November ballot. If passed, the measure could have disastrous results for the Library Budget. Sally Kilby said the volunteer committee to oppose the initiative has members with campaign organization and social media expertise. Sally Kilby said the City’s annual loss of \$3-4 million in general funds would also greatly impact the Police Department and the Senior Center in addition to the Library. City Manager Stephanie DeWolfe will present information in July to staff and the City Council. The committee to combat the initiative rented the Library Community Room for a meeting on 7/10/18.

City Council Liaison: Councilmember Mahmud said the language in the Ordinance for the Measure L Maintenance of Effort Funds was last updated in 2009. Councilmember Mahmud said it may be possible the City Council could modify the ordinance as it appears there could be some potential legal issues to resolve.

Friends Representative: Friends Board President Kristen Dubé said the Friends Board will have their Board meeting next week and will have their annual retreat in August. The Friends Board will resume their regular schedule in September.

Trustee Liaison to Friends: Vice President Uwins said Kay Rosser's presentation about the Restoration Concert Committee's proposed Summer Concert Series at the Friends Board meeting on 5/17/18 was well received. Friends Board Vice President David Lasell said it might be worthwhile to notify donors that only the interest income earned from the endowments where contributions are made are allowed to be spent. The membership drive is slightly behind where it was this time last year and the Friends will draft an email to their donor base. The City's process of requiring Live-Scan fingerprint background checks was also discussed, as the duration of the process can be a deterrent. Assistant Director Billings said fingerprinting for prospective volunteers has become standard practice as government agencies need to manage risk, but she will look into how to expedite the process. Councilmember Mahmud said she would discuss this with the City Manager, Stephanie DeWolfe.

Assistant Library Director:

- Assistant Director Billings distributed one of the book lists for the Summer Reading Program and thanked the Friends for their continued support. Assistant Director Billings said participants sign up and get a coupon for a free book from the Friends Bookstore. 50 teen volunteers assist Public Services Manager Maida Wong with the various programs, developing their professional experience while serving their peers and younger children. Approximately 1,000 participants have signed up so far.
- Assistant Director Billings said an Adult Summer Reading Program will be conducted this year called "Blind Date with a Book." Books will be wrapped in brown paper with a personal ad attached describing it. Patrons will be encouraged to review their books.

Director of Library, Arts & Culture:

- Director Fjeldsted said Laurie Wheeler, Director of the South Pasadena Chamber of Commerce, made a presentation to the City Council about the success of this year's Eclectic Music Festival, as it was much larger with bigger audiences than previous years. The City Council approved \$22K in Business Improvement Tax funds for next year's Eclectic Music Festival. The Eclectic Music Festival Planning committee has begun meeting to plan for next year. The Library may reduce its Carnegie Stage lineup to 3 performers with the concert starting earlier in the afternoon.
- Consideration for the Library Park's "Library Tree" Moreton Bay Fig added to the City's Historical Landmark Register will soon go before the Cultural Heritage Commission. Final approval would need to come from the City Council.
- The Library's Author Night with Dr. Bruce Solheim's "Ali's Bees" on 6/7/18 was a success. The event included college aged actors performing selected scenes from the book, a representative from a Muslim organization, and a honeybee scientist from Citrus College. Studio Spectrum filmed the event and it will be available on Channel 19 on 6/21/18.
- The award-winning documentary "Tyrus," the story of 106 year-old Chinese-American pioneer artist Tyrus Wong, was screened by the Library in partnership with the South Pasadena Chinese-American Club on 5/31/18. The event featured music by Calvin Joe and a Q&A with filmmaker Pamela Tom. Two of Tyrus Wong's daughters were able to attend and reproductions of his artwork were displayed. Tyrus Wong's family will donate a coffee table book of Tyrus Wong's artwork to the Library.
- The Kiwanis Club and the Institute for the Re-Design of Learning have recently donated funds to the Friends for the purchase of books on Autism and related disorders for the Library's Raising Abilities Collection.

NEW BUSINESS: Trustee Alan Jutzi will not be in attendance for the 8/9/18 Library Board of Trustees meetings.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, August 9, 2018 at 7:00 p.m. in the Ray Bradbury Conference Room.

ADJOURNMENT: The regular meeting of June 14, 2018 was adjourned at 9:34 p.m.

Minutes approved _____ as written.

Minutes approved X as corrected.

 Brian L. Dwyer
President