



South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
March 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 March 14, 2019 at 7:00 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  
Diane Larson, Friends Representative  
Steve Fjeldsted, Director of Library, Arts &  
Culture  
Administrative Secretary Sean Faye

**EXCUSED:** Cathy Billings, Assistant Library Director

**MINUTES:** The minutes of the Regular Meeting of February 14, 2019 were reviewed. **MSC:** Alan Jutzi/Bianca Richards – all approved.

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Request to Approve funding for food and paper supplies for the Bill Oberst Meet & Greet prior to “Ray Bradbury Live (forever)” performance** – This free event will be Bill Oberst’s debut performance of this play. Many South Pasadena individuals were invited to the meet and greet with actor Bill Oberst, who will be performing in character as Ray Bradbury, in the Ray Bradbury Conference Room prior to his performance.

Councilmember Diana Mahmud expressed concern about the appearance of inviting selected people to a City-sponsored event. Library Director Steve Fjeldsted stated he would personally pay for the hors d’oeuvres for the meet and greet to avoid using City funds.

**No motion was taken.**

2. **Request to Approve Prioritized list of projects from the Capital Improvement Project List for Staff Report Scheduled for the April 17, 2019 City Council Meeting on the 21<sup>st</sup> Century Committee for the Library** – City Manager Stephanie DeWolfe requested a list of projects to target for fundraising as an attachment to the Staff Report on the 21<sup>st</sup> Century Committee for the Library. A compiled list has already been created using the recommendations of the Library Strategic Plan, the Library Operations Study, the Facilities Condition Assessment Report, unfunded Capital Improvement Projects, and Interior Designer Diane Lam’s first floor makeover plan. It was agreed to bundle together all major renovation projects that the City has not been able to fund to present to the City Council.

**No motion was taken.**

## DISCUSSION ITEMS:

1. **Volunteer Recognition Luncheon on April 12, 2019 at 11:30 a.m.** – Trustee Brendan Durrett will purchase assorted cold sandwiches on soft rolls, salads, brownies, and cookies from Fresh Gourmet. Councilmember Mahmud requested Trustee Durrett increase the number of salads ordered. Trustee Alan Jutzi will serve as Keynote Speaker and will give a presentation about Alice Millard’s connection to South Pasadena’s reputation as a great town for books.
2. **21<sup>st</sup> Century Committee for the Library fundraising group update and next step** – President David Uwins and Trustee Jutzi received approval for the 21<sup>st</sup> Century Committee for the Library from the Friends Board at their 2/21/19 meeting. A tentative understanding was reached regarding common issues and responsibilities. Friends Board President Ellen Torres will review the final proposal. This is expected to be presented as a staff report at the 4/17/19 City Council meeting. A statement of purpose for the 21<sup>st</sup> Century Committee could be submitted to the *South Pasadena Review* to promote awareness if it is approved by City Council.
3. **Approval of Library Volunteers Nominated as Co-Volunteers of the Year** – Cathy Pierson will not be able to attend the Volunteer Recognition Luncheon on 4/12/19 and has declined the nomination of Co-Volunteer of the Year. The Friends Bookstore Steering Committee nominated Lydia McDonald to be Volunteer of the Year. Friends Board President Ellen Torres nominated Diane Larson to be Co-Volunteer of the Year, but she declined as she will also not be available to attend. Former Friends President Bill Cook, who volunteered in the Friends Bookstore for many years, will be acknowledged during the Volunteer Recognition Luncheon program.
4. **Library First Floor Makeover** – The makeover of the Library’s first floor is in progress.
5. **“Library of Things” project** – Many suggestions were received from the public survey on the Library website to be checked out by patrons for the “Library of Things.” The top 12 items will soon be ordered.
6. **Digital Services Librarian and Local History Librarian recruitments** – The second interview for the Local History Librarian position was held this week with the top 5 candidates. A decision will be made soon.
7. **Brown Act Training on April 11, 2019 at 7 p.m. during Trustees meeting** – The City Attorney will conduct Brown Act Training for the Library Board of Trustees at their regular scheduled meeting on 4/11/19 in the Ray Bradbury Conference Room.
8. **Eclectic Music Festival Carnegie Stage Concert on April 27, 2019 in the afternoon and early evening** – Through the years, the Library “Carnegie Stage” has presented more performances for the Eclectic Music Festival than any other venue. The City is now requiring liability insurance for children’s performers in the Community Room. Director Fjeldsted is requesting money for the “Carnegie Stage” concert from the Lucille and Edward R. Roybal Foundation and the Rotary Club of South Pasadena. The Friends have already allocated \$1K in their 2019 Budget.

This year’s “Carnegie Stage” lineup is anticipated to be Julia Vari, David Plenn, who’s also the proprietor of the Dinosaur Farm, and headliner Luciana Souza, a Grammy-winning Brazilian vocalist, who will be joined by jazz pianist Alan Pasqua. The event will conclude before the headliner, the Gin Blossoms, takes the main outdoor stage.

## **BOARD MEMBER COMMUNICATIONS:**

## **CORRESPONDENCE AND COMMUNICATIONS:**

## **REPORTS:**

**Board President (David Uwins):** President Uwins attended the South Pasadena Commissioners Congress on 2/28/19 and thought it was a great opportunity to meet representatives from other commissions.

The proposed Stained Glass window will need to be approved by new Public Arts Commission and has been discussed with Jeffrey Burke. Their first meeting is scheduled for April.

The proclamation declaring Volunteer Recognition Day on Friday, April 12, 2019 will be presented at the 3/20/19 City Council meeting. It will reflect the number of volunteers and approximate number of hours volunteered in 2018. President Uwins and Secretary Bianca Richards will attend.

**City Council Liaison (Diana Mahmud):** Councilmember Mahmud suggested that some funding could possibly be recouped to offset Friends costs, such as the refreshments provided by the Friends, by charging a nominal fee at the door for Library events. Diane Larson said a tip jar is set up by the Friends Hospitality Committee at Library events. At this time the Library policy does not allow for a fee to be charged for Library events, unless it's approved by the Library Board of Trustees. Councilmember Mahmud asked for the City Attorney to be consulted about the possibility of charging a fee for some Library events in the Community Room and for Community Room renters to charge admission.

**Friends Representative (Diane Larson):** None to report.

**Trustee Liaison to Friends (David Uwins and Alan Jutzi):** It was reported at the 2/21/19 Friends Board meeting that more Friends Bookstore "Last Chance" books have been sold since the Library's first floor was remodeled. Membership is down, but monetary donations have increased. The Friends proposed to create a committee to review all fundraising guidelines for the Restoration Concert Committee and the 21<sup>st</sup> Century Committee for the Library.

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

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

- The 3 Fiscal Year 2019/2020 Library Goals presented at the Commissioners Congress are the ability to accept credit cards, Mobile Circ, and a "One City, One Story" City-Wide Reading Project, which would be part of the Fiscal Year 2019/2020 City Strategic Plan. It is unknown which quarter of Fiscal Year 2019/2020 this will take place.
- There will be an Action Item for the April or May Library Trustees meeting for the Trustees to form a sub-committee for the "One City, One Story" City-Wide Reading Project.
- The next Library Board of Trustees meeting will be held in the Ray Bradbury Conference Room. An official announcement will be made soon.
- Police Department Officers have been conducting regular walkthroughs of the Library.
- Filmmaker Joaquin Montalvan offered to record Bill Oberst's "Ray Bradbury Live (forever)," but it can't be filmed in its entirety.
- Bill Oberst will stay at the Bissel House and will rehearse in the Community Room in the days leading up to his performance.
- Carl Koslowski of the *Pasadena Weekly* interviewed Bill Oberst for an article that will be featured in next week's issue.

- Stickers promoting “Ray Bradbury Live (forever)” were placed on the invitation envelopes for the Volunteer Recognition Luncheon.
- Official word from the Living History Centre regarding the \$850 grant application for Bill Oberst should be received soon.
- Director Fjeldsted wrote an article about the Arroyo Seco for *The Quarterly* and the unexpected \$50 check has been voided. He asked for a check for the Friends instead that he would like to be earmarked to the 21<sup>st</sup> Century Committee for the Library when it is approved.
- Director Fjeldsted will attend the Public Library Directors’ Forum in Sacramento on 4/23/19 and 4/24/19.
- The “Serving With a Purpose” conference will be held on 5/23/19 at the Ontario Convention Center.
- The Friends have requested a larger stage for their Brahms Festival in the Community Room. This possibility will be discussed with them in the near future.

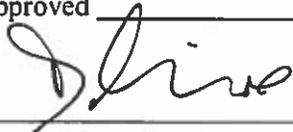
**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, April 11, 2019 at 7:00 p.m. in the Ray Bradbury Conference Room.

**ADJOURNMENT:** The regular meeting of March 14, 2019 was adjourned at 9:04 p.m.

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

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



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President