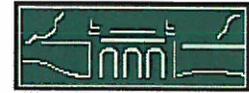




South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
April 14, 2016



CONVENE:

Board President Ed Pearson called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on April 14, 2016 at 7:01 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, President
Constance Lue, Vice President
Rick Thomas, Secretary
Carolyn Flemming, Trustee

Also Present

Mayor Pro Tem Michael A. Cacciotti
Sally Kilby, Friends Representative
Steve Fjeldsted, Director of Library, Arts &
Culture
Sean Faye, Library Administrative Secretary

EXCUSED: Andy Lippman, Trustee

MINUTES: The minutes of the Special Meeting of March 10, 2016 were reviewed. President Ed Pearson asked to clarify Trustee Carolyn Flemming's vote for Action Item #3, the approval of the Draft Library Operations Study as written. Trustee Flemming said that she did approve of the draft, with the exception of Recommendation #43 regarding the Library Organizational Chart. This has been adjusted on the March 10, 2016 Special Board Minutes – **MSC: Constance Lue/Rick Thomas – all approved, as corrected.**

PUBLIC COMMENTS:

ACTION ITEM:

1. **Request for Approval of "Library Operations Study, Preliminary Report, Draft February 8, 2016"** – President Pearson said that all the recommendations had been approved at the last Trustees meeting on 3/10/16 and no further action was necessary.
2. **Request to close the Library from 11 am to 1 pm on May 17, 2016 for the Employee Appreciation Luncheon** – Library Director Steve Fjeldsted asked for the Library to open two hours later than its scheduled time on Tuesday, May 17, 2016 so that all Library staff could attend the City's Employee Appreciation Luncheon.

Motion by Library Board of Trustees Secretary Rick Thomas, seconded by Library Board Trustee Carolyn Flemming, to approve the request to close the Library from 11 am to 1 pm on May 17, 2016 for Library staff to attend the Employee Luncheon.

AYES: Pearson, Lue, Thomas, Flemming
NOES: None
ABSENT: Lippman
ABSTAIN: None

3. **Request to amend "Ray Bradbury Conference Room Policy"** – Director Fjeldsted said this policy has not been visited by the Board of Trustees in nearly ten years. The proposed change would no longer restrict the use of the Conference Room by members of the public to one hour if there was no one waiting to use it. This would bring the policy closer in alignment with better customer service principles of bending the rules to help someone if there are little or no negative repercussions. Trustee Carolyn Flemming asked if Rule #6, which states that frequently used

reference materials cannot be taken to the Conference Room, was still necessary. Director Fjeldsted agreed it was no longer needed and it could be removed.

Motion by Library Board Trustee Carolyn Flemming, seconded by Library Board of Trustees Vice President Constance Lue, to approve the revision of the Conference Room policy as written, with the omission of Rule #6.

AYES: Pearson, Lue, Thomas, Flemming
NOES: None
ABSENT: Lippman
ABSTAIN: None

DISCUSSION ITEMS:

1. **Volunteer Recognition Luncheon on April 22, 2016** – President Pearson confirmed that Trustee Andy Lippman has made arrangements for the Keynote Speaker, Scott Kraft, and will be providing food from Munch Company and paper goods. Secretary Rick Thomas will contribute water and lemonade. Trustee Carolyn Flemming will provide floral arrangements. Articles written by Keynote Speaker Scott Kraft will be printed out and used as decorations for the Community Room. Director Fjeldsted said that Mayor Diana Mahmud will make a brief presentation.
2. **Volunteer Recognition Proclamation at City Council Meeting on April 20, 2016** – President Pearson will accept the Volunteer Recognition Proclamation at the City Council Meeting on 4/20/16.
3. **Library Flood Remediation Work Starting on May 29, 2016** – Director Fjeldsted said that the carpet in the Children’s Room and the linoleum in the Technical Services area, which were damaged during the flood from a rainstorm in September 2015, will be replaced starting on 5/29/16. Director Fjeldsted said this project will be covered by the City’s insurer. The Children’s Room and Friends Book Sorting Room will be sealed off during the repairs. Children’s Services will be moved into the Library proper and Technical Services staff will work out of the Adult Services office on the second floor. Director Fjeldsted will ask the Friends to have a big “blowout” book sale and to donate any less than highly desirable materials to other charities. The Community Room will still operate as scheduled during this period of maintenance and Library hours will remain the same as usual.
4. **Proposed Library Budget FY 2016/17** – Director Fjeldsted said that he has only submitted one Supplemental Budget Request for the next Fiscal Year which would pay for the re-painting of the interior walls of the Community Room. Director Fjeldsted said that so far that the proposed Library budget is increased by \$106,000 for Fiscal Year 2016/17 and that a \$36,000 increase in funds from Measure L will also become available during next year.
5. **Library Field Trip on April 20, 2016** – Library Consultant Joe Matthews prepared an agenda for the second scheduled Library Field Trip for 4/20/16 to the Monrovia and Arcadia Public Libraries. President Pearson noted that the first Library Field Trip had been very instructive.
6. **CENIC Broadband Grant** – Director Fjeldsted received the approval letter and our Library will receive \$24,000, as well as big discounts on hardware purchases and fiber optic connectivity. The check will go to the Southern California Library Cooperative and they will track expenditures and invoices according to federal guidelines. Acorn, the City’s IT firm, has outlined which makes and models of hardware are needed to improve the Library’s Wi-Fi and broadband connectivity.

7. **Rumer Fundraising Concert on March 26, 2016** – Director Fjeldsted said the concert was sold out weeks ahead and it was the cover the week of the event in the *Pasadena Weekly*. The concert went very well. 80 Rumer CDs were sold and the Friends will split the proceeds of the concert ticket sales with NamiKim – Save Korean Dogs non-profit organization. Director Fjeldsted is looking into possibly having Rumer back in the future.
8. **Community Room AV Upgrades** – Director Fjeldsted said the City Council provided \$50,000 toward audio visual upgrades to the Community Room from a Library Supplemental Budget Request last June and \$4,400 has already been spent on security cameras for the Library. Director Fjeldsted said the a/v project has fallen behind due to a staff shortage in the Public Works department. Studio Spectrum, the company that set up the audio/visual improvements in the Council Chambers a few years ago, preliminarily estimated the cost of the upgrades to be \$62,236. City Manager Sergio Gonzalez has given approval for the remaining funds to be taken from salary savings from using substitute librarians. This project will be going out to bid soon.
9. **Updated photo of Trustees for Library Website and Entrance Area** – President Pearson said this will be taken during the next meeting when all Trustees are present.
10. **Scott Van Sant Memorial** – Director Fjeldsted said the memorial for longtime Friend and Volunteer of the Library, Scott Van Sant, will be held in the Library Community Room on 4/16/16 at 2 pm. He said a tribute to Scott Van Sant has been posted on the Library and Friends websites.
11. **Subcommittee of 2 Trustees to investigate difference between “Administrative” Library Boards and “Advisory” Library Boards** – President Pearson asked Vice President Constance Lue and Secretary Rick Thomas to work with Director Fjeldsted to create a report to outline the differences and clarify the role of the Library Board of Trustees.

[Mayor Pro Tem Michael A. Cacciotti arrived to the Board of Trustees Meeting at 8:08 p.m.]

12. **The California Library Association’s Serving with a Purpose Conference for Trustees, Friends, and Volunteers on May 12, 2016 from 9 am to 4 pm at the Ontario Convention Center in Ontario, CA** – President Pearson and Secretary Thomas attended this conference last year and expressed high praise for it. Secretary Thomas will return this year. President Pearson encouraged the Trustees to attend if available.
13. **California Library Association Annual Conference in Sacramento, CA November 3-5, 2016** – President Pearson said he is considering attending. Director Fjeldsted said he will travel to Sacramento on 11/2/16 to attend a State Library’s Public Director’s Forum and will go to the first day of the CLA conference.
14. **Library Carnegie Stage Eclectic Music Festival Concert on May 14, 2016 from approximately 5 pm-10 pm** – Director Fjeldsted said the Friends received a grant of \$1,000 from the Rotary Club and \$1,500 from the Friends Annual Budget to pay for the musicians. The Chamber of Commerce received a \$500 grant from Rotary to pay for sound engineer Bob McClain. 700-900 people are anticipated to attend the Library concert this year. The lineup will include: Jared Barken as Clark Chimp; Mark Hatch and Group 5, a professional jazz musician who has performed with Ray Charles; David Plenn of the Dinosaur Farm; the Elliot Caine Quintet; and headliner Carla Olson and her partner John York, formerly of the Byrds. There will be live music venues all throughout town, drawing thousands of people to South Pasadena.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: President Pearson reported that the City Council discussed the Library Operations Study during their Special Meeting on 3/30/16 when Library Consultant Joe Matthews made his presentation. President Pearson expressed gratitude that the Library has a very supportive City Council. Reconfiguring the Library's first floor and the consolidation of the Circulation and Reference Desks should be high on the implementation list. Vice President Constance Lue asked if there was a cost analysis prepared. Director Fjeldsted said that most of Library Consultant Joe Matthews' recommendations represent no out-of-pocket costs to the Library and that cost estimates have been provided for most of those that do, such as self check-out modules and additional computers. New funding from Measure L and the CENIC grant will cover the costs of making improvements to the Library's Wi-Fi. Joe Matthews will make a presentation for the City Council meeting on 5/4/16 where the Library Operations Study is expected to be formally approved. Director Fjeldsted will present a staff report beforehand. He said upon approval the implementation process will be incremental.

City Council Liaison: Mayor Pro Tem Michael A. Cacciotti spoke about the 626 Golden Streets event on 6/26/16, which will be a family-friendly experience to celebrate the opening of the Foothill Gold Line extension.

Friends Representative: None to report.

Trustee Liaison to Friends: None to report.

Representative to Community Center Ad Hoc Report: None to report.

Director of Library, Arts & Culture:

- Director Fjeldsted said that the Dana Gioia Author Night on March 30 was a big success attended by 150, including some of the Trustees.
- Director Fjeldsted said the Library will be partnering with the South Pasadena Chinese American Club to present a History Night on 4/28/16 with Matthew Hormann who wrote a piece last year in the *Pasadena Weekly* about a little known story about the destruction of Pasadena's Chinatown in the 19th century. As this is a sensitive topic, Director Fjeldsted didn't want to present it without the support of the Chinese American Club. The Library will take an ad out in the *Pasadena Weekly* for the event. Councilmember Robert Joe may comment in the beginning of the evening. Director Fjeldsted said the Library had put on several programs about survivors of tragic events, and based on the positive feedback he has received so far for this event, he feels this may help as part of the healing process.

NEXT MEETING: The next regular meeting for the Library Board of Trustees will be on 5/12/16 in the Ray Bradbury Conference Room in the Library at 7 p.m. Trustee Carolyn Flemming said she will not be available to attend.

ADJOURNMENT: The regular meeting of April 14, 2016 was adjourned at 8:30 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President