



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
December 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 on December 12, 2019 at 7:00 p.m.

**IN ATTENDANCE:**

Trustees Present

Debra Beadle  
Brendan Durrett  
Alan Jutzi  
Bianca Richards  
David Uwins

Also Present

Cathy Billings, Library Director  
Sean Faye, Administrative Secretary

**EXCUSED:** Councilmember Diana Mahmud

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

**1. Review and approve draft minutes of the regular meeting held November 14, 2019**

Motion by Library Board Secretary Bianca Richards, seconded by Library Board Vice President Debra Beadle, to approve the minutes as written for the regular meeting of the Library Board of Trustees held November 14, 2019.

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

**2. Select Date and Time for 2020 Volunteer Recognition Luncheon**

Motion by Library Board Vice President Debra Beadle, seconded by Library Board Secretary Bianca Richards, to approve Friday, April 17, 2020 as the date of the Volunteer Recognition Luncheon.

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

**DISCUSSION ITEMS:**

**3. Library Staffing Report**

Conditional offers have been made to candidates for the Full Time Children's Services Librarian and Adult/Digital Services Librarian positions. Interviews for the 3 vacant Part Time Aide I positions will be held on 12/18/19. Applications for the Part Time Clerk II position are being reviewed.

Library Director Cathy Billings has discussed with the City Manager the possibility of converting the Full Time Assistant Library Director position to a Library Technical Assistant position in the Support Services department. This position would assist the Support Services Manager with technology projects and maintenance and use of the Library's Integrated Library System (SirsiDynix). Excess salary funds from the eliminated Assistant Director position could be used by the City to hire a part-time employee dedicated to developing arts and culture events for the community.

Director Billings will present the staff's vision for the library and the state of cultural programming to the Library Board early in the New Year, after all Board positions have been filled.

#### **4. 2019 Annual Report**

Board President David Uwins presented his draft of the Annual Report for 2019. Trustee Alan Jutzi suggested a correction on page 2 to say "Board member Alan Jutzi was the guest speaker and gave a lively, informative presentation on Alice Millard who became the most prominent female antiquarian bookseller in the USA and lived in South Pasadena in the early 1900's." This will be submitted, with updates, to the City Council.

#### **5. Mid-Year Budget Report**

Director Billings said this report doesn't reflect salaries after September, due to the City's transition to the payroll vendor ADP. The salaries budgets are on track, although the Full Time budget is underspent due to vacant positions. The expenditures for the Maintenance and Operations Budget are on track.

The Finance Department will conduct a mid-year budget review and at that time the Library will request a budget transfer to make the CENIC Wi-Fi rebate funds (\$11,475) available for other expenditures. A significant part of the \$27K allocated for the Machinery and Equipment - Library Operations Study account will go towards the replacement of the Library's Emergency Lighting system.

#### **6. Library Safety Update**

The Police Department has been asked to increase their patrols of the Library's main floor and to check in at the Reference Desk. Library Staff have been asked to email the Library Director and Administrative Secretary the date and time when they observe the Police conducting a walkthrough so that the visits can be tracked.

The City's assessment of City facilities for employee safety has been completed and will go before City Council for approval. The Library shared with the consultant and Police Department the need for more security cameras, a panic button, a public address system, and an electronic key system for the staff door, and a security guard. Recently, a Workplace Violence Prevention and Awareness training was held at City Hall for all staff.

**BOARD MEMBER COMMUNICATIONS:** This is the last meeting for Trustees Brendan Durrett and Alan Jutzi.

**CORRESPONDENCE AND COMMUNICATIONS:**

**REPORTS:**

**7. Board President (David Uwins):** President Uwins thanked Trustees Durrett and Jutzi for their dedication to the Library and the community of South Pasadena.

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

**9. Friends Representative:** None to report.

**10. Trustee Liaison to Friends (David Uwins):** President Uwins reported that the Friends are closing out the year in good shape and have their budget set for 2020, including the items requested by the Library. Membership for the Friends has increased and the Friends Holiday Book Sale went well. The Friends Bookstore has earned more revenue this year, which is credited to the new location of the last chance books. The Friends have approved the Restoration Concert Committee's contribution of \$2K towards the Ray Bradbury Fused Glass Window Project. The Restoration Concert Committee's 2020 Summer Concert has been approved. The Friends are exploring different means of fundraising. The Friends Annual Meeting will take place in the Community Room on 1/16/20. The Friends have added two new members to the Board, who will work on outreach and the Friends newsletter.

**11. Library Director (Cathy Billings):**

- Judson Studios has submitted an updated quote for the Ray Bradbury Fused Glass Window Project, including fabrication and installation. The quote is under \$25,000 and includes a credit for funds raised by book sales at an event last year. A staff report will be submitted to the City Council requesting use of funds from the Mullen and/or Romine Estate Trusts for the Fused Glass Window Project. A City contract with Judson Studios will need to be completed.
- Lissa Reynolds from the Fremont Centre Theatre has been contacted regarding a Ray Bradbury program to commemorate his centennial and the Fused Glass Window Project. David Marchant, who has rare, recorded interviews with Ray Bradbury, has also been contacted.
- Substitute Librarian Chelsea Clark has begun work on the "One City, One Story" City-Wide Reading Program to take place in 2020. Public Services Librarian Maida Wong will attend the 1/9/20 Board meeting where this will be a Discussion Item.
- Students from South Pasadena High School approached the Library for a partnership to present ecological and environment programs in the Children's Room every other weekend from January-April, 2020. The program will be called Green Kids & Crafts.
- Another student from South Pasadena High School, who is earning her Girl Scout Gold Award, has proposed to teach animé classes as part of Tween programming for the 2020 Summer Reading Program.
- The Library is the recipient of \$1K from the Veir Trust, as well as 5% of the remaining estate.
- The Planning Department has been contacted about obtaining a plaque for the Library Tree.
- Councilmember Diana Mahmud designated funds to plant a tree for recently retired Library Director Steve Fjeldsted in the Library Park. The Engelmann oak tree for Councilmember Richard Schneider that died will be re-planted. Public Works has said that the plantings will take place before the end of February.
- The Library will soon implement auto-renewal of checked-out library items. Items not on hold for other customers will be automatically renewed twice for a total of 9 weeks.
- Effective 1/2/20, the Public Computer workstations will increase session length from 3-30 minute sessions to 2-1 hour sessions and will require a pin to log-in. The 15-minute computer will not require a library card.
- There is a display in the Library entryway about a South Pasadena teenager who wrote a book about living with a benign brain tumor.
- Director Billings thanked Trustees Brendan Durrett and Alan Jutzi for their help and contributions to the Library.

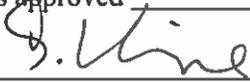
**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, January 9, 2020 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 December 12, 2019 at 9:05 p.m.

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

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



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President