



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
October 10, 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 October 10, 2019 at 7:00 p.m.

IN ATTENDANCE:

Trustees Present

Debra Beadle
Brendan Durrett
Alan Jutzi
Bianca Richards
David Uwins

Also Present

Stephanie DeWolfe, City Manager
Councilmember Diana Mahmud
Ellen Torres, Friends Board President
Kathryn Hutson, Sisters in Crime
Cathy Billings, Acting Library Director
Sean Faye, Administrative Secretary

PUBLIC COMMENTS:

PRESENTATION:

1. City Manager Stephanie DeWolfe spoke to the Library Board of Trustees about the state of the City and long-range financial sustainability. She presented the City's new promotional video of South Pasadena. She discussed staff recruitment and retention and the City's commitment to encouraging wellness and work-life balance for staff using means like the 4/10 work week and employee training, including the new City-sponsored Toastmasters Club.

[City Manager Stephanie DeWolfe left the Library Board of Trustees meeting at 7:47 p.m.]

ACTION ITEM:

[Sisters in Crime Representative Kathryn Hutson arrived at the Library Board of Trustees meeting at 7:48 p.m.]

2. Request for Approval of Fundraising by Sisters in Crime in their Community Room Holiday Meeting on December 8, 2019

Sisters in Crime Representative Kathryn Hutson requested permission for her organization to conduct fundraising at their holiday meeting on 12/8/19. The proceeds would be donated to WriteGirl, a non-profit that mentors young girls through creative writing. Non-perishable food items will also be collected to be donated to a food bank.

Motion by Library Board Vice President Debra Beadle, seconded by Library Board Trustee Brendan Durrett, to approve the request for the Sisters in Crime to conduct fundraising in the Community Room during their holiday meeting on December 8, 2019 to donate to WriteGirl.

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

[Sisters in Crime Representative Kathryn Hutson left the Library Board of Trustees meeting at 7:54 p.m.]

DISCUSSION ITEMS:

3. Annual Report and 2020 Work Plan

The 2019 Annual Report will be reviewed for approval at the 12/12/19 Trustees meeting. The Work Plan will be reviewed for approval at the January 2020 Trustees meeting. The Annual Report should include the accomplishments of the Library Board in 2019 and 3 goals for 2020. Library staff recommend that the Work Plan include reviewing Library policies, which on average have not been updated in 13 years.

The Work Plan will be a Discussion Item for the 11/14/19 Trustees meeting.

4. Library Staffing Report

The recruitment for the Digital Services Librarian and Children's Librarian closed on 10/7/19 and the review process will begin next week. There are three Aide positions and one Clerk II position in the administrative office for which requisitions have been submitted to Human Resources.

President David Uwins requested a month by month spreadsheet to track open positions during the recruitment process. It should identify the date the position became vacant and all the steps of the hiring process.

5. 21st Century Committee for the Library update

President Uwins put together a timeline of the formation of the 21st Century Committee for the Library. The Chair position will need to be filled soon by someone with major fundraising experience. The 21CCCL Chair would serve on the Friends Board.

6. Memorandum of understanding for Cindy Chan's services

Acting Director Billings reported that there is a standard form that the Friends of the Library should use to request Romine or Mullen Trust funds for Cindy Chan's services. She will consult with the City Attorney and give the form to Friends Board President Ellen Torres.

7. Ray Bradbury Stained Glass Window for the Ray Bradbury Conference Room

Having been approved by the Public Arts Commission, the project now needs to be approved by City Council. Library staff will work with Public Arts Commission staff liaison Margaret Lin to get the item on the Council agenda. Staff will seek an updated estimate for the project from artist Tim Carey. The Ray Bradbury Fused Glass Window project installation will be tied to the Ray Bradbury Centennial on 8/20/20.

There will be an Action Item at the 11/14/19 Trustees meeting to approve use of the Romine and Mullen Estate Funds to pay for the Ray Bradbury Stained Glass Window Project.

8. Community Room Rental Fees

The new City fee scheduled went into effect July 1, 2019. The new fees were based on a fee study conducted by a consulting firm. An effort was made to align Library Community Room fees with the City's other rental facilities, such as the War Memorial Building. The new fees include the cost of a staff member to monitor

Community Room rentals. Staff anticipate that the new fees may result in fewer rentals generating more income.

BOARD MEMBER COMMUNICATIONS:

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

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

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

11. **Friends Representative (Friends Board President Ellen Torres):** The Friends will be updating their policies and will be meeting with a not-for-profit accountant to determine what is under their purview as a 501(c) 3.

12. **Trustee Liaison to Friends (David Uwins):** None.

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

- Former Trustee Andy Lippman and Local History Librarian Olivia Shea were featured in the *South Pasadena Review*.
- The California Library Association is conducting a tour of Carnegie Libraries and will meet in the Community Room on 10/24/19. Local History Librarian Olivia Shea will lead the tour.
- The Library has partnered with LitFest Pasadena for the Arts Crawl on 10/19/19. Journaling workshops and a craft activity will be held in the Community Room. The Friends have provided support for journals and art supplies.
- There will be a climate change program in November.

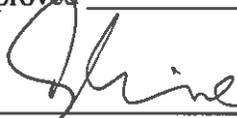
NEW BUSINESS: Library Board Trustee Brendan Durrett will not be in attendance for the 11/14/19 Library Board of Trustees meeting.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, November 14, 2019 at 7:00 p.m. in the Ray Bradbury Conference Room.

ADJOURNMENT: President David Uwins adjourned the regular meeting on October 10, 2019 at 9:39 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President