



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
July 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 July 11, 2019 at 7:05 p.m.

**IN ATTENDANCE:**

Trustees Present

Debra Beadle  
Brendan Durrett  
Bianca Richards  
David Uwins

Also Present

Councilmember Diana Mahmud  
Ellen Torres, Friends Board President  
Sally Kilby, South Pasadena Resident  
Cathy Billings, Acting Library Director

**EXCUSED: Trustee Alan Jutzi**

**Sean Faye, Administrative Secretary**

**MINUTES:** The minutes of the Regular Meeting of June 13, 2019 were reviewed. **MSC: Bianca Richards/Brendan Durrett – all approved.**

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Review and Adopt Amended Community Room Policy** – This will be tabled to the 9/12/19 Library Board of Trustees meeting.
2. **Request for Approval to Discard 17 chairs**

**Motion by Library Board Trustee Brendan Durrett, seconded by Library Board Vice President Debra Beadle, to approve the request to discard 17 chairs.**

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

Secretary Bianca Richards would like to explore the possibility of offering surplus items to the community rather than discarding them for disposal.

**DISCUSSION ITEMS:**

1. **Library Quarterly Report** – Acting Director Billings will email the report to the Board. It will be discussed at the 9/12/19 Trustees meeting.
2. **Auditor's Report – Measure L** – The June 2019 Los Angeles-Long Beach-Anaheim area All Urban Consumers (CPI-U) used to calculate the Library Special Tax rate is 3.34%. Based on this figure, the Library's auditing firm is estimating \$340,000 to be generated from the Library Special Tax for Fiscal Year 2019/20. Due to possible non-payments or defaults on property tax, the City/Library assumes \$330,000 in revenue for budgeting purposes. The City Council has approved

a Library Budget for FY 2019/20 of \$1,874,491, with \$330,000 of this amount estimated to come from the Library Special Tax and \$1,544,491 from the City's General Fund. This amount exceeds the City's required/maintenance of effort amount.

In the past the Board has had discussions about the methodology used to determine the required amount. In 2018, the City Attorney opined that the annual required amount is based on CPI increases but is not compounded. The Staff Report for the City Council meeting on 7/17/19 has been updated to reflect the accurate base required amount and description of the methodology.

3. **John August Swanson Event** – There will be an event to celebrate the “Tales of Hoffmann” serigraph donated by Andy Lippman in the Community Room on 8/1/19 at 7 p.m. The serigraph’s artist, John August Swanson, will be present to discuss and showcase his work. Live music from the opera “Tales of Hoffmann” will be performed and refreshments will be provided. The serigraph will be installed on the Library’s first floor at a later date.
4. **Ray Bradbury Fused Glass Art Project** –The Ray Bradbury Fused Glass Art Project received approval from the Public Art Commission. The project will next go before the Cultural Heritage Commission as a courtesy. The Library Board of Trustees committed \$6K towards the Fused Glass Art Project, but the remaining cost is \$24K. Friends Board President Ellen Torres will discuss the issue of raising funds for this project with the Friends.
5. **Library Safety/Security** – The South Pasadena Police Department will conduct a safety assessment of all City facilities. Acting Director Billings addressed certain issues of safety for the Library, including the vulnerability of the loading dock area, the need for more security cameras, a discreet system to alert the police, and a public address system for emergencies. The possibility of having a security guard on the premises was also discussed. The Library’s Code of Conduct will need to be reviewed for consistency and clarity, as will the Library’s procedures, which will help when the SPPD needs to be involved.

The SPPD will soon schedule an Active Shooter Training for Library and Community Services staff.

6. **21<sup>st</sup> Century Committee for the Library Update** – The Draft Agenda for the 7/17/19 City Council meeting with the recommendation to approve the 21<sup>st</sup> Century Committee (21CCL) for the Library’s list of initial projects was distributed. The two major fundraising efforts, the interior redesign of the Library’s first floor and the implementation of a Radio-Frequency Identification (RFID) system for improving the handling of materials and theft control, were emphasized as priorities. The logistics of how the money from the Romine and Mullen Estate Trusts will be utilized to pay a consultant still needs to be determined.

Fundraising Consultant Cindy Chan has recommended that the 21CCL Subcommittee meet soon to begin work on a professional services agreement with the Friends.

#### **BOARD MEMBER COMMUNICATIONS:**

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

#### **REPORTS:**

**Board President (David Uwins):** President David Uwins distributed a handout from Hardy Smith’s presentation, “How can libraries improve customer service?” from the 2019 Serving with a Purpose

Conference he attended. Acting Director Billings will distribute this handout to Library staff, as it contains helpful information regarding the changing nature of libraries.

There was some discussion about the Library's policy about accepting donations or gifts from the public. This could be a Discussion Item for a future meeting.

President Uwins discussed the selection process of a new Library Director. Councilmember Diana Mahmud said a selection panel could recommend candidates but the City Manager would interview the finalists and make the final determination. Trustee Durrett asked for the Library Board to play a role in the selection process. Acting Director Billings said California State Law and local ordinance dictate the roles and responsibilities of the Administrative Board structure.

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

**Friends Representative (President Ellen Torres):** None to report.

**Trustee Liaison to Friends (Bianca Richards):** Secretary Bianca Richards attended the 6/20/19 Friends Board meeting. Secretary Richards thanked Acting Director Billings for sharing information about the Library Board of Trustees to the Friends at that meeting.

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

- The Summer Reading Program is going well. There has been positive feedback from patrons using the app. There are around 1,700 readers registered, spread out among different age groups.
- New receipt printers for the front desk have been purchased and will be installed soon. These new printers are designed to be quiet.
- Equipment for Mobile Circ has been purchased. These include a new iPad, a Samsung Galaxy tablet, an iPad mini, two Kindles, wireless receipt printers, and wireless barcode scanners.
- Now that data hosting has been successfully transferred off-site, the next step will be to implement the Library mobile app.
- As part of the Library Org Chart for the new Fiscal Year, another clerk position became available in the Administration Office. A Library Aide II was promoted to that position and a Library Aide I was promoted to a Clerk I position. There are now two vacant Aide II positions and 4 vacant Aide I positions. There are two vacant Full Time positions. Aide I interviews will begin on 7/15/19. Full Time Children's Librarian interviews will be held in August.
- Funding has been set aside for the "One City, One Story" City-Wide Reading Project, but the Full Time Librarian positions need to be filled in order to properly manage the program.
- City Manager Stephanie DeWolfe has expressed interest in attending an upcoming Library Board of Trustees meeting.
- The Employee Association has signed a new Memoranda of Understanding (MOU) with the City. A salary study was conducted which compared South Pasadena to cities of comparable size and found that South Pasadena staff salaries were below average. If approved at the 7/17/19 City Council meeting, most employees will receive a raise.

**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, September 12, 2019 at 7:00 p.m. in the Ray Bradbury Conference Room.

**ADJOURNMENT:** The regular meeting of July 11, 2019 was adjourned at 9:01 p.m.

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

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

A handwritten signature in black ink, appearing to read "D. Lino", is written over a horizontal line.

President