South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
November 8, 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 November 8, 2018 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present	Also Present
Brendan Durrett	Councilmember Diana Mahmud
Carolyn Flemming	Sally Kilby, South Pasadena Resident
Alan Jutzi	Brandon Samson, L.A. Clarinet Choir
David Uwins	Tim Carey, Tim Carey Studio
Luther Luedtke	Howard Spector, CEO - SPARC
	Dean Serwin, SPARC Representative
	Steve Fjeldsted, Director of Library, Arts & Culture
	Cathy Billings, Assistant Library Director

EXCUSED: Administrative Secretary Sean Faye

MINUTES: The minutes of the Regular Meeting of October 11, 2018 were reviewed. **MSC: David Uwins/Alan Jutzi– all approved.**

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Request for approval for L.A. Clarinet Choir to conduct a free public concert in the Library Community Room on April 13, 2019 for the local nonprofit rate of $28 and to ask for donations during the event. LACC will be represented by Board member, Brandon Samson** – Brandon Samson, Board member of the L.A. Clarinet Choir, requested permission to accept donations at their free public concert on 4/13/19 in the Library Community Room. All proceeds would be matched by their grant from the Los Angeles County Arts Commission and could go towards supporting the L.A. Clarinet Choir's school and community outreach. Brandon also requested the L.A. Clarinet Choir be charged the local nonprofit rate of $28. Library Director Steve Fjeldsted said the L.A. Clarinet Choir has performed to enthusiastic audiences for the Library's Carnegie Stage Concert during the Eclectic Music Festival several times.

   Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board President Brendan Durrett, to approve the request for the L.A. Clarinet Choir to be able to conduct a free public concert in the Library Community Room on April 13, 2019 for the local nonprofit rate of $28 and to ask for donations during the event.

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

[Brandon Samson left the Library Board of Trustees meeting at 7:08 p.m.]

2. **Request for approval of budget, design, and fundraising plan of proposed triptych stained glass window for Library Ray Bradbury Conference Room by Tim Carey of Tim Carey Studio** – The Friends will accept funds raised from sales of "The Resurrection Window" book by Judson Studios at the 11/15/18 Author Night in the Library Community Room. The money raised would go towards the stained glass window project for the Ray Bradbury Conference Room. Library Director Steve Fjeldsted said the additional fundraising for the project could be conducted in a similar way to the Library Exterior Beautification Project. The project's proposed cost of $24K is good for 180 days from the date of the Tim Carey Studio proposal. Director Fjeldsted said the Bradbury family is strongly in favor of the proposed Ray Bradbury stained glass window.

   Director Fjeldsted reported that Planning Director David Bergman said this project would have to go before the Cultural Heritage Commission for formal approval. It would also need to be approved by the City Council.

   Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Luther Luedtke, to approve the request for the $24,000 budget quoted for six months, the preliminary design, and the fundraising plan for the proposed triptych stained glass window for the Library Ray Bradbury Conference Room by Tim Carey of Tim Carey Studio.

   Councilmember Diana Mahmud expressed concern about voting for the project's budget without having the proposal at the meeting. The proposal, including budget details, was distributed by Director Fjeldsted.

   Motion amended by Library Board Secretary Carolyn Flemming, seconded by Library Board Vice President David Uwins, to approve the proposal dated 11/7/18 for the budget of $24,000, the preliminary design, and the fundraising plan for the proposed triptych stained glass window for the Library Ray Bradbury Conference Room by Tim Carey of Tim Carey Studio and appropriate $6,000 from either the Library Mullen or Romine Estate Funds to be allocated for the stained glass window project.

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

3. **Request for Approval of $6,000 from either the Library Mullen or Romine Estate Funds to be allocated for the Ray Bradbury Conference Room stained glass window project** – see Action Item #2.

   [Tim Carey left the Library Board of Trustees meeting at 7:39 p.m.]

4. **Request for Approval for the South Pasadena Arts Council (SPARC) to move forward in developing a proposal for the Ray Bradbury mural project at the Library which would include a recommended timeline, budget, fundraising plan, artist selection process, and location. The proposal will be presented as an Action Item to the Library Board of Trustees at a future meeting. Howard Spector and Dean Serwin will represent SPARC** – Howard Spector, CEO of the South Pasadena Arts Council (SPARC), distributed a mock-up showing a mural on an east-facing wall facing Diamond Street. Howard reported that City Film Liaison Joan Aguado said the mural would not be an issue for potential filming in South Pasadena. The neighbors on Diamond Street have expressed enthusiasm for the project. Howard said that, if

approved, the project would be completed in time to coincide with Ray Bradbury's Centennial birthday on August 22, 2020. The project is estimated to cost between $50 -$100K and SPARC would do the fundraising. The approximate size will be 10'x35' and the mural would be removable.

Vice President David Uwins thought that the mural should be more inclusive of the Library and community rather than be entirely dedicated to Ray Bradbury. It should harmonize with the Library Park. Other options, such as sculptured plaques, tiles and quotations, should be considered for the wall that could possibly be added over time – a living wall. Landscaping and lighting also needs to be included. President Brendan Durrett said he would like to serve on the sub-committee for the Bradbury mural.

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Trustee Luther Luedtke, to approve the South Pasadena Arts Council to move forward in developing a proposal for the Ray Bradbury inspired mural project, which will include a recommended timeline, budget, fundraising plan, artist selection process, and location. The proposal will be presented as an Action Item to the Library Board of Trustees at a future meeting.

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

[Howard Spector and Dean Serwin left the Library Board of Trustees meeting at 8:30 p.m.]

DISCUSSION ITEMS:

1. **Proposed Stained Glass Window for the Ray Bradbury Conference Room** – Director Fjeldsted clarified that the window Tim Carey proposed is not traditional stained glass, but rather a type called fusion glass, developed by Narcissus Quagliata, one of the creators of "The Resurrection Window."

2. **Author Night with Tim Carey, Narcissus Quagliata, and David Judson on "The Resurrection Window" on November 15 at 7 p.m.** – "The Resurrection Window" is the world's largest stained glass window and was crafted in South Pasadena. The principal creators will present an Author Night in the Library Community Room on 11/15/18.

3. **Current picture(s) of Library Board of Trustees for City website and Library entryway** – Tabled to a future Trustees meeting.

4. **Library Board of Trustees 2018 Annual Report – Special Event in 2019 to Honor the Work of all Boards and Commissions** – An event to honor those serving on all Boards and Commissions is tentatively scheduled for 2/28/19. Annual reports from all the groups will be presented at the event. Reports will also be a consent item on a City Council agenda. In the future, annual reports will be drafted by Department Heads. President Durrett distributed a draft of the 2017-18 Annual Report of the Library Board of Trustees, which will be completed by the Library Director.

5. **Library 'California Listens' Digital Storytelling Project** – The digital stories about the 710 Freeway Fight developed by the attendees of the Library's 'California Listens' workshop utilizing

a grant from the California State Library are finished. These stories will be presented at a public celebration in the Library Community Room before they are uploaded to the Library's website. This event is tentatively scheduled for 1/24/19.

6. **Digital Services and Local History Librarian Openings** – The recruitment for the Digital Services position was postponed until after the 11/6/18 election. The requisition for the Local History Librarian position has been submitted.

7. **"Library Tree" nomination for approval for the South Pasadena Historical Landmark Register at the City Council Meeting on December 5 and related celebration** – There will be a ceremony to commemorate the Library Tree's induction into the South Pasadena Historical Landmark Register in January 2019. Director Fjeldsted said he will prepare draft wording for a plaque for the Library Tree for the 12/13/18 Trustees meeting.

8. **Plaque and Unveiling/Photo Op for "Tales of Hoffmann" serigraph donated by Former Trustee Andy Lippman** – Library staff will determine the location of the "Tales of Hoffmann" serigraph on the Library's first floor. The serigraph could be installed in January, along with the single-point-of-service desk. Director Fjeldsted ordered a plaque from Mission Framing. A date will be set in 2019 for the unveiling/photo op.

9. **Outcome of Measure N in November 6 Election** – Measure N, the repeal of the UUT, was significantly defeated, 78.71% to 21.29%.

10. **Screening of "Best F(r)iends" with Greg Sestero, South Pasadena actor and author on November 29 at 7 p.m.** – Greg Sestero's new film "Best F(r)iends" will be screened in the Library Community Room on 11/29/18. There will be special guests and Greg will either appear in person or submit a pre-taped introduction. The Library's screening of one of Greg's other films, "The Disaster Artist," drew a large audience, which included many in their 20s and 30s.

11. **Formation of Library Foundation** – At the 10/11/18 Trustees meeting it was discussed that the Library Foundation organizational structure would follow the model of the Restoration Concert Committee and operate as a sub-committee under the umbrella of the Friends. A proposal will be developed to present to the Friends Board.

12. **Library Board of Trustees Meetings to be conducted in Council Chambers beginning in 2019** - Stephanie DeWolfe, the City Manager, has requested all Board and Commission meetings take place in Council Chambers at City Hall beginning in 2019. Council Chambers has recording software to document and archive meetings. President Durrett would prefer to keep the Library Board of Trustees meetings at the Library since features of the building itself are often topics of discussion. Councilmember Diana Mahmud said she would discuss this concern with the City Manager.

13. **Friends Travel Posters from Storage Unit** – The Friends own travel posters from the 1930s that hung in the Library from the 1980s to 2007 when they were professionally boxed and placed in the Library's storage unit. The posters were appraised by Patrick Ela, an expert from Altadena who wrote a pro bono 31 page appraisal. At Patrick's suggestion, 10 of the posters were consigned to International Poster Gallery in Boston, which has sold many of them. Three more posters were recently discovered in the Library's storage unit. The posters could again be sent to the International Poster Gallery, with proceeds to go to the Friends. Trustee Alan Jutzi suggested the Moran Gallery in Monrovia also be contacted.

BOARD MEMBER COMMUNICATIONS: Secretary Carolyn Flemming's term on the Library Board will end in December. She will not renew her term.

CORRESPONDENCE AND COMMUNICATIONS: South Pasadena resident Sally Kilby said she recently met with a South Pasadena resident, who previously served as the Development Director of Foundation Relations for the Library Foundation of Los Angeles. Sally Kilby will approach her to ask if she would like to apply to the proposed South Pasadena Library Foundation Board.

REPORTS:

Board President (Brendan Durrett): Brendan Durrett's term as President of the Library Board of Trustees will end this December. President Durrett asked to convene a sub-committee to nominate the 2019 officers of President, Vice President, and Secretary at the 12/13/18 Trustees meeting.

City Council Liaison (Diana Mahmud): None to report.

Friends Representative: None to report.

Trustee Liaison to Friends (Vice President David Uwins): The Friends Board has provided the fundraising letter drafted by Sally Kilby and the Library Director that contains edits from the Library Board for their use. The Friends have also been provided the mailing list of attorneys in the area who work on estate planning with their clients. As discussed at Library Board meetings, the letter could stimulate donations to support the Library's unfunded projects.

Assistant Library Director (Cathy Billings):

- Passport applications and appointments are being handled by Assistant Library Director Cathy Billings, Administrative Secretary Sean Faye and Part-Time Library Clerk II Ann Palmer. The Library became a passport acceptance facility in June 2018 and net proceeds to date are approximately $7,500. The Budget goal is $20,000 for Fiscal Year 2018-19. The Library intends to use proceeds to cover the wages of the part-time clerk.

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

- Judson Studios will be asked if they would like to donate additional copies of "The Resurrection Window" book to be sold in the Friends Bookstore.
- David Marchant, a friend of Ray Bradbury's, has donated over 100 rare Bradbury items to the Library. David recently donated 6 UK Argosy magazines, a pulp publication from the 1950s. Each contains a Ray Bradbury story.
- The Winter Arts Crawl will be on 2/16/19. The Library will present filmmaker John Scheinfeld and his documentary about jazz saxophonist John Coltrane, "Chasing Trane." Musician and former South Pasadena resident Mark Hatch will perform with his jazz combo.
- The 11/1/18 Steve Hodel Library Author Night debuting his "Black Dahlia Avenger III" was a front page story in the *South Pasadena Review.*

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, December 13, 2018 at 7:00 p.m. in the Ray Bradbury Conference Room.

ADJOURNMENT: The regular meeting of November 8, 2018 was adjourned at 9:40 p.m.

Minutes approved ____X_____as written.
Minutes approved _____as corrected.

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President