



South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
February 12, 2015



**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 February 12, 2015 at 7:01 p.m.

**IN ATTENDANCE:**

Trustees Present

Ed Pearson, President

Constance Lue, Vice President

Ann Penn, Secretary

Andy Lippman, Trustee

Rick Thomas, Trustee

Also Present

Steve Fjeldsted, Director of Library, Arts & Culture

Sean Faye, Library Administrative Secretary

**MINUTES:** The minutes of the regular meeting of January 8, 2015 were reviewed – **MSC: Constance Lue/Andy Lippman – all approved**

The minutes of the Special Meeting of January 22, 2015 were reviewed - **MSC: Ann Penn/Constance Lue – all approved**

**PUBLIC COMMENTS:**

**DISCUSSION ITEM:**

1. **Introduction of Rick Thomas** – Library Board of Trustees President Ed Pearson welcomed Rick Thomas to the Board. Rick Thomas said he worked for Honda America in Torrance for 30 years and has worked with planning, budgets, and customer relations. He said he is a collector of local and regional history items and has written four books on South Pasadena. Director of Library, Arts & Culture Steve Fjeldsted said that he nominated Rick Thomas to be the official South Pasadena Historian to City Manager Sergio Gonzalez.

**ACTION ITEM:**

1. **Selection of Date in 2015 for Volunteer Recognition Luncheon** – President Pearson gave a brief explanation to Trustee Thomas on the Volunteer Recognition Luncheon. Trustee Secretary Ann Penn suggested having the luncheon after Easter and Trustee Andy Lippman agreed that April would be appropriate.

**Motion by Library Board of Trustees Secretary Ann Penn, seconded by Library Board of Trustees Vice President Constance Lue, to suggest Friday, April 10, 2015 or Friday, April 17, 2015 as possible dates for the 2015 Volunteer Recognition Luncheon.**

**AYES:** Pearson, Lue, Penn, Lippman, Thomas  
**NOES:** None  
**ABSENT:** None

**ABSTAIN:           None**

President Pearson said that duties would be assigned at the March 12, 2015 Trustees meeting and also selected then would be the volunteers to be recognized. Director Fjeldsted said he would send emails to all Division Managers for their recommendations. Secretary Penn added that the Board will also make recommendations. President Pearson said that the Friends will also make suggestions. Director Fjeldsted said there is \$3,000 in the current Library Budget for the Board of Trustees that could be applied to the Volunteer Recognition Luncheon. Secretary Penn asked for a copy of the Friends Budget to be a part of the Trustees packets for the next meeting.

## **DISCUSSION ITEMS:**

2. **Measure L Committee** – President Pearson said the formation of the Measure L Committee needs to be crystallized and asked Director Fjeldsted for any updates. Director Fjeldsted said that he approached WISPPA as per Mayor Pro Tem Diana Mahmud's suggestion, but so far no one has come forward. He said all other community groups have been emailed. Trustee Lippman offered to help with publicity and joined the committee. Director Fjeldsted said that Margaret Leong will not be available and that there has not been a response from the School District or SPEF. Director Fjeldsted added that Secretary Penn's suggestion of following up with phone calls to the groups that have been approached is a good idea.

President Pearson referred to the Draft Timeline for Measure L created by former Trustees President Brendan Durrett and said that the term of renewal, be it 5, 6, or 7 years, needs to be considered. Secretary Penn reminded the Board that the Utility Tax would also need to be considered in their approach to getting Measure L approved. Director Fjeldsted added that the language for the Municipal Code has proven to be open to interpretation and that the City Attorney Theresa Highsmith should be consulted. President Pearson agreed and said he would consider how best to approach the City Attorney.

3. **City of South Pasadena Community Forum 2/7/15** – Secretary Penn attended the Community Forum in the Community Room on 2/7/15 and praised how well it was organized in allowing members of the community to express what was important to them. Secretary Penn felt that all the suggestions raised were good and practical, particularly the ones related to parking, transportation and the need for a new Community Center.
12. **Subcommittee's Review of Community Room White Wine & Fundraising Policy** – President Pearson addressed this issue out of order to accommodate Trustee Lippman. President Pearson said that the subcommittee of himself, Secretary Penn, a Friends representative, and Director Fjeldsted, has not met yet. President Pearson explained to Trustee Thomas about the requests for white wine and fundraising in conjunction with Community Room applications that have been discussed at recent Trustees meetings. Secretary Penn emphasized that at present there is no firm policy in place (other than it is the responsibility of the LBT to decide). Secretary Penn added that it seems to be a City policy that alcohol is not allowed in other City buildings and that the Library should follow suit. Trustee Lippman voiced concern over questions of the Library's liability. Trustee Thomas agreed that liability could be an issue for the Library and expressed interest in learning the policy for other City buildings. Vice President Lue said she didn't want the Community Room to be considered a substitute for a private venue. Director Fjeldsted said that he has observed alcohol served at non-Library events at the City's War Memorial Building but that he would be happy to follow the Board's ultimate decision. Secretary Penn suggested consulting the City Attorney. President Pearson was grateful to have more direction moving forward with this issue.

[Trustee Lippman left the Board of Trustees Meeting at 8:20 p.m.]

4. **LBT Three Big Picture Items for Community Forum** – Director Fjeldsted also attended the Community Forum on 2/7/15 and said that many people spoke about the three items chosen by Secretary Penn and Trustee Lippman – more parking, a make-over for the interior of the Library, and technology updates. President Pearson thanked Secretary Penn and Trustee Lippman for putting together and submitting that information.
5. **Bev Engler Memorial Bench** – Director Fjeldsted said that the Community Services department has given their approval for the bench and that the family has approved the placement of the bench and the wording of the plaque. The bench will be installed to overlook the Moreton Bay Fig tree. South Pasadena Beautiful has been approached to partner for descriptive tags with the names of species of trees in the Library Park and Director Fjeldsted mentioned a possible unveiling ceremony for both the tree walk and the new bench.
6. **Volunteer Recognition Luncheon and Keynote Speaker** – Director Fjeldsted suggested Stephen Gee, an author of a recent book on Los Angeles architect John Parkinson, to be the Keynote Speaker for this year’s Volunteer Recognition Luncheon. There was a great turnout for his Author Night and he sold many books. Trustee Lippman suggested former AP reporter Linda Deutsch, who recently retired. She covered cases involving O.J. Simpson, Charles Manson and Patty Hearst. Trustee Lippman will contact her to see if she is interested and available.
7. **Future of Libraries Conference at U.S.C. Doheny Library on 2/5/15 & 2/6/15** – Director Fjeldsted said he would give the conference a top rating. While there weren’t any Trustees or Friends at this meeting, he met with fellow Library Directors and Senior Staff members of other libraries. Director Fjeldsted also met with new State Librarian Greg Lucas and exchanged contact information with him. Susan Hildreth, the former head of the Institute of Museum and Library Services said she would lend her assistance with the scheduled Ray Bradbury event on 8/22/15.
8. **Brown Act Compliance** – Director Fjeldsted and Library Administrative Secretary Sean Faye will attend Commission Liaison Training on the Brown Act on 2/23/15. Director Fjeldsted said he the City is planning a similar training for all Board and Commission members. President Pearson said the Board would be able to discuss the duties and role of the Trustees, support the Library Proposed Budget, and work to see that the City provides adequate resources to help the Library make future advancements. President Pearson said that he and Director Fjeldsted will work together each month to put together the Agenda, but welcomed input from the other Trustees.
9. **Distribution of Binders for Trustees** – Director Fjeldsted said that he and Administrative Secretary Faye are putting together this information, as many of the documents found are out of date. Steve has ordered copies of “The Library Trustee: Fifth Edition” (the newest) for all of the Trustees which will offer practical guidelines. They will be distributed at the next meeting on 3/12/15. Vice President Lue asked Director Fjeldsted if he met with Division Heads regularly, to which he replied that he meets with them on a case by case basis. Director Fjeldsted said that a different staff structure may help and that most other libraries have an Assistant Library Director. President Pearson said they would return to this issue at a later date to discuss how libraries work and what the Board can do to help.
10. **Library Operations Study** – Director Fjeldsted was informed by Assistant City Manager Hilary Straus that City Hall is still in the process of hiring a new consultant to continue the Library Operations Study started by Joan Frye Williams. President Pearson explained to Trustee Thomas

the history of the Library Operations Study which began in February, 2014 and that while a majority of the consultant's proposals had been discussed, the entire process came to a halt in July due to health issues. Vice President Lue cited the Strategic Plan and asked for a chart to map our progress in meeting those goals. President Pearson said he would try to create a calendar for the Board at every other meeting to discuss these goals one by one, possibly starting in April and Director Fjeldsted said he could create a scorecard. Director Fjeldsted said that the Library Operations Study was built out of the Library Strategic Plan and the Library State Report statistics. A new Strategic Plan will need to be developed. Director Fjeldsted has asked City Hall to retain whichever consultant is hired to continue the Library Operations Study to stay on for the new Strategic Plan. Funds for the Strategic Planning Consultant will be requested in the Proposed 2015/16 Budget. This will help maintain continuity between the Library and the community.

11. **City Strategic Planning Meeting on 2/21/15 at 8:30 a.m. at the Senior Center** – Director Fjeldsted said this will be an open City Council meeting during which Trustees can make public comments. Secretary Penn said that the City Council will assess the information from the Community Forum.

## **CORRESPONDENCE AND COMMUNICATIONS:**

### **REPORTS:**

**Board President:** None to report.

**Trustee:** None to report.

**City Council Liaison:** None to report.

**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 he will be speaking to a community group at a Presbyterian Church and then he will be coordinating the Senior Valentine's Luncheon at the Senior Center for the Rotary Club.
- Duffy Hudson will appear as Edgar Allan Poe and Micah Cover will be performing his magic act in the Community Room on 2/13/15 as part of a Friday the 13<sup>th</sup> program covered in this week's *Pasadena Weekly*.
- Van Dyke Parks, a legendary musician who has performed at the Library for a fundraiser, has confirmed that he will perform with his 7 piece band for the Eclectic Music Festival on 5/2/15, which will be a free concert. Funds will need to be raised.
- The Day in the District is being scheduled for Library Directors to meet with Southern California Legislators. Director Fjeldsted will meet with Senator Carol Liu. This will be a good opportunity for Library Directors to articulate library needs.
- On 8/22/15 the Library will celebrate Ray Bradbury's 95<sup>th</sup> birthday with a screening of "Fahrenheit 451."
- The Friends will be donating 100 copies of the Jane Apostol History book to students from the Unified School District.

- ESL materials were donated by local resident Richard Bourell. There are 160 full sets of DVDs and workbooks for ESL that the Library and the Friends will work to distribute across the State.
- On 2/21/15 the Library and the Friends will be taking part in the Arts Crawl with a jazz concert with Mark Hatch and an art book sale and some CDs donated from a large jazz collection. This will be a fundraiser for the Friends.
- On 3/26/15 there will be a Chouinard Foundation celebration. The City declared January 29<sup>th</sup> as Nelbert Chouinard Day. The Library will screen "Llyn Foulkes One Man Band," which has appeared in theaters across the country. Llyn Foulkes is an artist who graduated from the Chouinard Art Institute and is also a musician who can play 28 musical instruments. Almost a dozen of his artworks are owned by the Norton Simon Museum.

**NEXT MEETING:** The next regular meeting for the Library Board of Trustees will be on 3/12/15 in the Ray Bradbury Conference Room in the Library at 7 p.m.

**ADJOURNMENT:** The regular meeting of February 12, 2015 was adjourned at 8:55 p.m.

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

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



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President