



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
September 12, 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 September 12, 2019 at 7:07 p.m.

IN ATTENDANCE:

Trustees Present

Debra Beadle
Brendan Durrett
Bianca Richards
David Uwins

Also Present

Councilmember Diana Mahmud
Diane Larson, Friends Board Representative
Sally Kilby, South Pasadena Resident
Kathy Folsom, Restoration Concert Co-Chair
Kay Rosser, Restoration Concert Co-Chair
Cathy Billings, Acting Library Director
Sean Faye, Administrative Secretary

EXCUSED: Trustee Alan Jutzi

MINUTES: The minutes of the Regular Meeting of July 11, 2019 were reviewed. **MSC: Bianca Richards/Debra Beadle – all approved.**

PUBLIC COMMENTS: South Pasadena Resident Sally Kilby presented information about Measure A, a local initiative for the 11/5/19 ballot which would increase South Pasadena's sales tax by $\frac{3}{4}$ of one cent. She announced that there will be an Ice Cream Social in the Library Park on 9/18/19 to provide an information session about Measure A to the public.

DISCUSSION ITEM:

1. **Restoration Concert Committee Brahms Festival Report** – Restoration Concert Co-Chairs Kay Rosser and Kathy Folsom provided a report about the Brahms Festival held in the Library Community Room in July 2019. The series of concerts was a success, playing to a full house every night. The Restoration Concert Committee would like to produce a festival in July 2020 dedicated to Beethoven's 250th birthday. The Restoration Concert Committee will seek the approval of the Friends Board for this request at their 9/19/19 meeting.

[Kathy Folsom and Kay Rosser left the Library Board of Trustees meeting at 7:31 p.m.]

ACTION ITEMS:

1. **Request for Approval for Senior Center to use Community Room for Senior Yoga classes on Monday and Wednesday mornings from 8-9:30 a.m. in 2019-20**

Motion by Library Board Trustee Brendan Durrett, seconded by Library Board Secretary Bianca Richards, to approve the request for the Senior Center to use the Community Room for Senior Yoga classes on Monday and Wednesday mornings from 8-9:30 a.m. in 2019-20.

AYES: Beadle, Durrett, Richards, Uwins
NOES: None

ABSENT: Jutzi
ABSTAIN: None

2. **Request for Approval for Senior Center to use Community Room for Senior Fitness classes on Thursday mornings from 8:30-9:30 a.m. in 2019-20**

Motion by Library Board Trustee Vice President Debra Beadle, seconded by Library Board Trustee Brendan Durrett, to approve for the Senior Center to use the Community Room for Senior Fitness classes on Thursday mornings from 8:30-9:30 a.m. in 2019-20.

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

3. **Request to Approve Winter Holiday Closure Schedule for Library**

Motion by Library Board Secretary Bianca Richards, seconded by Library Board Vice President Debra Beadle, to approve the Winter Holiday Closure Schedule for the Library.

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

DISCUSSION ITEMS:

2. **Library of Things Program Update** – An inventory list of the items for the Library of Things is in the final stages, and the inventory will be the basis for the catalog records. Tote bags will be made for checking out Library of Things items. The City Attorney will be consulted about the appropriate waiver for these materials. There has been a lot of interest in the community about this program.
3. **Library Staffing Update** – The recruitment for the vacant Children’s Librarian and Adult Digital Services Librarian positions were recently posted. An internal candidate from the Substitute Librarian pool will be promoted to the Part-Time Children’s Librarian position. There will be an internal promotional opportunity for the vacant Clerk II position. There have been several recent departures from Library Part-Time staff who have found Full-Time positions elsewhere.

Library Board President David Uwins requested a list be created to identify staffing issues and recruitment.

4. **Library Quarterly Report** – The Library Quarterly Report for April-June 2019 was distributed. Information included the number of items added and discarded from the Library collection, as well as the number of items checked out and similar data. Summer Reading Program attendance was up from last year, possibly due to the new app which received positive feedback from Library patrons. The survey hosted by the State Library will provide additional feedback on the Summer Reading Program, which will help in developing the program for next year.

BOARD MEMBER COMMUNICATIONS: Library Board Trustee Brendan Durrett's term on the Library Board of Trustees will end in December 2019. He will not renew his term but will continue to be involved with the Library.

CORRESPONDENCE AND COMMUNICATIONS: President Uwins shared a thank you letter from Restoration Concert Co-Chairs Kay Rosser and Kathy Folsom.

REPORTS:

Board President (David Uwins): President Uwins would like to follow up on the 21st Century Committee for the Library and the Ray Bradbury Stained Glass Window Project. This will be on the agenda for the 10/10/19 Trustees meeting.

President Uwins spoke with City Manager Stephanie DeWolfe regarding the Director of Library, Arts, and Culture position.

City Council Liaison (Diana Mahmud): Councilmember Diana Mahmud informed the Board about the upcoming Housing workshops for the public scheduled in the Community Room. Accessory Dwelling Units will be discussed on 9/17/19 and Inclusionary Housing Initiatives will be discussed on 9/24/19.

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

Trustee Liaison to Friends (David Uwins): President Uwins attended the last Friends Board meeting. The Tech Fund letter has been sent out. The Friends Bookstore continues to do well with its new area downstairs, and has been organized into Fiction and Non-Fiction.

[South Pasadena Resident Sally Kilby left the Library Board of Trustees meeting at 8:45 p.m.]

Acting Library Director (Cathy Billings):

- City Manager Stephane DeWolfe will attend the 10/10/19 Library Board of Trustees meeting.
- The Police Department conducted an Active Shooter training with Library Staff on 9/4/19.
- The City has hired a consultant for their assessment of City facilities and safety issues. Acting Director Billings emphasized the Library's need for more security cameras, an on-site security guard and panic buttons.
- The library mobile app needs a developer's license before it can launch.
- New furniture for the Children's Room has been ordered.
- The current Surplus Policy does allow the Library to make discarded items available to non-profit organizations.
- SPARC will have their End of Summer Concert in the Library Park on 9/19/19.
- The South Pasadena Chinese-American Club will present the Moon Festival on 9/22/19.
- The Convening of Mayors will take place in the Library Community Room on 9/25/19.

NEW BUSINESS: Library Board Trustee Brendan Durrett will not be in attendance for the 11/14/19 Library Board of Trustees meeting.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, October 10, 2019 at 7:00 p.m. in the Ray Bradbury Conference Room.

ADJOURNMENT: The regular meeting of September 12, 2019 was adjourned at 8:54 p.m.

Minutes approved _____ as written.
Minutes approved _____ as corrected.



President