



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
May 9, 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 May 9, 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  
Kay Rosser, Restoration Concert Committee  
Co-Chair  
Cathy Billings, Assistant Library Director  
Sean Faye, Administrative Secretary

**EXCUSED:** Steve Fjeldsted, Director of Library, Arts & Culture

**MINUTES:** The minutes of the Regular Meeting of April 11, 2019 were reviewed. **MSC: Alan Jutzi/Brendan Durrett – all approved.**

**PUBLIC COMMENTS:** South Pasadena resident Sally Kilby asked about the status of the Fundraising Letter to Estate Planning Attorneys. The letter was drafted and submitted to the Friends to review with the intention that the Friends would send it.

**ACTION ITEMS:**

1. **Request for Approval of the Restoration Concert Committee's Summer of Brahms Festival in the Community Room from July 7-14, 2019**

**Motion by Library Board Trustee Brendan Durrett, seconded by Library Board Trustee Alan Jutzi, to approve the Restoration Concert Committee's Summer of Brahms Festival to be held in the Community Room from July 7-14, 2019.**

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

[Kay Rosser left the Library Board of Trustees meeting at 7:24 p.m.]

2. **Request for Approval to Discard 6 CD Spinning Racks** – Councilmember Diana Mahmud asked for the CD racks to be offered for free to the public or to local schools before they are disposed of. Assistant Library Director Cathy Billings will explore this possibility.

**Motion by Library Board Vice President Debra Beadle, seconded by Library Board Trustee Brendan Durrett, to approve the request to discard 6 CD Spinning Racks, with the caveat that Assistant Library Director Cathy Billings pursue the option of donating them elsewhere instead of merely disposing of them.**

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

**DISCUSSION ITEMS:**

1. **Library FY 2019/20 Proposed Budget** – The proposed 2019-20 budget for Maintenance and Operations and Capital Outlay includes a very small (\$2,000) increase over the current year’s budget.

The part-time salaries budget has been increased to reflect actual need as well as the rising minimum wage. Councilmember Mahmud said the City will complete a classification study in the next fiscal year to explore whether South Pasadena salaries are competitive with other cities in the region. Two vacant full-time positions will be reclassified to better meet the Library’s needs. The Clerk II position in Support Services will be reclassified as a Librarian (Children’s) and the Digital Services Manager position will be reclassified as a Librarian (Adult Services/Digital Services).

The proposed budget includes a \$5,000 increase for books/CDs/DVDs, a \$6,000 increase for e-books and e-audiobooks by \$6,000, and a \$5,000 allocation for the “One City, One Story” City-wide reading program. The proposed Capital Outlay total of \$27,000 would cover the replacement of the Library’s emergency lighting system and an upgrade to the security system control panel.

The Proposed Budget for FY 2019/20 will go before the City Council for approval in June, 2019.

2. **“Library of Things” project** – The City’s Fiscal Year 2018/19 Strategic Plan included the introduction of a pilot “Library of Things” project. Staff hope to have the program running by June. The items to be lent need to be purchased, cataloged, labeled and otherwise processed, a liability waiver for borrowers needs to be developed with the assistance of the City Attorney, and staff need to determine where to store the materials.
3. **Digital Services Librarian and Local History Librarian recruitments** – Adult Services/Local History Librarian Olivia Shea received her orientation and began work this week. Olivia received her Master’s Degree in Library and Information Science from St. John’s University in New York and previously worked for the Santa Fe Springs City Library.

Recruitment for the Digital Services Librarian position could begin in the next Fiscal Year.

4. **Volunteer Recognition Luncheon on April 12, 2019** – Trustee Alan Jutzi’s Keynote talk about Alice Millard was well received. Many compliments were received about the food and the presentation. Attendance seemed to be down this year, possibly due to those travelling for the Easter holiday. Mid-March would be a more ideal time to schedule the Volunteer Recognition Luncheon in 2020.
5. **Update on 21<sup>st</sup> Century Committee** – Trustee Jutzi provided a summary of the 21<sup>st</sup> Century Committee for the Library’s responsibilities. It included an outline of its functions and the relationships of the parties involved. The Library Foundation, now the 21<sup>st</sup> Century Committee for the Library, would be a committee under the Friends’ organizational umbrella, and operate in a similar fashion to the Restoration Concert Committee. The 21<sup>st</sup> Century Committee would seek to raise substantial funds for Library projects that are not budgeted by the City.

[Library Board Secretary Bianca Richards arrived at the Library Board of Trustees meeting at 8:04 p.m.]

The Staff Report written for the 5/15/19 City Council meeting for the 21<sup>st</sup> Century Committee for the Library will be revised to identify the renovation of the Library's first floor and RFID implementation as the Committee's first fundraising goals.

6. **Library Carnegie Stage Concert during the Eclectic Music Festival on April 27, 2019** – President David Uwins said each of the acts was fantastic. David Plenn drew a standing-room audience. Councilmember Mahmud reported some negative feedback regarding the street closures that day. The City may be more involved in the planning of the Eclectic Music Festival in the future.
7. **Library 'No on 710' Digital Storytelling Event tentatively scheduled for Friday, June 7, 2019 at 7 pm in the Library Community Room** – Councilmember Richard D. Schneider, M.D., Councilmember Mahmud, and Library Director Steve Fjeldsted have been coordinating the scheduling of this event to honor the Freeway Fighters. Mayor Marina Khubesrian, M.D. will speak at the event. Senator Portantino and Assemblymember Holden will be invited. Because of its lasting significance, the event will be filmed for Channel 19 and archival purposes.

**BOARD MEMBER COMMUNICATIONS:** Vice President Debra Beadle will not be present for the June 13, 2019 and August 8, 2019 Library Board of Trustees meetings. Trustee Alan Jutzi will not be present for the June, July, August, and September Library Board of Trustees meetings. President David Uwins will not be present for the August 8, 2019 Library Board of Trustees meeting.

There will not be a quorum for the August 8, 2019 Library Board of Trustees meeting. The cancellation of the August 8, 2019 Library Board of Trustees meeting will be an Action Item for the June 13, 2019 Trustees meeting.

#### **CORRESPONDENCE AND COMMUNICATIONS:**

#### **REPORTS:**

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

**City Council Liaison (Diana Mahmud):** The proposed Ray Bradbury Stained Glass Window project will need to go before the Public Arts Commission after the commission has adopted its review criteria, which is on their 5/22/19 agenda.

**Friends Representative:** None to report.

**Trustee Liaison to Friends (David Uwins and Alan Jutzi):** President Uwins attended the last Friends meeting. The Friends did not have a quorum. The Friends received a very large donation of books in good condition that are being sorted through for the next holiday sale. The Friends are working on their annual report related to their endowments.

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

- On 5/30/19 the Library will screen "To Climb a Gold Mountain," a documentary about the immigration of Asian-American women from the 19<sup>th</sup> Century to the present. This event will be co-sponsored by the South Pasadena Chinese-American Club in honor of Asian-Pacific American Heritage month.

- The Animal Commission and the Natural Resources and Environmental Commission will host "South Pasadena Bites Back," an event in the Community Room about mosquitoes on 6/11/19.
- This year's Summer Reading Program graphics were designed in-house by Substitute Librarian Maritxu de Alaiza. This material will be entered in the California Library Association's PR Excellence Award. The Summer Reading Program will begin on 6/3/19.
- There is a new reading tracking app/program this summer that incentivizes reading and makes the experience more fun.

**Director of Library, Arts & Culture (Steve Fjeldsted):** None to report.

**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, June 13, 2019 at 7:00 p.m. in the Ray Bradbury Conference Room.

**ADJOURNMENT:** The regular meeting of May 9, 2019 was adjourned at 8:55 p.m.

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

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



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President