



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
April 11, 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 April 11, 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  
Alex Giragosian, South Pasadena Deputy City  
Attorney  
Sanaz Amechi, South Pasadena Resident  
Diane Larson, Friends Representative  
Cathy Billings, Assistant Library Director  
Steve Fjeldsted, Director of Library, Arts &  
Culture  
Administrative Secretary Sean Faye

**EXCUSED:**

**MINUTES:** The minutes of the Regular Meeting of March 14, 2019 were reviewed. **MSC: Bianca Richards/Brendan Durrett – all approved.**

**PUBLIC COMMENTS:**

**DISCUSSION ITEM:**

1. **Brown Act Training during Trustees meeting at 7pm on April 11, 2019 -** South Pasadena Deputy City Attorney Alex Giragosian conducted Brown Act training for the Library Board of Trustees and answered their questions. The Brown Act provides rules as to how public meetings of legislative bodies and local agencies and their communication need to be conducted.

[South Pasadena Resident Sanaz Amechi arrived at the Library Board of Trustees meeting at 7:42 p.m.]

[Councilmember Diana Mahmud arrived at the Library Board of Trustees meeting at 7:55 p.m.]

[South Pasadena Deputy City Attorney Alex Giragosian left the Library Board of Trustees meeting at 8:02 p.m.]

**ACTION ITEMS:**

1. **Request to Approve Library Board of Trustees Sub-Committee for the “One City, One Story” City Wide Reading Project**

Motion by Library Board Trustee Brendan Durrett, seconded by Library Board Vice President Debra Beadle, to approve Library Board Secretary Bianca Richards and Library Board Vice President Debra Beadle to serve on the “One City, One Story” City Wide Reading Project Sub-Committee.

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

**DISCUSSION ITEMS:**

2. **Volunteer Recognition Luncheon on April 12, 2019 at 11:30 a.m.** – The plans for the set-up for the Volunteer Recognition Luncheon at 11:30 a.m. in the Community Room on 4/12/19 are underway. The round dining tables will be delivered at 8:30 a.m. and Public Works will set up the stage platforms. Trustee Brendan Durrett made arrangements with Fresh Gourmet to have the food delivered.
3. **“Library of Things” project** – The top 12 most requested items for the “Library of Things” project are listed in an article on the Library website. These items should be available for checkout by June 1<sup>st</sup>. An unanticipated disbursement of CENIC Wi-Fi grant funds has allowed the library to designate funds that would have been used to pay for connectivity expenses to the “Library of Things” project.
4. **Digital Services Librarian and Local History Librarian recruitments** – An offer has been made to the candidate for the Local History/Adult Services Librarian position. Their references have been contacted and Human Resources will finalize the process and set their start date. The Digital Services Librarian position is part of a larger discussion about converting a Library Clerk position into a Children’s Librarian position, and the budgetary factors that would entail.
5. **Eclectic Music Festival Carnegie Stage Concert on April 27, 2019** – The Library will present three performances on 4/27/19 on the ‘Carnegie Stage’ during the Eclectic Music Festival in the Community Room. Doors will open at 3:00 p.m. Singer/pianist Julia Vari will be paid with a grant from the Lucille and Edward R. Roybal Foundation. David Plenn, proprietor of the Dinosaur Farm, will perform with his band and a special guest. The headliner, Grammy-winning Brazilian vocalist Luciana Souza will perform with Venezuelan pianist Otmaro Ruiz.

The ‘Carnegie Stage’ concert will end before the outdoor headlining act, The Gin Blossoms, takes the Main Stage a block away. The Friends contributed \$1K in their 2019 Budget toward the ‘Carnegie Stage’ concert and the Rotary Club of South Pasadena approved grants of \$1,500 towards the performers and the sound crew costs. The Chamber of Commerce has submitted a grant application to the Rotary Club of South Pasadena to fund a sound crew. The Woman’s Club of South Pasadena will provide refreshments.

**BOARD MEMBER COMMUNICATIONS:**

**CORRESPONDENCE AND COMMUNICATIONS:**

**REPORTS:**

**Board President (David Uwins):** President David Uwins reported increased sales from the Friends Bookstore “Last Chance” since they have been moved to the former Reference area. Friends Representative Diane Larson said only the first shift of Friends Bookstore volunteers stock those shelves is suggesting that all 3 shifts restock. Monetary donations have increased, but membership has decreased.

**City Council Liaison (Diana Mahmud):** Councilmember Mahmud met with new Police Chief Joe Ortiz and emphasized the importance of Code of Conduct issues in South Pasadena as well as the need for routine police patrols in the Library. Police Chief Ortiz understood the necessity for the public and Library staff to feel safe and expressed interest in training Library staff to be prepared to work with homeless patrons. Director Fjeldsted said the Library staff has had two full days of training with Library Security author and consultant Steve Albrecht and consultant Edmond Otis. Officers Robledo and Lee have also spoken at staff meetings but more training will be appreciated.

[South Pasadena Resident Sanaz Amechi left the Library Board of Trustees meeting at 9:04 p.m.]

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

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

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

- The new flooring has been installed on the first floor and the security gates have been re-installed.
- New software has been selected for the Summer Reading Program. It will feature an app designed for reading challenges, making it easier and more fun to track reading.
- The first batch of outsourced processed books has been received. This will allow some staff time to be reallocated to other assignments.
- The Quarterly Report provided a snapshot of the number of patron visits to the Library, the number of items that have been checked out, and the usage of the Community Room, among other information.

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

- The Library FY 2019/2020 Proposed Budget will be presented at the 5/9/19 Trustees meeting.
- Bill Oberst's "Ray Bradbury Live (forever)" Living History performance played to a full house in the Community Room. The Meet and Greet before the show was funded with private donations. The Library received a grant from the Living History Center Fund which paid Bill Oberst's honorarium. The performance was the cover story in the *Pasadena Weekly*. Bill Oberst has expressed interest in returning for Ray Bradbury's Centennial in 2020.
- The Staff Report on the 21<sup>st</sup> Century Committee for the Library will be submitted to the City Council. The history and financial impact of the 21<sup>st</sup> Century Committee for the Library will be presented, from its origin as a recommendation from the Library Operations Study to create a Library Foundation and the agreement eventually reached by the Friends and the Library Board of Trustees. A chart of proposed fundraising projects from the Library Strategic Plan, the Library Operations Study, the Facilities Condition Assessment Report, unfunded Capital Improvement Projects, and the first floor makeover plan by Interior Design Consultant Diane Lam will also be presented.
- The "Tales of Hoffmann" serigraph donated by Former Trustee Andy Lippman will be installed, with security brackets, in the Library entryway when the Library's first floor painting is being done. Artist John August Swanson will be invited to the unveiling.
- Ron Koertge's framed "Ode to South Pasadena" will also be securely installed nearby on the Library's first floor.
- The new Public Arts Commission has not met yet.

#### **NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, May 9, 2019 at 7:00 p.m. in the Ray Bradbury Conference Room.

**ADJOURNMENT:** The regular meeting of April 11, 2019 was adjourned at 9:11 p.m.

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

A handwritten signature in cursive script, appearing to read "David L. King", written over a horizontal line.

President