



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
December 13, 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 December 13, 2018 at 7:03 p.m.

IN ATTENDANCE:

Trustees Present

Brendan Durrett
Carolyn Flemming
Alan Jutzi
Luther Luedtke
David Uwins

Also Present

Councilmember Diana Mahmud
Sally Kilby, South Pasadena Resident
Sharon Mizota, South Pasadena Resident
Steve Fjeldsted, Director of Library, Arts &
Culture
Cathy Billings, Assistant Library Director
Administrative Secretary Sean Faye

MINUTES: The minutes of the Regular Meeting of November 8, 2018 were reviewed. Vice President David Uwins requested to clarify his statement about the proposed Ray Bradbury mural for Discussion Item #3. Trustee Alan Jutzi requested to clarify his statement regarding the formation of a Library Foundation for Discussion Item #11. **MSC: Carolyn Flemming/Brendan Durrett – all approved, as amended.**

PUBLIC COMMENTS: South Pasadena Resident Sally Kilby distributed a flyer for the South Pasadena Tournament of Roses annual Crunch Party, one of the major fundraising activities for their float. The evening will include dinner, a drawing, and a silent auction. The Mayor will announce the recipients of the 2018 Image Award for persons who have enhanced the image of South Pasadena.

ACTION ITEMS:

1. **Request for Approval of Library Board of Trustees Meeting Schedule for 2019**

Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Vice President David Uwins, to approve the Library Board of Trustees Meeting Schedule for 2019 as written.

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

2. **Request for Approval of Date and Time for Volunteer Recognition Luncheon in 2019**

Motion by Library Board Secretary Carolyn Flemming, seconded by Library Board Vice President David Uwins, to approve Friday, April 12, 2019 as the first choice and Friday, April 5, 2019 as the second choice for the date of the Volunteer Recognition Luncheon.

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

ABSTAIN: None

Trustee Jutzi suggested Charles Johnson of the Ventura Historical Society as the Keynote speaker for the Volunteer Recognition Luncheon. The theme could be “Women Involved in Books” with Charlie speaking about Alice Millard, a great bookseller who got her start in South Pasadena in 1905. This will be a Discussion Item for the 1/10/19 Trustees meeting.

3. **Request for Approval of City/Library Closures for 2019**

Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Trustee Luther Luedtke, to approve the dates for Library Closures for 2019.

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

Councilmember Diana Mahmud asked that this be brought before the Board again if the Public Service Employees’ Association Memoranda of Understanding (MOU) provisions change in the next Fiscal Year.

4. **Request for Approval to Propose “21st Century Committee for the Library” as a new fundraising group under the Friends of the Library Organizational Structure** – Fundraising Consultant Cindy Chan was paid an honorarium of \$100 from the Romine Estate Trust fund to attend a meeting of the Library Foundation Subcommittee. The Friends of the Library bylaws regarding the raising and disbursement of funds for major library projects were reviewed. The Library Foundation Subcommittee agreed that a major new fundraising committee should be organized like the Restoration Concert Committee, working independently but still reporting to the Friends.

The Library Foundation Subcommittee will continue to work to identify potential members, formulate strategies, practices, and projects and endeavor to address the needs of the Library. The Library Director and the Library Foundation Subcommittee will meet with the new Friends Board President and the Chief Financial Officer to flesh out the details.

The new committee will be named the “21st Century Committee for the Library,” which suggests permanence and growth. The first two projects that the committee will raise funds for are the Ray Bradbury Stained Glass window and the makeover of the Library’s first floor. The Ray Bradbury Stained Glass window project is already 25% funded and a request for funds has been sent to the Friends.

The “21st Century Committee for the Library” proposal will be presented at the Friends of the Library meeting on 1/17/19 for approval. The Library Foundation Subcommittee will disband once the Library Foundation, now renamed the 21st Century Committee, is established with some new leadership and membership.

Motion by Library Board Trustee Luther Luedtke, seconded by Library Board Trustee Alan Jutzi, to approve the proposal for the “21st Century Committee for the Library” to be a new fundraising group under the Friends of the Library Organizational Structure.

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

5. **Request for Approval of Proposal from Cindy Chan on her services and compensation to help “21st Century Committee for the Library” to get started once it is established –**
Fundraising Consultant Cindy Chan would be paid \$100/hour to initiate the development and operations of the 21st Century Committee for the Library. If approved by the Library Board of Trustees, Cindy would be paid from the Romine Estate Trust funds. Vice President Uwins asked that the expectations for Cindy Chan’s services be clearly communicated, including who she would report to and take direction from. Trustee Jutzi said a maximum of \$4K for 40 hours of work should be allocated for Cindy’s services. Councilmember Mahmud asked that a written agreement be drafted to identify the scope of Cindy’s work and clarify her expenses.

Cindy Chan would provide consulting in the areas of committee formation, strategic planning, operational structure, donor development and relations, prospect identification and cultivation, and capital campaign recommendations.

Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Secretary Carolyn Flemming, to approve the proposal to engage Cindy Chan’s services and compensation to help launch and implement the “21st Century Committee for the Library,” in an amount not to exceed \$4K from the Romine Estate Trust Fund.

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

DISCUSSION ITEMS:

1. **Ray Bradbury Stained Glass Window for Ray Bradbury Conference Room –** Copyright issues related to the proposed design for Tim Carey’s Ray Bradbury Stained Glass Window have been researched and resolved.

Orville Hoag, a South Pasadena realtor, would like to help raise money for the project. Abel Salas, the publisher of the Latino Literary Annual “Huizache,” will be asked for his interest in contributing to the project.

After it has been approved by the Library Board of Trustees, Tim Carey’s design must be approved by the Cultural Heritage Commission, the newly developed Public Arts Commission, and the City Council.

2. **Wording for plaque for “Library Tree,” South Pasadena Historical Landmark #55 –** The “Library Tree” will be #55 on the South Pasadena Historical Landmark Register. Upon approval by the City Council on 12/19/18, a standard landmark plaque could be supplemented by an additional plaque. A celebratory event will be conducted in the Library Park in January or February 2019.

3. **Recent Donations to Library Ray Bradbury Special Collection** – Director Fjeldsted presented a valuable, autographed miniature Ray Bradbury book, “The Climate of Palettes,” donated by John Selmer of Santa Fe Crafts. It will be displayed in a shadow box in the Ray Bradbury Conference Room with two transcribed poems from the book in frames beneath it. David Marchant and Robert Kerr, two friends of Ray Bradbury, have continued to donate additional rare Ray Bradbury related books, magazines and posters.
4. **Library Celebration for Jackie Robinson Centennial on January 31, 2019 at 7 p.m.** – “The Jackie Robinson Story” will be screened on 1/31/19 at 7 p.m. for his centennial with guest speakers.

[Sharon Mizota left the Library Board of Trustees meeting at 8:27 p.m.]

5. **Current picture(s) of Library Board of Trustees for website and Library entryway** - Tabled to a future Trustees meeting.
6. **Library Board of Trustees 2018 Annual Report** – The LBT Annual Report for 2017-18 has been submitted. Director Fjeldsted incorporated comments from Secretary Flemming, based on the draft presented by President Durrett. The event for all City board members and commissioners has not been scheduled yet.
7. **Library ‘California Listens’ Digital Storytelling Project on the Freeway Fighters** – The digital stories about the 710 Freeway Fighters have been completed and an event with special guests, including musician Brad Colerick and some journalists to help tell the story, is being planned. Councilmember Mahmud said the final Environment Impact Report from Caltrans will be issued in January and suggested scheduling the event in February 2019 or later.
8. **Digital Services and Local History Librarian Openings** – The Local History Librarian job description has been revised. The Digital Services Librarian job description is being developed.
9. **Nominating Committee for 2019 Library Board Officers** – Brendan Durrett’s term as President of the Library Board of Trustees will conclude at the end of 2018. A new President, Vice President, and Secretary will need to be selected for the Library Board of Trustees for 2019. This will be an Action Item for the 1/10/19 Trustees meeting.
10. **5-year Term Agreement with SirsiDynix for Symphony Software as a Service (SaaS) Integrated Library System Products and Services** – A 5-year agreement with library systems vendor SirsiDynix will go before City Council on 12/19/18 for approval. The new agreement addresses the current database with the Library’s patron and bibliographic information, which is becoming obsolete, as well as the need for a mobile library app. With the agreement, data and software will be maintained at an offsite SirsiDynix location, eliminating the need for hardware onsite. This will free up staff time and make software upgrades seamless. The agreement also includes BlueCloud Mobile, SirsiDynix’s new library app.

BOARD MEMBER COMMUNICATIONS:

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President (Brendan Durrett): None to report

City Council Liaison (Diana Mahmud): Councilmember Mahmud said all Board and Commission meetings will be held in 2019 in the City Council Chambers so that meetings can be recorded. Recordings will be available to the public and will include bookmarks for easily accessing individual agenda items. President Durrett and Trustee Jutzi expressed reservations about the change in location. Councilmember Mahmud suggested the Trustees email the City Manager with their concerns.

Councilmember Mahmud praised outgoing Secretary Carolyn Flemming's professional expertise as a member of the Library Board of Trustees. Carolyn Flemming said she will continue to volunteer at the Library when her term on the Library Board of Trustees ends on 12/31/18.

Friends Representative: None to report.

Trustee Liaison to Friends (Carolyn Flemming): None to report.

Assistant Library Director (Cathy Billings):

- New Circulation Supervisor Darryl Grama previously worked for the Beverly Hills Public Library and is doing well in his Circulation Supervisor position at the South Pasadena Public Library. Darryl brings a new skill set to the position.
- The new furniture for the Library first floor is scheduled to ship in late January and will be installed in early February.
- The planning, training and publicity for the Single Service Desk transition will take place in January.

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

- Director Fjeldsted distributed a handout to address the recent overcrowding of adults in the Teen Room. It says, "Due to space limitations, the study tables and its chairs in the Teen Room are reserved for the use of minors only." The City Attorney approved this statement to be added to the Library Code of Conduct. This will be presented as an Action Item for the 1/10/19 Trustees meeting.
- Library staff makes note of when a Police Officer conducts a walkthrough of the Library. Director Fjeldsted will submit a tally of this information to Councilmember Mahmud.
- Valley Library Bindery will create folders that contain the cataloguing information and theft detection strips for the donated Ray Bradbury UK Argosy magazines. These rare items will be locked in the Ray Bradbury Conference Room and will be available for in-Library use only.
- The last three remaining antique travel posters that belong to the Friends are currently in Director Fjeldsted's office. Appraisal information for the Moran Gallery in Monrovia was given to the Friends Board. Trustee Jutzi said he would follow up with the Friends.
- South Pasadena resident Steve Zikman, who lives across the street from the Library, has offered to donate a memorial bench for the Library Park in honor of his aunt. All prospective park bench donations are on hold for now.
- An announcement of the 40/56 completed or in-progress goals in meeting the recommendations from the Library Operations Study has been posted on the Library website and appears in the *South Pasadenan*. It will also be submitted to the *South Pasadena Review*.
- 15 copies of "The California Romantics" by South Pasadena artist and author Bob Perine were donated by the Chouinard Foundation. Bob Perine also wrote a book about the Chouinard Art School entitled "Chouinard: An Art Vision Betrayed". This book is available for purchase in the Friends Bookstore and has been added to the Library collection.
- Tim Carey will look into the possibility of selling more copies of the Judson Studios "Resurrection Window" book, with proceeds to go towards the Ray Bradbury Stained Glass Window project.

- The documentary film being made about "The Resurrection Window" will be shown at the Library when it is released.

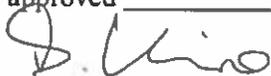
NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, January 10, 2019 at 7:00 p.m. in the Ray Bradbury Conference Room.

ADJOURNMENT: The regular meeting of December 13, 2018 was adjourned at 9:35 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President