



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
January 8, 2015



CONVENE:

Library Administrative Secretary Sean Faye called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on January 8, 2015 at 7:03 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, Vice President

Constance Lue, Secretary

Ann Penn, Trustee

Also Present

Steve Fjeldsted, Director of Library, Arts & Culture

Richard D. Schneider, MD, Councilmember

Ann Messana, Friends Board President

Diana Mahmud, Mayor Pro Tem

Lisa Zahra, South Pasadena Beautiful

Sean Faye, Library Administrative Secretary

EXCUSED: Andy Lippman, Trustee

MINUTES: The minutes of the regular meeting of December 11, 2014 were reviewed – **MSC: Constance Lue/Ed Pearson – all approved**

PUBLIC COMMENTS:

DISCUSSION ITEMS:

1. **Nominating Committee for LBT Officers** – Ann Penn offered her suggestions for 2015 Library Board of Trustees Officers as Edward Pearson, President, Constance Lue, Vice President, and Ann Penn, Secretary. Ed Pearson and Constance Lue accepted their new positions. Ann said this will be her final year to serve on the Library Board of Trustees.

ACTION ITEMS:

1. **Request by South Pasadena Beautiful to serve White Wine at their Annual Meeting on June 2, 2015** – Director of Library, Arts & Culture Steve Fjeldsted introduced South Pasadena Beautiful Board Member Lisa Zahra to make her formal request to the Trustees to serve White Wine at the South Pasadena Beautiful Annual Meeting in the Community Room on June 2, 2015. Lisa said that this meeting, which would also be open to the public, would have a keynote speaker and elect new board members. Lisa said that white wine has been served at these meetings in the past. Steve said that South Pasadena Beautiful has been a great supporter of the Library and has provided benches and picnic tables for the Library Patio and plans are underway to add descriptive nameplates for the various trees in the Library Park.

MOTION: Constance Lue moved to approve the request by South Pasadena Beautiful to serve White Wine at their Annual Meeting on June 2, 2015. MSC: Constance Lue/Ann Penn – all approved.

[Lisa Zahra left the Board of Trustees Meeting at 7:11 p.m.]

2. **Identification and Approval of three “big picture items” within the Board’s purview for Council Consideration at Citizens’ Seminar on February 7, 2015** – Steve said that this meeting is now being called a Community Forum. The three “big picture items” from last year were more resources, more services and to improve the facility. Steve said that the City Manager’s Office suggested it would be better to present more specific and tangible requests. Steve thought that items such as available off street parking for patrons, staff and volunteers, more PC workstations and Audio/Visual improvements to the Community Room would be appropriate. Steve said that he and Senior Librarian Barbara Posner have been compiling a list of the Library’s IT needs to present to the City’s new IT firm, the Acorn Technology Company. Steve said they would also get input from SirsiDynix. Constance Lue cited the technology recommendations from the Library Operations Study of improving the Library’s Wi-Fi, of upgrading PCs and increasing access and reliability of information to the patrons. Ann Penn suggested holding a Special Meeting to finalize the Board’s recommendations since the Community Forum will take place before the next scheduled Trustees meeting on 2/12/15. The Board selected 1/22/15 as the date for that Special Meeting.

Ed Pearson deferred the Identification and Approval of the three “big picture items” until the Special Meeting on 1/22/15 at 7 p.m. in the Ray Bradbury Conference Room.

Steve requested an additional item be added to the Agenda for the Special Meeting scheduled for 1/22/15. Bev Engler, one of the Founders of the Friends of the South Pasadena Public Library Bookstore, recently passed away and her family will be holding a memorial service for her in the Community Room on 1/24/15. All fees have been waived, but the family has requested to serve white wine at the service, and the request came in too late to be added to tonight’s agenda. Steve said that Bev’s family has also expressed interest in donating a bench in Bev’s honor to the Library Park. Such a request would need the approval of Community Services, Public Works, and the Parks & Recreation Commission, but Steve said it would be best to get the process started at the Special Meeting on 1/22/15 so the Trustees could consider it and possibly give their approval.

Ed Pearson agreed for both the white wine request and the approval of a park bench for Bev Engler to be added to the 1/22/15 Agenda.

3. **Designation of one liaison to attend the Citizens’ Seminar to speak about the Trustees’ priorities** – Ann Penn volunteered to attend the Community Forum on 2/7/15 to present the Trustees’ priorities.

MOTION: Constance Lue moved to approve Ann Penn, Secretary of the Library Board of Trustees, to serve as their representative at the Community Forum on 2/7/15. MSC: Constance Lue/Ann Penn – all approved.

4. **Proposed Surplus Discard of Dry Erase Board** – Steve asked the Board for permission to discard the dry erase board in the Administrative Office that has become worn. It has since been replaced.

MOTION: Ann Penn moved to discard the dry erase board. MSC: Ann Penn/Constance Lue – all approved.

DISCUSSION ITEMS:

2. **Vacancy on Library Board of Trustees** – Ed Pearson said he was aware there are some applicants for the vacancy on the Library Board of Trustees. Steve confirmed this and said that Mayor Joe will make his decision soon.
3. **Sub-committee’s Review of Community Room Fundraising and White Wine Policies** – Ed and Ann have not met yet to discuss these Community Room policies but agreed they should meet soon. Ann Messana said that Kristen Dube would like to participate in this discussion. Ann Messana said she would send Kristen’s contact information to Ed and Ann Penn.
4. **Measure L Campaign Committee** – Ed referenced the Draft Timeline for 2016 that former Library Board of Trustees President Brendan Durrett had provided and the list of those willing to serve on the committee. Ed said that he read an article about the potential repeal of the Utility Tax in the *South Pasadena Review* and asked Dr. Schneider if this could present any difficulties for Measure L. Dr. Schneider replied that it could present a complication as the Utility Tax would need a simple majority vote to pass, whereas Measure L would need a 2/3’s majority and that it could be possible for one proposition to affect the other. Ed said this is something for the Board to be cognizant of and that the passage of Measure L could be more of an uphill battle than earlier thought.

Steve said that he has sent letters to the South Pasadena Chamber of Commerce, the South Pasadena Chinese American Club, Rotary, SPEF, Vecinos, SPARC and the Kiwanis Club to ask for volunteers to work on the Measure L Committee, but has not received any responses yet. Steve said that Jane Schirmeister has volunteered to serve on the committee, but that he has not heard back from Margaret Leong. Ann Messana said that Diane Larson of the Friends would like to volunteer and that Ellen Torres would be a good contact for the PTA. Mayor Pro Tem Mahmud suggested contacting WISPPA for volunteers. Ann Penn asked Steve to provide the names of contacts with the various organizations that have been approached so that the Board can follow up with phone calls. Ed said this topic will continue to be revisited.

5. **Library Parking in SPUSD lot** – Steve said there have not been any updates other than a redesign of the Unified School District’s website. Steve didn’t see any mention of upcoming community forums. Steve said that he believes we will hear more about this in the coming months. Superintendent Yantz had been given a letter composed by Steve and Brendan Durrett about the proposed development that outlined the Library’s parking needs at the first public meeting about the proposed condominium development.
6. **Friends Annual Meeting on January 15, 2015 at 7 p.m.** – Ann Messana said there will be some brief business discussed at the beginning of the Friends Annual Meeting in which the 2015 Budget will be posted and the new slate of officers will be voted in. There will also be a drawing for a new Kindle e-reader. The evening is also scheduled as an Author Night with Bill Deverell, Director of the USC Institute for California and Western Studies at the Huntington Library. He will discuss his forthcoming book, “To Bind Up the Nation’s Wounds: The American West After the Civil War.” This meeting will be open to the public.
7. **Library Staff Training Day** – Steve said that one day each year the Library is closed to the public for Staff Training. Customer Service Consultant Susan Berk returned to offer “Outstanding Customer Service, Part 2,” where the major theme was to make sure that each person that comes into contact with the Library is satisfied. Steve said the day had a late start as there had been flooding at the Library due to heavy rains and the first hour and a half was spent mopping up.

Susan spoke until lunch, and then after lunch there was a presentation by Kris Saxon of the Fire Department regarding emergency and disaster preparedness. After that, Sgt. Tony Abdalla of the Police Department spoke about staff and public safety and circumstances in which the Library Staff should contact the Police. Steve said the Library does not have a security staff person and that the Police Department has been quite responsive.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: Ed thanked Mayor Pro Tem Mahmud for appearing at tonight's Trustees meeting. Mayor Pro Tem Mahmud will succeed Dr. Schneider as the Library's Liaison to the City Council.

Trustee: None to report.

City Council Liaison: Dr. Schneider announced that tonight would be his last meeting to serve as a Liaison between the Library and City Council. Dr. Schneider thanked the Board and expressed his appreciation for the experience and introduced Mayor Pro Tem Diana Mahmud as the new City Council Liaison to the Library. Steve and the Trustees each thanked Dr. Schneider for his service and commitment to the Library.

Friends Representative: Ann Messana said there will be a special Cookbook sale on 1/12/15. Ann said that cookbook sales have been very popular in the past. She also said that the Friends hope to work with the Arts Crawl on 2/21/15 to sell some of the books acquired through the enormous donation at the end of 2014 from the relative of a former South Pasadena resident.

Trustee Liaison to Friends: None to report.

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

City Librarian:

- Steve said that the Library Operations Study is on hold due to family health issues for our consultant, Joan Frye Williams. The City has plans to go out to bid for another consultant to continue the work.
- ABC Studios just completed a 3 day film shoot in the Community Room and Library Park for their TV show "Revenge." The Library was paid \$6,000 in rental fees for the Community Room and a donation to the Friends is expected.
- Steve informed the Board that a City Council meeting can be dedicated to an individual. Steve will suggest at the next Management Team meeting that the Mayor and Council dedicate a City Council meeting to Bev Engler, which would be a great way to honor her memory and service to the Library and the Friends. The City Manager suggested that Steve ask her family for permission and to write a request to Mayor Joe.
- The LA Opera will perform in the Community Room on 1/21/15. They have put on programs at many different libraries in the area.
- Steve said there were 90 people that attended the Library's screening of "It's A Wonderful Life" on 12/4/14. Jimmy Hawkins, who appeared in the movie as a child, was unable to attend, but local actor Dean Ghaffari presented the introduction to the film.
- Dean Ghaffari will perform as the actor Sal Mineo in his one man show in the Community Room on 1/29/15. Sal Mineo, an actor during Hollywood's Golden Age, was one of the first actors to "come out", which may have affected his career. The play itself will be considered PG-13 and will not contain any swearing. Dean will use part of his honorarium to help market the event. The Living History Center provided a \$600 grant and the Friends will match it with \$200.

- Trustee Andy Lippman had his picture taken with toys that he purchased for the Children's area. Ann Messana said this picture will be published in the Friends newsletter and Children's Services Librarian Maida Wong composed a press announcement. Ann Messana said that Andy makes monthly donations to the Friends, which has helped to pay for the Friends of the Library's storage unit, and has been a great ally.
- The Friends received a grant of \$1,000 from the Mike Kelley Foundation to provide funding for a mechanical roll down window shade for the west side of the Community Room to match the one on the east side of the building. There is a lot of exposure from the sun through that window, particularly during the summer. Decorative venetian blinds are being considered for the smaller windows. The total estimated cost for such a window shade is about \$4,000, as estimated by ReImagine Your Home. A non-mechanical roll down screen with pulleys and ropes has been suggested and could prove to be much more affordable. Steve will look further into this option.
- Steve said that since so many art books had been donated that there will be an art book sale the night of the Arts Crawl on 2/21/15. Many of the jazz CDs donated by Mark Hatch will also be for sale.
- The Eclectic Music Festival is coming up on 5/2/15.
- Steve said this will be a good year for the Library and thanked everyone for their contributions.

NEXT MEETING: There will be a Special Meeting for the Library Board of Trustees on 1/22/15 in the Ray Bradbury Conference Room in the Library at 7 p.m. The next regular meeting for the Library Board of Trustees will be on 2/12/15 in the Ray Bradbury Conference Room in the Library at 7 p.m.

ADJOURNMENT: The regular meeting of January 8, 2015 was adjourned at 8:24 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President