



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
February 14, 2019**



**CONVENE:**

President David Uwins called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on February 14, 2019 at 7:03 p.m.

**IN ATTENDANCE:**

Trustees Present

Debra Beadle  
Brendan Durrett  
Alan Jutzi  
Bianca Richards  
David Uwins

Also Present

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

**EXCUSED:** Councilmember Diana Mahmud

**MINUTES:** The minutes of the Regular Meeting of January 10, 2019 were reviewed. Vice President Beadle requested an edit to Discussion Item #1. Trustee Jutzi requested to clarify a sentence in Discussion Item #4.

**MSC:** Alan Jutzi/Brendan Durrett – all approved, as amended.

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Request to Approve Closing the Library on Tuesday, February 19, 2019 for All-Staff Training Day** – The All-Staff training has been scheduled on the same day that Public Works will remove the Circulation and Reference Desks from the Library's first floor. Combining these events minimizes the number of days the Library would need to be closed to the public.

**Motion by Library Secretary Bianca Richards, seconded by Library Trustee Alan Jutzi, to approve the request to close the Library on Tuesday, February 19, 2019 for All-Staff Training Day.**

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

Secretary Richards requested the South Pasadena School District be notified of the 2/19/19 Library closure.

2. **4 Library Projects for City Work Plan** – City Manager Stephanie DeWolfe has requested each Board or Commission present 3-4 big objectives for its respective department for the 2/28/19 Commissioners Congress. The Library goals are: Implementing Mobile Circ, conducting a 'One City, One Story' City-Wide Reading Project, and instituting credit card processing. Mobile Circ will allow the Library to issue library cards and checkout materials offsite and at events. The 'One City, One Story' City-Wide Reading Project will have its topic decided by a local committee to be formed, and some of its programs and events will be filmed and broadcast on Channel 19 and

available to stream from the Library website. Accepting payments by credit card falls under a City goal to improve customer service and reduce cash handling.

**Motion by Library Board Vice President Debra Beadle, seconded by Library Trustee Brendan Durrett, to approve the 3 Library Projects for the City Work plan to be presented at the Commissioner's Congress.**

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

[Sally Kilby arrived at the Library Board of Trustees meeting at 7:30 p.m.]

#### **DISCUSSION ITEMS:**

1. **Volunteer Recognition Luncheon on April 12, 2019** – Trustee Jutzi will serve as the Keynote Speaker and also provide decorations. Trustee Durrett will order the food and dessert. Vice President Beadle will provide plates, cups, napkins and utensils. Secretary Richards will be responsible for water and iced tea. Administrative Secretary Sean Faye reserved 12 round tables to be delivered the morning of the luncheon. Sally Kilby will bring tablecloths.

The Friends Bookstore Steering Committee nominated Cathy Pierson for Volunteer of the Year. Former Friend of the Library Bill Cook recently passed away and will be recognized in the Volunteer Recognition Luncheon program and during the luncheon.

2. **Library FY 2018/19 Budget Actual Update** – Assistant Director Billings provided an expenditure summary that showed the Library Budget is on track overall, more than halfway through Fiscal Year 2018-19. Permanent salaries are underspent due to staff vacancies. Part-Time salaries are overspent, so this will have to be monitored carefully. The original grant for CENIC Wi-Fi Consulting and Infrastructure returned about \$13K to the Library. The Library received permission to use \$10K of the \$13K towards the “Library of Things,” as it’s available for other expenditures. The rest will fund equipment related to the new public computers. Once the first floor renovation is complete, bids for new shelving will be sought. Funds are available at present in the Machinery and Equipment – Library Operations Study account. Mobile devices will soon be ordered from the Computer Equipment account.

City funding for the Library Budget is expected to be essentially flat for Fiscal Year 2019/2020.

3. **Library All Staff Training Day** – The staff will have training on the Automated External Defibrillator (AED) machines, the Fire Department will discuss emergency preparedness, and participate in a discussion about the new single point-of-service desk and the Library Strategic Plan. Director Fjeldsted will talk about our Strategic Plans and Operations Study goals.
4. **New Photo(s) of Trustees for Website and Entryway** – The photo of the Trustees for the website and Library entryway was taken at the beginning of the 2/14/19 Trustees meeting.
5. **South Pasadena Commissioners Congress in War Memorial Building on Thursday, February 28, 2019 from 6 p.m. to 8 p.m.** – The locations of Board and Commission meetings, a new format for taking minutes, and the Granicus recording software will possibly be discussed. The Library

Board of Trustees would prefer to continue meeting in the Library Ray Bradbury Conference Room. A mobile version of the Granicus software may be made available to the Library.

6. **Library First Floor Makeover** – The new single point-of-service desk is beginning to be used. Staff will be guided through the adjustment period. The Circulation and Reference Desks will be removed on 2/19/19. The new flooring is due to arrive in early March. New signage is forthcoming. There are now twice as many computer workstations and Wi-Fi printing will soon be enabled.
7. **Unveiling Ceremony for Installation of “Tales of Hoffman” Serigraph Donated by Former Trustee Andy Lippman** – The “Tales of Hoffman” serigraph will soon be installed near the Library entrance when the 1<sup>st</sup> floor painting takes place. An unveiling ceremony will be determined after its installation. The serigraph’s artist John August Swanson and Former Trustee Andy Lippman will be invited.
8. **Leo Politi Art Gallery – and Future Possibilities** – A mini-exhibit of Leo Politi paintings were displayed as part of the 2/7/14 Frank Girardot and Lori Orr Kovach Author Night. A major exhibit entitled “Leo Politi’s Los Angeles: Works of Love and Protest” is showing at the Italian-American Museum of Los Angeles from 2/12/19-5/19/19. The Politi family would like to do a week long exhibit in the Community Room at a later date while the art work is still in Los Angeles. They have also expressed interested in donating more Politi artwork to the Library.
9. **Library Arts Crawl Jazz Event on February 16, 2019 at 6 p.m. with screening, live concert, and art show** – An art exhibit of jazz paintings by Sam Pace of Altadena on 2/16/19 will be on display in the Community Room. Mark Hatch Group 5 will perform live jazz music before the screening of the John Coltrane documentary, “Chasing Trane,” by filmmaker John Scheinfeld, who will conduct a Q&A with the audience.
10. **“Library of Things” project** – A survey has been posted on the Library website for the community to select their top 10 non-book items for the Library to provide. Announcements have been made on the Library website, social media and in the local newspapers.
11. **Library Digital Storytelling Project to Honor the Freeway Fighters** – The digital stories are complete. A public event to show them and honor the Freeway Fight is delayed so it can be conducted to align strategically with the appeal process.
12. **Digital Services Librarian and Local History Librarian Openings** – The first round of interviews for the Local History Librarian position will be on 2/20/19. The job notice for the Digital Services Librarian position will be posted soon.
13. **Proposed 21<sup>st</sup> Century Committee for the Library fundraising group** – The Library Foundation Sub-Committee will meet with Friends Board President Ellen Torres on 2/20/19 to discuss ways the Friends and the Proposed 21<sup>st</sup> Century Committee for the Library can work together. Ellen Torres will present this information at the Friends Board meeting on 2/21/19. A list of candidates who can be asked to serve on the Proposed 21<sup>st</sup> Century Committee is being developed.
14. **Proposed Fundraising Performance of “Ray Bradbury Live Forever” on March 22 for the stained glass window** – The proposed Ray Bradbury Stained Glass window by Tim Carey and Judson Studios for the Ray Bradbury Conference Room costs \$24K and could be completed upon full funding in 30-60 days. \$8K has been committed. Director Fjeldsted wrote a grant application to the Living History Centre Fund for Emmy-Award winning actor Bill Oberst to perform his Ray

Bradbury Living History one-man show. The hope is to raise public awareness of the proposed Stained Glass window project. Tim Carey and David Judson would give a brief presentation on the "Resurrection Window" and the proposed Ray Bradbury Stained Glass window. Joaquin Montalvan would film the event for Channel 19 if it's approved by the Bradbury Family agency.

15. **Rare, signed copy of Ray Bradbury's "Climate of Palettes" donated by Jerry and Doris Selmer** – Parents of John and Barbara from Santa Fe Crafts donated a rare, miniature, signed copy of Ray Bradbury's "Climate of Palettes." It has been framed by Mission Framing and will be securely displayed in the Ray Bradbury Conference Room. The Bradbury Literary Estate gave permission for two poems from the book to be reproduced and displayed beside it.
16. **Pete Morris painting of Library Tree during Historic Landmark Register Induction Ceremony on January 24** – The Library Tree painting by Pete Morris, created during its celebration for its recent induction into the Historic Landmark Register, has been purchased by the Library. Mission Framing will frame it and the Library Board will decide its location.
17. **Plaque(s) acknowledging Library Tree and its status as Historic Landmark #55** – Suggestions for a location will be a Discussion Item for the 3/14/19 Trustees meeting.
18. **Jackie Robinson 100<sup>th</sup> Birthday Celebration on January 31, 2019** – Approximately 125 people attended the event, which appeared in some national news reports. Door prizes from the Dodgers and the Jackie Robinson Foundation were given out.

**BOARD MEMBER COMMUNICATIONS:** Secretary Bianca Richards may not be able to attend the 4/11/19 Library Board of Trustees meeting.

**CORRESPONDENCE AND COMMUNICATIONS:**

**REPORTS:**

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

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

**Friends Representative:** None to report.

**Trustee Liaison to Friends (David Uwins and Alan Jutzi):** President Uwins said the Friends budget was not approved at the January Friends Board meeting. President Uwins and Trustee Jutzi will attend the February Friends Board meeting. The 21<sup>st</sup> Century Committee for the Library and the Ray Bradbury Stained Glass window project will be discussed.

**Assistant Library Director (Cathy Billings):** None to report.

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

- There will be required Brown Act Training for the Library Board of Trustees for the first hour of the 4/11/19 Trustees meeting.
- The Restoration Concerts' "Summer of Brahms Chamber Music Festival" will be discussed at the 3/14/19 Trustees meeting.

**NEW BUSINESS:**

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

**ADJOURNMENT:** The regular meeting of February 14, 2019 was adjourned at 9:35 p.m.

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

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



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President