



**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**January 10, 2013**



**CONVENE:**

Board President Brendan Durrett 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 10, 2013 at 7:06 p.m.

**IN ATTENDANCE:**

Trustees Present

Brendan Durrett  
Andrew Lippman  
Ed Pearson  
Michael Cacciotti

Also Present

Steve Fjeldsted, City Librarian  
Sean Faye, Temporary Library Administrative Secretary

**ABSENT:**

Ann Penn, Secretary  
Jim Tranquada, Trustee

**MINUTES:** The minutes of the regular meeting held on December 12, 2012 were reviewed – **all approved.**

**MSC: Andy Lippman/Ed Pearson – all approved.**

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Approve the Library's Goals for the City's Strategic Planning Meeting scheduled for January 26, 2013** – City Librarian gave an overview of the department's 3 Goals: Space, Equipment and Resources. Andrew Lippman suggested that a case be made for additional part-time and full-time staff. City Librarian noted that this was not originally part of the goals since personnel costs have gone up while maintenance costs have stagnated. Ed Pearson added that this might not be the time for such a request in light of recent cuts to the budget. Andrew Lippman was concerned about burning out our current staff without additional hires.

The issue of space was raised and a suggestion was made that one day the library could absorb the senior center and a separate community center could be built. Senior facilities will have to be expanded in the near future anyway and there could be a strong potential for fundraising for a new community center in the South Pasadena community. The public will need to be reminded that usage of the library is up, while space is down.

**MOTION:** City Librarian worked out the verbiage of "Staffing and resources will be commensurate with Library's Growth" and will add that to the Library's 3 Goals. **MSC: Ed Pearson/Andrew Lippman – all approved.**

2. **Approve the Discard of Equipment from the Library's Community Room** – The City Librarian asked for the old podium to be donated, as a new podium was purchased with Mary Helen Wayne Funds. **MOTION: Approve donation of the old podium. MSC: Ed Pearson/Andrew Lippman– all approved.**

3. **Approve the Holiday and Closed Hour List for Library for 2013** – The Holiday Closure schedule for 2013 was reviewed and found to have the same number of days off as 2012.  
**MOTION: The Board moves to approve the Holiday Closure Schedule for 2013. MSC: Andrew Lippman/Ed Pearson – all approved.**
4. **Recommendation of placement of Carnegie Plaque in front of Community Room** – The City Librarian noted that the plaque had been approved and paid for with Mary Helen Wayne funds and that Public Works has offered to build a brick pedestal, but a spot has yet to be determined and then confirmed by the Parks and Recreation department.

The City Librarian suggested that the conference room be renamed “The Ray Bradbury Conference Room,” but then corrected himself that the name should come from the community. It was discussed among the Trustees that the Community room should be renamed “The Carnegie Community Room.”

#### **DISCUSSION ITEMS:**

1. **The Children’s Hour Artwork Restoration Project** – The City Librarian reported that Conservator Donna Williams has cleaned up the white blotching in the front of the building. He is satisfied with the aesthetics, but isn’t sure about the structural integrity. He is requesting a statement in writing that assures the wall is strong enough to support artwork. He is still waiting for a bid for the construction.
2. **Library Staff Training** – The City Librarian reported that Barbara Posner shared the Unique Management DVDs with her staff, but hasn’t completed the second step yet. The credit card machine hasn’t been set up, but we do have the software and the staff is trained to use it.
3. **Measure L Maintenance of Effort Language** – Trustee Ed Pearson wasn’t sure this was the right time to move forward on this issue in light of recent developments. He suggested that we may want to wait until a new liaison is appointed.
4. **Filling of Forthcoming Vacancy for Library Board of Trustees for 2013** – No official resignation yet from Trustee Jim Tranquada, and nothing can move forward until that happens. President Brian Durrett will email Jim Tranquada.
5. **Jolina Bessera – Artistic Archway for Children’s Room** – The City Librarian reported that he doesn’t know that start date. The City will monitor these developments.
6. **City Strategic Planning Workshop on January 26, 2013 at 8:30 a.m. at Senior Center (breakfast at 8:00 a.m.)** – The City Librarian reported that parking has been approved for the Superintendent’s parking lot. The meeting will be filmed for channels 19 and 99, but it isn’t clear when the Library will be addressed. The City will forward the agenda. Trustee Ed Pearson stated that he could attend the meeting.
7. **Friends Annual Meeting for January 31, 2013 at 6:30pm** – The annual budget will be approved and new board members will be appointed - Kristen Dube – President, Rose Barron – Bookkeeper  
  
Author Night – Patris & Crise ([www.mtlowe.org](http://www.mtlowe.org)) – there will be a power point presentation, a discussion of their books and then a Q & A with the audience.
8. **Volunteer Recognition Luncheon for March 8, 2013** – The Trustees need to know who is being honored – will review recommendations from staff and the Friends for the next meeting. Robert

Wagner and Joe Coulombe (of Trader Joe's) will be invited. The following responsibilities were assigned:

- Publicity – Andrew Lippman volunteered to do a story.
  - Set Up – Andrew Lippman volunteered to help.
  - Greeters – any of the Trustees – will be assigned that day
  - Name tags – Sean Faye
  - Invitations & brochures – City Librarian will contact Roby Laurence; Andrew Lippman offered to send the invitations
  - Parking – City Librarian will try to get the Superintendent's lot, as well as ask for the police to relax parking restrictions for the day. City Librarian will also provide the parking sign for the speaker of the event
  - Food – Brendan Durrett will make arrangements with Papa Don's for food; Ed Pearson volunteered to set up drinks – ice water, iced tea and lemonade
  - Proclamation – City Librarian will get number of hours from Fiona and plug it into the Proclamation
  - Photo – We will need a Trustee to pose with the Volunteer for a photo op
  - Pins – will go to the winners, but they are sent from City Hall. Sean Faye will see how we can acquire them for this year
9. **City's 125<sup>th</sup> Anniversary on March 2, 2013** – There will be events in the three nights leading up to the anniversary. It will be well publicized. Dan Rice of the Rt. 66 Historical Association will be showing clips from the television series he's developing, Jim Gallo will discuss his book on Rt. 66, a garage band will play car-related songs, and Mary Ames Mitchell will display her Leo Politi art collection as well as discuss the mystery she has written. There will be a fundraising concert for the Friends with Van Dyke Parks, who has agreed to perform with his band at a fraction of his normal rate.

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

**REPORTS:**

**Board President:** None to report.

**City Council Liaison:** None to report

**Friends Representative:** None to report.

**Trustee Liaison to Friends:** None to report.

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

**City Librarian:**

- The City Librarian brought to the attention of the Trustees an issue surrounding a Community Room rental by Carolyn Van Schmidt, in which she advertised complimentary wine. The wine will be served in 3 ounce portions and there weren't any objections from the Board.
- Stated that Library staff has been resistant to parking in Superintendent lot, but will make efforts to compel them to change their minds. Also mentioned that volunteers are allowed to use that lot.
- Sent 100 books to the Bindery, using \$1000.00 of Friends' funds.
- 150 self-help books were purchased with Rotary funds.

**NEXT MEETING:** Next meeting of the Library Board of Trustees will be held on Monday, February 11, 2013 at 7pm.

**ADJOURNMENT:** The regular meeting of January 10, 2013 was adjourned at 9:21 p.m.

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

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

\_\_\_\_\_  
President

DRAFT