



**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**June 13, 2013**



**CONVENE:**

Board Vice President Edward Pearson called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Ray Bradbury Conference Room on June 13, 2013 at 7:03 p.m.

**IN ATTENDANCE:**

Trustees Present

Ed Pearson, Vice President  
Andy Lippman, Trustee  
Constance Lue, Trustee  
Ann Penn, Trustee

Also Present

Mayor Richard D. Schneider, MD  
Steve Fjeldsted, City Librarian  
Sean Faye, Temporary Library Administrative  
Secretary

**EXCUSED:** Brendan Durrett, President

**MINUTES:** The minutes of the regular meeting of May 9, 2013 were reviewed –**MSC: Andy Lippman/Ann Penn– all approved.**

**PUBLIC COMMENTS:** The meeting began with a reminder that Brendan Durrett, President of the Library Board of Trustees, was away on vacation.

**ACTION ITEMS:**

1. **Photo of Trustees for display in Library** – It was decided to postpone the group photograph of the Library Board of Trustees until the next meeting in July since not all members were in attendance.

**DISCUSSION ITEMS:**

1. **Library Proposed Budget 2013/2014** – The City Librarian thanked Mayor Schneider and the Board for their support as it appeared that the City Council would approve the Library's 2013-2014 Budget and the four supplemental budget requests that would be covered by donations to the City from the Mullen and Romine Estate trusts. These supplemental budget requests include a storage pod, an emergency generator, exterior painting of the Library, and the Children's Hour artwork installation. Andy Lippman asked if the Proposed Budget contained a request for additional substitute staffing would remain intact upon approval and the City Librarian replied that it would, that there were savings in the benefits costs this year, and that it would go into effect on 7/1/13. The City Librarian also informed the Trustees that he'd asked Human Resources and asked for two Librarian Aides and three Substitute Reference Librarians positions to be recruited. This should lessen the demands placed on the existing staff, as well as provide more hours to the existing part time staff.
2. **Children's Hour artwork installation** – Gabe Nevarez, the Public Works Project Manager, hadn't received any bids from construction companies to install the Children's Hour artwork. The City Librarian contacted nearby companies he knew, and he found another by searching "art display

installation” on Google. Of those construction companies who bid, McKelvey Construction offered the lowest bid by \$10,000. Public Works checked their references, the City Council approved the contract, and McKelvey Construction will begin installation sometime after 7/1/13. Constance Lue asked if McKelvey Construction was involved in any local construction, to which the City Librarian replied they had been involved with some projects at the Los Angeles County Museum of Art. Mayor Schneider asked if South Pasadena Beautiful had been in contact with McKelvey Construction. The City Librarian said they hadn’t as far as he knew, but he would ask Gabe Nevarez to contact them and provide McKelvey’s references.

South Pasadena Beautiful will be donating benches and tables to be placed on the Library patio beneath the artwork. The City Librarian had been advised by Petrie Wilson of South Pasadena Beautiful that the patio furniture will take 8-10 weeks to arrive. Ann Penn said the patio furniture will match the benches already in the park and, while there will not be umbrellas for the tables, the furniture itself will be durable and provide a comfortable place to sit and study.

The City Librarian announced that Phase I of the Exterior Beautification Project was completed with many donations from organizations and individuals from the community. Phase II has taken a long time, but is almost completed.

3. **Library Collection Services** – Ed Pearson asked if the system was up and running yet and the City Librarian replied that about 75 delinquent patrons (who owe more than \$50) have been sent to the Collection Agency. Publicity about the service has been sent out and is on the Library’s website. The City Librarian reminded the Board that this service from Unique Management Services is free to us for the first three months, and after that a decision will have to be made whether or not to continue.
4. **Placement of Carnegie Library Plaque** – The City Librarian announced that the Carnegie Library plaque has been mounted and thanked the Board for their placement recommendation. He added that we now have an address sign which fulfills a requirement in the Fire Code.
5. **Rafael Liebich request to conduct fundraising recital in Community Room** – Edward Pearson said that some organizations have been allowed to raise funds, but it would not be permissible for someone to raise funds for himself. The City Librarian informed the Board that he had passed along the Board’s intentions to Rafael Liebich, who has withdrawn his request.
6. **Ribbon Cutting Date for Artwork Installation and Patio Improvements** – The City Librarian asked the Board if a tentative date for the ribbon cutting should be penciled in as a place-holder in case the furniture and the artwork can be installed on schedule. Andy Lippman offered a date in August, but Mayor Schneider replied that August is usually not a good time for such events. Ann Penn suggested that the Board contact South Pasadena Beautiful for their timetable and perhaps look for an agreeable date in September. Ed Pearson asked if it would be best to hold the event on an evening or a weekend. The City Librarian replied that holding the event on a weekend might not draw many people and said that the Phase I Exterior Beautification Project Ribbon Cutting was held at lunch time on a weekday to accommodate council members and other dignitaries as well as City staff. Musicians and jugglers from the South Pasadena Juggling Club performed, and there was a printed program to acknowledge sponsors and donors. Ann Penn, feeling that it is important to acknowledge South Pasadena Beautiful and the Setzlers for their support, volunteered to contact the organization to find a proposed date for the ribbon cutting. Ed Pearson suggested postponing the penciling in of dates until South Pasadena Beautiful is contacted.

**CORRESPONDENCE AND COMMUNICATIONS:** None to report.

**REPORTS:**

**Board Vice-President:** The Library Board of Trustees will next meet on July 25, 2013 to combine the July and August meetings. There will not be a Library Board of Trustees meeting in August.

**Trustee:** Ed Pearson donated a few boxes of books but didn't get a receipt. He suggested the Library should have a system in place for donations. The City Librarian replied that one exists and that he will get a receipt for Ed. Library staff receiving donations should ask donors if they'd like a receipt. Ed Pearson was also unaware that Board members have inboxes among the Library staff inboxes in the Technical Services area. He encouraged the rest of the Board to look through them and at the end of the meeting the City Librarian led Ed Pearson and Constance Lue on a tour of the Library.

**City Council Liaison:** Mayor Schneider said that he was very pleased that the Budget was received and said the Library is in good shape financially. Ann Penn thanked Mayor Schneider for greatly helping to protect the Library funding.

**Friends Representative:** None to report.

**Trustee Liaison to Friends:**

- Ann Penn announced that the Restoration Concert Committee will have Robert Theis return this coming season for what is sure to be a fabulous performance as he will celebrate the 100<sup>th</sup> Anniversary of the music of Benjamin Britton.
- The Friends of the South Pasadena Public Library are now using PayPal to accept membership dues online.
- There will be a cooking theme for the Summer Reading Program.
- The Yvonne Voissin Memorial Fund has received \$500 in donations so far.
- The Library has a circulation of 450,000 materials per year, which places it in the top ten per cent of the state in that category.
- Book donations are down and that is the main source of revenue for the Friends. Ann Penn asked the Board to please spread the word for the need for donated books. Constance Lue asked if book donations go to the Library's collection and the City Librarian replied that they do.

**System Advisory Board Delegate:** None to report.

**City Librarian:**

- The City Librarian thanked Mayor Schneider and Ed Pearson for attending the "Ride the High Country" screening held in the Community Room on 6/6/13. David Lyons, son of the original producer of "Ride the High Country," set up his own projector and screen for the event. He loved the program and would like to come back for another event. The City Librarian would like to arrange a screening of "Sunset Blvd" in the Community Room and invite actress Stefanie Powers to return with a tribute to William Holden, a former South Pasadena resident and her close companion. Stefanie Powers spoke at our screening of "Union Station" which starred William Holden a couple of years ago and was quite taken with the audience enthusiasm. The McCrea family recently donated photos of Joel McCrea as a child in South Pasadena. The City Librarian also established a relationship with Warner Bros. in obtaining the "Ride the High Country" poster that was put on display at the Rialto to promote our screening.
- The City Librarian has been appointed to the Executive Committee of the Southern California Library Cooperative and will attend meetings by teleconference and in person.
- The Library elevator has been repaired and is in use.

- The Library was awarded \$7,500 for a Books4U grant by the State Library. Orders will need to be placed by 6/30/13.
- Three pools of applicants were interviewed for the Library Administrative Secretary position. One candidate has been selected and is undergoing background checks.
- The City Librarian participated in the “Pitch an Idea” grant program of the State Library to request more funding for our already very successful Author Nights and other events in order to try to get even bigger names to appear. He called his proposed project “California Culture All Stars.”
- On 6/20/13 there will be a screening of “We Believe,” a documentary about the Chicago Cubs and their fans. The Library is partnering with the Baseball Reliquary to produce this event. Carmen Fanzone, a former Chicago Cub, will be in attendance and will play the “Star-Spangled Banner” on his trumpet. Filmmaker John Scheinfeld will present as well.
- Trancas Films, which owns the rights to the original “Halloween,” which was filmed in South Pasadena, will be asking City Council to declare October 31<sup>st</sup> as “John Carpenter Day.” Carpenter, the director of the film, recorded an interview with the BBC a few years ago in the Library Conference Room and expressed an interest to return.
- The City Librarian said that the Friends have earmarked \$500 to acquire more Ray Bradbury books for our collection.
- On 7/18/13 the Library will be partnering with the Farmers Market to present “The Perfect Peach – Recipes and Stories from the Masumoto Family Farm” with Marcy and Nikiko Masumoto in the Library Park. Bestselling author David Mas Masumoto may be unavailable depending on his crop responsibilities. The PROTA Taiko drum troupe is also set to perform.

**NEXT MEETING:** Next meeting of the Library Board of Trustees will be held on 7/25/13.

**ADJOURNMENT:** The regular meeting of June 13, 2013 was adjourned at 7:56 p.m.

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

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

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President