



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
January 10, 2019**



**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 January 10, 2019 at 7:01 p.m.

**IN ATTENDANCE:**

Trustees Present

Debra Beadle  
Brendan Durrett  
Alan Jutzi  
Bianca Richards  
David Uwins

Also Present

Councilmember Diana Mahmud  
Sally Kilby, 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 December 13, 2018 were reviewed. Trustee Jutzi requested to clarify his statement regarding the organization of the proposed "21<sup>st</sup> Century Committee for the Library" for Action Item #4. **MSC: David Uwins/Alan Jutzi – all approved, as amended.**

**PUBLIC COMMENTS:**

**DISCUSSION ITEM:**

1. **Introduction of new Trustees, Debra Beadle and Bianca Richards** – New Trustee Bianca Richards worked as a College Counselor at Pasadena City College for 30 years. Bianca's husband Ron Koertge is the South Pasadena Poet Laureate. Bianca has visited the South Pasadena Public Library since she was a child. Bianca currently serves on the Board of Directors for Red Hen Press in Pasadena. Bianca has served on the Board of the South Pasadena Arts Council (SPARC) and is the past president of Women Involved in South Pasadena Political Action (WISPPA).

New Trustee Debra Beadle served on the City of South Pasadena Ad Hoc Community Center Committee. Debra and her husband have lived in South Pasadena for 16 years. Debra is the Director of Philanthropic and Educational Services for ABS Legacy partners.

**ACTION ITEMS:**

1. **Request to Approve 2019 Library Board of Trustees Officers**

Motion by Library Trustee Alan Jutzi, seconded by Library Trustee Brendan Durrett, to approve the Library Board of Trustees Officers for 2019 as presented - Trustee David Uwins will serve as President of the Library Board of Trustees, Trustee Debra Beadle will serve as Vice President and Trustee Bianca Richards will serve as Secretary.

**AYES:** Beadle, Durrett, Jutzi, Richards, Uwins  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

2. **Request to Approve Updated Code of Conduct with language for the Teen Room** – Language that states the study furniture in the Teen Room is for teens only was presented with a request for it to be added to the Library’s Code of Conduct. It states, “Due to space limitations, the study tables and its chairs in the Teen Room are reserved for the use of minors only.” Councilmember Diana Mahmud requested a specific age be used in place of the term “minor.”

**Motion by Library Trustee Brendan Durrett to approve amending the Library Code of Conduct such that the Teen Room is reserved for persons age 18 and under.**

**Motion amended by Library Trustee Brendan Durrett, seconded by Library Trustee Alan Jutzi, to approve adding language to the Library Code of Conduct to say “Due to space limitations, the study tables and chairs in the Teen Room are reserved for the use of persons age 18 and under.”**

**AYES: Beadle, Durrett, Jutzi, Richards, Uwins**  
**NOES: None**  
**ABSENT: None**  
**ABSTAIN: None**

3. **Request for Approval of “Summer of Brahms Chamber Music Festival” Fundraiser by Restoration Concert Committee of the Friends of the Library to be presented in the Community Room from July 7 through July 14, 2019** – Kay Rosser and Kathy Folsom, co-chairs of the Restoration Concert Committee, have proposed a series of Brahms concerts to be performed by the New Hollywood String Quartet and others in the Library Community Room. The series of classical music concerts would take place from 7/7/19-7/14/19. Options for parking are being considered.

**Motion by Library Trustee Alan Jutzi, seconded by Library Secretary Bianca Richards, to approve the request for the “Summer of Brahms Chamber Music Festival” Fundraiser by the Restoration Concert Committee of the Friends of the Library to be presented in the Community Room from July 7 through July 14, 2019.**

**AYES: Beadle, Durrett, Jutzi, Richards, Uwins**  
**NOES: None**  
**ABSENT: None**  
**ABSTAIN: None**

**DISCUSSION ITEMS:**

2. **Library Board of Trustees Liaison to the Friends of the Library for 2019** – The Friends of the South Pasadena Public Library Annual Meeting will take place in the Ray Bradbury Conference Room on 1/17/19. At the Annual Meeting the proposed 2019 budget and slate of officers will be voted on. Trustee Jutzi will attend to speak about the proposed Ray Bradbury Stained Glass Window Project and the proposed 21<sup>st</sup> Century Committee for the Library. President Uwins will also attend to introduce himself as the new President of the Library Trustees. The Trustees may alternate who will serve as their liaison at future Friends Board meetings.
3. **Keynote Speaker for the Volunteer Recognition Luncheon on April 12, 2019** – Trustee Alan Jutzi will serve as Keynote Speaker for the Volunteer Recognition Luncheon on Friday, April 12, 2019. The topic will be South Pasadena resident Alice Millard, the first female antiquarian

bookseller in the U.S. who lived in the early 20<sup>th</sup> century. The distribution of duties for the Volunteer Recognition Luncheon will be a Discussion Item for the 2/14/19 Trustees meeting.

4. **Stained Glass Window Project for the Ray Bradbury Conference Room** – The Restoration Concert Committee will contribute \$2K towards the Ray Bradbury Stained Glass Window Project. The Library Board of Trustees has contributed \$6K from the Romine Estate Trust fund. The Friends have been asked if they would also contribute funds. City Council members may also be asked to contribute from their discretionary funds.

A fundraising event for the Bradbury Proposed Stained Glass Project may be scheduled for 3/22/19 with the help of South Pasadena realtor Orville Hoag and Judson Studios. Emmy-Award winning actor Bill Oberst would perform his Ray Bradbury Living History one-man show. Director Fjeldsted submitted a grant application to the Living History Centre for Bill Oberst's honorarium and the Bissell House has offered a reduced rate to him for his lodging. Tim Carey and David Judson would also give a presentation about their Resurrection Stained Glass Window.

5. **21<sup>st</sup> Century Committee for the Library** – The Friends have requested that the proposed fundraising group be under their organizational umbrella. The Library Foundation Subcommittee received approval at the 12/13/18 Trustees meeting to proceed and request the “21<sup>st</sup> Century Committee for the Library” be incorporated as a Friends entity. The 21<sup>st</sup> Century Committee for the Library would enact major fundraising campaigns for Capital Improvement Projects and other high cost projects that are unaffordable.

The Friends will need to formally approve the 21<sup>st</sup> Century Committee for the Library at their 1/17/19 meeting.

6. **“Mayor’s Tree Planting” in the Library Park on Thursday, January 17 at 4 p.m.** – There will be a brief ceremony on 1/17/19 at 4:00 p.m. to honor Councilmember Richard D. Schneider, M.D. and his 2018 term as Mayor of the City of South Pasadena. An Engelmann Oak, an endangered and indigenous to Southern California tree, will be planted in the Northeast corner of the Library Park.
7. **Event Celebrating the Library Tree’s addition on South Pasadena Historic Landmark Register on Thursday, January 24 at 4:15 p.m.** – The “Library Tree,” a Moreton Bay Fig, will be celebrated on 1/24/19 at 4:15 p.m. for its addition as #55 to the South Pasadena Historic Landmark Register by the City Council. Singer/guitarist Goh Kurosawa may perform music and artist Pete Morris will paint a picture of the tree in real time during the ceremony. South Pasadena Poet Laureate Ron Koertge will recite a poem.
8. **Jackie Robinson Centennial Event in Library Community Room on January 31 at 7 p.m.** – “The Jackie Robinson Story” will be screened in the Library Community Room for his centennial with special guests. Outreach for the event is being coordinated.
9. **Library ‘California Listens’ Digital Storytelling Project Event on the Freeway Fighters on February 7 at 6 p.m.** – The digital stories honoring the 710 Freeway Fighters has been rescheduled to 2/7/19 at 6:00 p.m. in the Library Community Room. Musician Brad Colerick will perform and journalists will provide their brief overviews of the Freeway Fight before the digital stories are screened.

10. **Digital Services and Local History Librarian Openings** – The Local History Librarian job description has been submitted to HR and will be posted soon. Public Services Manager Maida Wong has prepared the job description for the Digital Services Librarian and it is pending review.
11. **California Library Services FY 2017/18 Annual Report for South Pasadena Public Library** – The California Library Services Annual Report for South Pasadena Public Library for FY 2017/18 has been filed with the California State Library. It includes circulation statistics, the number of library card holders, the number of visitors, community programs, and similar information. The State Library makes data tables from all California libraries available for comparative analysis.
12. **“Library of Things” project as part of City Strategic Plan** – The “Library of Things” would be a checkout collection of non-book items such as tools, musical instruments, kitchen utensils, etc. An online survey will be sent out to poll the community’s needs and wishes. Bookmarks to publicize the survey will be produced and there will be an announcement on the Library website.
13. **Up to date photographs of Library Board of Trustees for Library Website and Entryway** – This will be tabled to the 2/14/19 Trustees meeting.

**BOARD MEMBER COMMUNICATIONS:**

**CORRESPONDENCE AND COMMUNICATIONS:**

**REPORTS:**

**Board President (David Uwins):** None to report

**City Council Liaison (Diana Mahmud):** Councilmember Diana Mahmud encouraged the Trustees to attend the Commissioner Congress on 2/28/19, where the location of future meetings for commissions will be discussed.

**Friends Representative:** None to report.

**Trustee Liaison to Friends (Alan Jutzi):** None to report.

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

- 5 new substitute librarians have been added to the substitute pool. They will begin their training on 1/15/19.
- The single point-of-service desk is on track to ship to the Library the week of 1/21/19. Installation is expected to begin the week of 2/4/19, followed by the demolition of the old desks and repair of the flooring. If possible, the demolition will coincide with the annual all-staff training day, as that would allow Public Works more time to do the work. This will be an Action Item for the 2/14/19 Trustees meeting.

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

- The installation of the “Tales of Hoffmann” serigraph donated by former Trustee Andy Lippman may take place when the single point-of-service desk is launched. An unveiling event will be scheduled.
- South Pasadena Poet Laureate Ron Koertge, with input from the community, wrote an “Ode to South Pasadena” that was presented to the City Council on 12/19/18. A display of Ron Koertge’s poetry books has been set up in the front of the Library.

- The Veer family, via the Ryan Law firm of Monrovia, donated \$5K to the Library. The Library will soon receive the funds.
- The Politi family is interested in having the Library do another Politi artwork exhibit. A few Leo Politi paintings may be displayed for the 'California Listens' Digital Storytelling Project event on the Freeway Fighters on 2/7/19.
- A brochure of the many donated Ray Bradbury books and items for the Ray Bradbury Conference Room Collection is being developed.
- A State Library Grant is making the digital *New York Times* available to customers of public libraries in California.
- Director Fjeldsted is writing an article about the history and importance of the Arroyo Seco for the *Quarterly*.
- The City will undergo a comprehensive fee study and will begin work on its Strategic Plan goals.

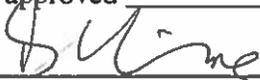
**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, February 14, 2019 at 7:00 p.m. in the Ray Bradbury Conference Room.

**ADJOURNMENT:** The regular meeting of January 10, 2019 was adjourned at 9:35 p.m.

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

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

  
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President