



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
November 14, 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 November 14, 2019 at 7:01 p.m.

**IN ATTENDANCE:**

Trustees Present

Debra Beadle  
Alan Jutzi  
Bianca Richards  
David Uwins

Also Present

Councilmember Diana Mahmud  
Cathy Billings, Acting Library Director  
Sean Faye, Administrative Secretary

**EXCUSED:** Trustee Brendan Durrett

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

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

**Motion by Library Board Vice President Debra Beadle, seconded by Library Board Secretary Bianca Richards, to approve the minutes as written for the regular meeting of the Library Board of Trustees held September 12, 2019.**

<b>AYES:</b>	<b>Beadle, Jutzi, Richards, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Durrett</b>
<b>ABSTAIN:</b>	<b>None</b>

Library Board President David Uwins requested corrections for Discussion Items #5 & #6 for the 10/10/19 Library Board minutes.

**Motion by Library Board Vice President Debra Beadle, seconded by Library Board Trustee Alan Jutzi, to approve the minutes as amended for the regular meeting of the Library Board of Trustees held October 10, 2019.**

<b>AYES:</b>	<b>Beadle, Jutzi, Richards, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Durrett</b>
<b>ABSTAIN:</b>	<b>None</b>

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

**Motion by Library Board Vice President Debra Beadle, seconded by Library Board Trustee Alan Jutzi, to approve the Library Board Meeting Schedule for 2020.**

<b>AYES:</b>	<b>Beadle, Jutzi, Richards, Uwins</b>
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**NOES:** None  
**ABSENT:** Durrett  
**ABSTAIN:** None

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

Artist Tim Carey will submit an updated proposal for the overall cost of the Ray Bradbury Fused Glass Art Project. This project will tie into the Ray Bradbury Centennial on 8/22/20 and there will be much publicity for the unveiling.

**Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Secretary Bianca Richards, to approve no more than \$24,000 from either the Mullen and/or Romine Estate Funds to fund the Ray Bradbury Fused Glass Art Project for the Ray Bradbury Conference Room.**

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

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

**Motion by Library Board Trustee Alan Jutzi, seconded by Library Board Vice President Debra Beadle, to approve the request to open the Library at 3 p.m. on December 11, 2019 to allow the staff to attend the City Holiday Luncheon.**

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

**DISCUSSION ITEMS:**

**5. 2019 Annual Report and 2020 Work Plan**

President David Uwins will submit the Draft 2019 Annual Report for review at the 12/12/19 Trustees meeting.

The 2020 Work Plan will include the following: One City, One Story City-Wide Reading Project, the Ray Bradbury Fused Glass Window project, a systematic review of Library Board of Trustees' policies, and researching the "fine-free" library movement in order to make a recommendation about whether South Pasadena should adopt any of its tenets.

**6. Library Staffing Report**

Acting Library Director Cathy Billings provided a Library Staff Recruitment Tracking document that identifies open positions, and dates for when positions were created or vacated, requisitions submitted, jobs posted, application deadlines, and interviews. First round interviews for the two vacant full-time librarian positions are scheduled for November 20 and 21, 2019.

**7. Code of Conduct for Elected and Appointed Officials**

This will be tabled to the 12/12/19 Trustees meeting.

**BOARD MEMBER COMMUNICATIONS:**

**CORRESPONDENCE AND COMMUNICATIONS:**

**REPORTS:**

**8. Board President (David Uwins):** There will be two vacancies on the Library Board in January as Trustees Brendan Durrett and Alan Jutzi will not be returning. Applicants are encouraged to apply through the City website.

The 2020 Officers for the Library Board of Trustees will be addressed at the January 2020 Trustees meeting.

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

**10. Friends Representative (Friends Board President Ellen Torres):** Acting Director Billings spoke on behalf of Friends Board President Ellen Torres. Nominees for the Friends Board are being interviewed to fill vacant positions. At a special meeting held by telephone, the Friends Board voted to approve the Summer Music Festival, to be put on by the Restoration Concert Committee under the umbrella of the Friends. 25% of ticket proceeds, after expenses, will go to the Friends.

Library staff submitted their budget requests for the 2020 calendar year to the Friends. \$44K in support was requested, which is similar to amounts requested in previous years.

**11. Trustee Liaison to Friends (David Uwins):** The Friends did not have a quorum at their last Board meeting. The Restoration Concert Committee received assistance in developing their budget.

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

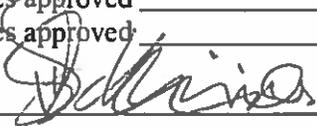
- A Climate Change Talk will be held in the Community Room on 11/19/19, in partnership with local non-profit organization South Pasadena Hometown Exchange. This group facilitates high school student exchange programs. The Library will likely partner with them on future events and will brand these types of events under the name "Community Room Conversations".
- The Friends Holiday Book Sale will take place on 11/22/19-11/24/19 and will be able to accept credit card payments.
- The City's new logo has been incorporated into a new library card design. Library staff are considering issuing a limited edition library card as part of the One City, One Story City-Wide Reading Project.

**NEW BUSINESS:**

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

**ADJOURNMENT:** President David Uwins adjourned the regular meeting of the Library Board of Trustees on November 14, 2019 at 8:45 p.m.

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

  
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President