



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
June 13, 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 June 13, 2019 at 7:01 p.m.

IN ATTENDANCE:

Trustees Present

Brendan Durrett
Bianca Richards
David Uwins

Also Present

Councilmember Diana Mahmud
Ellen Torres, Friends Board President
Sally Kilby, South Pasadena Resident
Steve Fjeldsted, Director of Library, Arts &
Culture
Cathy Billings, Assistant Library Director
Sean Faye, Administrative Secretary

EXCUSED: Vice President Debra Beadle
Trustee Alan Jutzi

MINUTES: The minutes of the Regular Meeting of May 9, 2019 were reviewed. **MSC:** Bianca Richards/Brendan Durrett – all approved.

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Request for Approval to Cancel 8/8/19 Library Board of Trustees meeting due to a lack of quorum**

Motion by Library Board Secretary Bianca Richards, seconded by Library Board Trustee Brendan Durrett, to cancel the 8/8/19 Library Board of Trustees meeting due to a lack of quorum.

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

DISCUSSION ITEMS:

1. **Library FY 2019/20 Proposed Budget** – The City Council approved the City Budget for Fiscal Year 2019/20. The proposed FY 2019/20 Library Budget was approved with a slight increase from FY 2018/19.
2. **“Library of Things” project** – Items for the “Library of Things” project have been ordered, including GoPro cameras, telescopes, cake pans, and engraving tools. As the other items are ordered, they will be catalogued and some may require liability waivers. The project will launch after 7/1/19.

3. **Digital Services Librarian recruitment** – The passage of the FY 2019/20 Budget approved the conversion of a Clerk II position to Librarian. The Digital Services Manager position was also converted to a Librarian. Those positions will be posted in the new Fiscal Year. Applications for the Part Time Children’s Librarian position are being reviewed.
4. **Library ‘No on 710’ Digital Storytelling** – Several dignitaries attended the 6/7/19 Salute to the Freeway Fighters in the Community Room. Studio Spectrum filmed the event to be aired on Channel 19. The 3 minute digital stories highlighted the different perspectives of the Freeway Fighters. The digital stories will be available on the Library website.
5. **Library Sanctuary II Art Exhibition in Community Room from 6/13/19-6/15/19** – The Sanctuary II Art Exhibition opened at 5pm on 6/13/19. Mayor Marina Khubesrian, M.D. presented the opening remarks and live flamenco guitar music was performed by David Alberto Holguin. The artwork will be displayed through Saturday, June 15, from 5-9pm.
6. **Update on 21st Century Committee** – The Staff Report for the 21st Century Committee with Councilmember Diana Mahmud’s edits has been moved to the City Council consent calendar in July.

The Public Art Commission has reviewed and approved its criteria for approving art. The Public Arts Commission will meet later in the month to review the Ray Bradbury Stained Glass proposal.

Library Director Steve Fjeldsted announced his retirement, effective 6/30/19. The Trustees expressed their gratitude for Library Director Fjeldsted’s accomplishments and creative programs. Councilmember Mahmud thanked Director Fjeldsted for raising the profile of the Library with the cultural events he presented.

BOARD MEMBER COMMUNICATIONS:

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President (David Uwins): President David Uwins attended the Serving with a Purpose conference. The Keynote Speaker, Hardy Smith, spoke about the need for libraries to adapt, be creative, be collaborative, and have a focus. He reported that the Friends of the Library in Upland, CA built a Friends Bookstore for \$135K.

City Council Liaison (Diana Mahmud): Councilmember Diana Mahmud has emphasized the importance of regular patrols of the Library with new Police Chief Ortiz. Director Fjeldsted recommended the Library have a security officer on the premises.

Friends Representative (President Ellen Torres): Friends Board President Ellen Torres said there was no Friends meeting in May due to a lack of quorum. The Friends annual report is complete and has been posted on their website. The tech letter requesting funds for a laptop checkout cart could be ready by the end of the month.

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

Assistant Library Director (Cathy Billings):

- The migration from the local server to the offsite hosting was successful. The mobile app and analytics module, a sophisticated reporting tool, will be implemented in the near future.
- The Library is acquiring equipment for Mobile Circ, the ability to check out items wirelessly offsite.
- The City Council will review the proposed fee schedule on 6/19/19. If approved, there will be changes to Library fees for book replacements and Community Room rentals and would go into effect on 7/1/19. This will be an Action Item for the 7/11/19 Trustees meeting where a Staff Report regarding the Community Room policy will be presented.
- There have been 1,257 sign-ups for the first week of the Summer Reading Program.

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

- Director Fjeldsted thanked the Board and encouraged those present to view the artwork in the Community Room as part of the Sanctuary II Art Exhibit.

NEW BUSINESS:

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

ADJOURNMENT: The regular meeting of June 13, 2019 was adjourned at 8:24 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President