



**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**October 11, 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 October 11, 2018 at 7:01 p.m.

**IN ATTENDANCE:**

Trustees Present  
Brendan Durrett  
Carolyn Flemming  
Alan Jutzi  
David Uwins

Also Present  
Councilmember Diana Mahmud  
Kristen Dubé, Friends Board President  
Tim Carey, Tim Carey Studio  
Kathryn Hutson, Sisters in Crime  
Steve Fjeldsted, Director of Library, Arts & Culture  
Cathy Billings, Assistant Library Director  
Sean Faye, Administrative Secretary

**EXCUSED:** Trustee Luther Luedtke

**MINUTES:** The minutes of the Regular Meeting of September 13, 2018 were reviewed. Secretary Carolyn Flemming asked to amend her statement for the second paragraph of Discussion Item #9. - MSC: Alan Jutzi/Brendan Durrett – all approved, as amended.

**PUBLIC COMMENTS:**

**ACTION ITEM:**

1. **Request for Approval of Fundraising by Sisters in Crime in their Community Room Holiday Meeting on December 2, 2018** – Kathryn Hutson of the Sisters in Crime requested permission to accept donations at their holiday party on 12/2/18 in the Library Community Room. All proceeds would go to WriteGirl, a non-profit that mentors teenage girls in creative writing. Library Director Steve Fjeldsted said the Sisters in Crime have been very supportive of the Library for true crime and mystery Author Nights.

**Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Alan Jutzi, to approve the request for the Sisters in Crime fundraising event in the Community Room for their holiday meeting on December 2, 2018.**

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

[Kathryn Hutson left the Library Board of Trustees meeting at 7:06 p.m.]

**DISCUSSION ITEM:**

3. **Proposed stained glass window preliminary design drawings by Tim Carey for Ray Bradbury Conference Room** – Tim Carey distributed a report with his thoughts and research for the proposed stained glass window project, including preliminary design concept drawings. Tim based his conceptual sketches on the life and stories of Ray Bradbury. Tim will donate his designs for the project. If approved, Judson Studios will fabricate the stained glass windows. The total cost of the fabrication and installation is estimated to be \$24K and would take 6-8 weeks to complete. Tim stated a 25% deposit would be needed to begin fabrication.

Councilmember Diana Mahmud said the Library Board would first have to approve the project. Then it would go before the Cultural Heritage Commission as a courtesy, since their formal approval is not required. City Council would have final approval.

President Brendan Durrett asked for an Action Item for the 11/8/18 Trustees meeting to request approval for the Library Board of Trustees to pay the 25% deposit from the Romine and Mullen Estate Funds, \$6K, to initiate the project.

Vice President David Uwins mentioned several suggestions for fundraising for the project: an evening at Judson Studios, an Author Night in the Community Room that sells copies of the “Resurrection Window” book with a portion of the proceeds donated to the Friends, auction of bottles of Dandelion Wine, auctioning donated Ray Bradbury-themed items, and/or an event to tie into the centennial birthday of Ray Bradbury on 8/22/20.

[Tim Carey left the Library Board of Trustees meeting at 7:40 p.m.]

#### **ACTION ITEM:**

2. **Request for Approval to open Library at 2 p.m. on December 11, 2018 to allow staff to attend the City Holiday Luncheon** – Director Fjeldsted asked to amend the Action Item to change the time the Library would open on 12/11/18 from 2:00 p.m. to 3:00 p.m.

**Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Alan Jutzi, to approve the request to open the Library at 3:00 p.m. on December 11, 2018 to allow staff to attend the City Holiday Luncheon.**

<b>AYES:</b>	<b>Durrett, Flemming, Jutzi, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Luedtke</b>
<b>ABSTAIN:</b>	<b>None</b>

#### **DISCUSSION ITEMS:**

1. **Possible date(s) for Unveiling/Photo Op with Mayor or City Council Rep(s)., Trustees, John August Swanson, and donor Andy Lippman for “Tales of Hoffmann” serigraph installation in Library** – Director Fjeldsted said the artist John August Swanson and donor Andy Lippman could possibly make themselves available for the unveiling of the “Tales of Hoffmann” serigraph. Library staff will determine where it will hang.
2. **Wording and Proposed Plaque Design for “Tales of Hoffmann” serigraph** – Director Fjeldsted has been in contact with Mission Framing to develop a 5”x7” plaque to identify the title of the

serigraph, John August Swanson as the artist, and Former Library Trustee Andy Lippman as the donor.

4. **Author Night with David Judson and Tim Carey on Thursday, November 15 at 7:00 p.m. on their “Resurrection Window”** – David Judson and Tim Carey will appear for an Author Night on 11/15/18 at 7:00 p.m. for their book about the “Resurrection Window,” the world’s largest stained glass window created for the Church of the Resurrection in Leawood, Kansas.
5. **Library ‘California Listens’ Digital Storytelling Project** – The finishing touches are being made to the digital stories about the 710 Freeway Fight. 25 libraries in the state of California will participate in their own digital story projects for the ‘California Listens’ Project in 2019. Director Fjeldsted will coordinate a date in 2019 to screen the digital stories and honor the 710 Freeway Fighters in the Community Room.
6. **“Library Tree” nomination for inclusion on the South Pasadena Historical Landmark Register** – This is on the agenda for the next Cultural Heritage Commission meeting and pending approval will go before the City Council. Publicity about the history and importance of the “Library Tree” will be forthcoming.
7. **Digital Services and Local History Librarian Openings** – Public Services Manager Maida Wong has created the requisition for these positions, which needs to be approved by the Department Head and HR Director before the jobs can be posted.
8. **Library Foundation Formation** – Trustee Alan Jutzi met with Restoration Concert Committee (RCC) Co-Chair Kay Rosser to discuss how the RCC operates under the organizational umbrella of the Friends of the South Pasadena Public Library. The evolution of the RCC was gradual but it is now a sophisticated operation capable of managing large sums of money. Trustee Jutzi expressed concern about the Friends bearing the fiduciary responsibility for the proposed Library Foundation.

Trustee Jutzi suggested establishing an adjunct, unincorporated committee or group made up of Friends, Trustees, and other individuals. The committee would report to the Trustees and the Friends. Councilmember Mahmud suggested the Friends establish a sub-committee like the RCC, populated by no more than 2 Trustees and appropriate members of the community.

Director Fjeldsted said the City Attorney would need to be consulted and that he would need to get back to Fundraising Consultant Cindy Chan on whether she would be involved, as she has been attending meetings on the proposed Library Foundation for years. Friends Board President Kristen Dubé said she would discuss this at the next Friends Board meeting, as the Friends would need to give formal authorization. This will be a Discussion item for the 11/8/18 Library Board of Trustees meeting.

9. **Library “Teen Advisory Board” and Teen Read Week activity in Community Room on November 12** – Assistant Director Billings said there has been a good response to the launch of a Teen Advisory Board for the Library. 19 teens participated in an anime workshop for “Teen Read Week” on October 10<sup>th</sup>.
10. **Fundraising Letter Draft for Estate Planning Attorneys** – This is on the agenda for the next Friends Board meeting.

11. **Current picture(s) of Library Board of Trustees for website and Library entryway** – This will be tabled until the 11/8/18 Library Board of Trustees meeting.
12. **Library Board of Trustees 2018 Annual Report due to City Clerk’s Office by 5:00 p.m. on November 5, 2018** – The City Clerk’s Office postponed the deadline for Commission and Board annual reports until 11/26/18. It will be a Discussion Item for the 11/8/18 Library Board of Trustees meeting.
13. **Pasadena Weekly October 4 “Reader Recommended” “Best Library” Recognition of South Pasadena Public Library** – Director Fjeldsted said Mari Martinez of the *Pasadena Weekly* informed him the South Pasadena Public Library will be recognized as “Best Library” in their “Best of Pasadena” issue.
14. **“Little Women Meets Frankenstein: A Monster Mashup” in Community Room from October 20-October 31** – There will be a gallery exhibition in the Community Room to celebrate the 200<sup>th</sup> anniversary of “Frankenstein” and the 150<sup>th</sup> anniversary of “Little Women.” The works of 11 artists will be displayed and there will be a series of related programs, including an artist talk, a Living History performance about Louisa May Alcott, a screening of “The Bride of Frankenstein,” and a talk by the curator.
15. **City Employee/Library staff Halloween Costume Contest on October 31, 2018 at 1:30 p.m.** – City Manager Stephanie DeWolfe has requested all departments dress in group costumes for Halloween. There will be costume contest judged by City Council members that afternoon at the Fire Department. Library staff members will be dressed as characters from books.
16. **Author Night with Steve Hodel “Black Dahlia Avenger 3” on November 1 at 7:00 p.m.** – Steve Hodel will return to the Library on 11/1/18 for an Author Night on his new book, “Black Dahlia Avenger 3.” A chapter was added that will present new evidence about the Black Dahlia murder. The *South Pasadenan* will help publicize the event.

## **CORRESPONDENCE AND COMMUNICATIONS:**

### **REPORTS:**

**Board President:** None to report.

**City Council Liaison (Diana Mahmud):** The November 21<sup>st</sup> City Council meeting is cancelled because it is the day before Thanksgiving.

**Friends Representative (Kristen Dubé):** The Friends’ letter opposing Measure N has been submitted to the *South Pasadena Review*. The volunteer position for Outreach and Marketing will be added to the Friends Board roster for the purpose of fundraising. The Friends will no longer solicit donations to the endowed Book and Technology funds. Instead, donations will be requested for unrestricted funds. The Bylaws cannot be amended to allow the FOL to spend the principal of the endowed funds.

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

**Assistant Library Director (Cathy Billings):**

- The new Library catalog has been launched. It is much more user-friendly, patrons can update their pin numbers, and it integrates eBooks and eAudiobooks.

- Support Services Manager Barbara Posner has enabled email notifications. Patrons now receive due date reminders. Library staff at the Reference and Circulation Desks will begin acquiring email addresses for patrons to expand the database. More research will be needed to send emails about book fines and hold notifications.
- Final interviews for the Circulation Supervisor position were held this week and there are two good candidates.
- Assistant Director Billings met with representatives from Public Works, the furniture vendor, and the data and electrical vendor to discuss the single-point-of-service desk for the Library's first floor. The new desk is expected to be installed in January.
- Assistant Director Billings attended the first meeting of the Homelessness Committee and found it very helpful to hear how other departments are handling this issue.

**Director of Library, Arts & Culture (Steve Fjeldsted):**

- There have been more police walk-thrus of the Library in the last few months. Director Fjeldsted and Assistant Director Billings met with Interim Police Chief Brian Solinsky and Sergeant Shannon Robledo to emphasize the importance the walk-thrus as a preventive community policing measure.
- Ray Bradbury's "It Came From Outer Space" will be screened on the large, film festival-sized screen in the Library Community Room on 10/18/18 at 7:00 p.m. Director Fjeldsted is writing a grant to the Living History Centre to present Emmy-award winning actor Bill Oberst, Jr. as Ray Bradbury in a one-man show in March 2019. Ray Bradbury's family has already officially authorized the Oberst character performance after he connected with them after appearing here. This program could possibly be filmed for airing on Channel 19.
- Director Fjeldsted submitted an article to the *South Pasadena Review* about David Marchant, a friend and associate of Ray Bradbury who has donated many rare Bradbury materials for the Library's collection that is housed in the Ray Bradbury Conference Room.
- If the LA Dodgers win the World Series this year the Library will coordinate a celebration here.
- Director Fjeldsted is planning an event for Jackie Robinson's 100<sup>th</sup> anniversary celebration for 1/31/19, the night before Black History Month begins.
- Director Fjeldsted and Assistant Director Billings presented an update on the meeting of the goals of the Library Operations Study to the City Council. 40 of the 56 recommendations have been completed or are in progress. An article will be posted on the Library website and sent to local media.

**NEW BUSINESS:** Councilmember Mahmud requested that Board member comments be added to meeting agendas going forward.

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, November 8, 2018 at 7:00 p.m. in the Ray Bradbury Conference Room.

**ADJOURNMENT:** The regular meeting of October 11, 2018 was adjourned at 9:27 p.m.

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

  
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President