



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES - REGULAR MEETING AGENDA**

**Library Conference Room
1100 Oxley Street, South Pasadena, CA 91030**

November 14, 2019 at 7:00 p.m.

*In order to address the Library Board of Trustees, please complete a Public Comment Card.
Time allotted per speaker is three minutes.*

- CALL TO ORDER:** President David Uwins
- ROLL CALL:** David Uwins, President, Debra Beadle, Vice-President, Bianca Richards, Secretary, Brendan Durrett, Trustee, Alan Jutzi, Trustee
- COUNCIL LIAISON:** Diana Mahmud, Council Liaison
- STAFF PRESENT:** Cathy Billings, Acting Library Director
Sean Faye, Administrative Secretary

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

The Library Board of Trustees welcomes public input. Members of the public may address the Library Board of Trustees by completing a public comment card and giving it to the Library Administrative Secretary prior to the meeting. At this time, the public may address the Library Board of Trustees on items that are not on the agenda. Pursuant to state law, the Library Board of Trustees may not discuss or take action on issues not on the meeting agenda, except that members of the Library Board of Trustees or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

Note: Public input will also be taken during all agenda items. Time allotted per speaker is three (3) minutes.

ACTION

1. **Review and approve draft minutes of the regular meeting held September 12, 2019 and the regular meeting held October 10, 2019**

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meetings held on September 12, 2019 and October 10, 2019.

2. **Request for Approval of Library Board of Trustees Meeting Schedule for 2020**

Recommendation

It is recommended that the Library Board of Trustees review and approve a Meeting Schedule for 2020.

3. **Designate Romine and/or Mullen Estate Funds for the Ray Bradbury Fused Glass Art Project in an amount not to exceed \$24,000**

Recommendation

It is recommended that the Library Board of Trustees designate Romine and/or Mullen Estate Funds for the completion of the Ray Bradbury Fused Glass art project to be installed in the Ray Bradbury Conference Room by the August 2020 Bradbury Centennial.

4. **Request for Approval to open Library at 3 p.m. on December 11, 2019 to allow staff to attend City Holiday Luncheon**

Recommendation

It is recommended that the Library Board of Trustees review and approve the request for the Library to open at 3 p.m. on December 11, 2019 for staff to attend the City Holiday Luncheon.

DISCUSSION

5. **2019 Annual Report and 2020 Work Plan**
6. **Library Staffing Report**
7. **Code of Conduct for Elected and Appointed Officials**

BOARD MEMBER COMMUNICATIONS

COMMUNICATIONS

- 8. **Board President Communications**
- 9. **City Council Liaison Communications**
- 10. **Friends Representative Communications**
- 11. **Trustee Liaison to the Friends Communications**
- 12. **Acting Library Director**

ADJOURNMENT

FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS

December 12, 2019	Library Conference Room	7:00 p.m.
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PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City’s website at: <https://www.southpasadenaca.gov/government/boards-commissions>

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the Library Administrative Office at (626) 403-730. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.

11/8/19
Date

/S/
Sean Faye,
Administrative Secretary