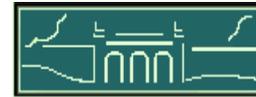




**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**March 14, 2013**



**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 March 14, 2013 at 7:05 p.m.

**IN ATTENDANCE:**

Trustees Present

Brendan Durrett, President  
Ed Pearson, Vice President  
Constance Lue

Also Present

Richard D. Schneider, MD, Mayor  
Ann Penn  
Gina Atkinson, South Pasadena Beautiful  
Steve Fjeldsted, City Librarian  
Sean Faye, Temporary Library Administrative Secretary

**EXCUSED:** Andy Lippman, Trustee

**MINUTES:** The minutes of the regular meeting of February 11, 2013 were reviewed – **all approved with a delay due to lack of quorum. MSC: Ed Pearson/Brendan Durrett – all approved (with Ann Penn's consent).**

**PUBLIC COMMENTS:** The meeting began with introductions as this was Constance Lue's first Library Board of Trustees meeting as a Trustee. Constance Lue said she has always lived in South Pasadena and has always loved the Library and its place in the community as a cultural hub, as well as a means of getting information.

**ACTION ITEMS:**

1. **Approval of request by Lisa Zahara of South Pasadena Beautiful for their donation of furniture for the Library patio** – Gina Atkinson appeared as a representative of South Pasadena Beautiful to discuss the furniture they have offered to donate for the Library patio and as a memorial for Linda and Ed Setzler. She provided photos of examples as well as schematics. Gina stated that adding this furniture, including ADA approved tables for wheelchair access, and benches with backs (to discourage skateboarders), would complete a portion of the Library's Exterior Beautification Project. It would be the same style furniture that the Sierra Madre Library has had for the last six years. Gina Atkinson has been in contact with the Setzler Family, and they are very pleased with the idea of a memorial recognition, and if approved, a small gathering to commemorate the installation.

The City Librarian elaborated on the history of the Library patio. In 2008 the Library embarked on Phase One of the Exterior Beautification Project to address its overcrowding issue and to make the Oxley Street side of the facility more attractive, with fundraising assistance from South Pasadena Beautiful, the Rotary Club and other donations. The next year the Children's Hour artwork was broken and worn and was removed for restoration and taken to the Public Works yard for

safekeeping. Phase Two was aimed to add benches and tables and continue to improve the aesthetics of the environment with the aid of donations from South Pasadena Beautiful and the hanging of the restored “The Children’s Hour” artwork. The Setzler family also donated money to South Pasadena Beautiful to be used for a memorial plaque.

Mayor Schneider asked if Public Works needs to give their approval, since this furniture will be placed on City property. The City Librarian agreed to ask Public Works to consider this request and exchanged contact information with Gina Atkinson.

**MOTION: The Board moved to accept the furniture donation from South Pasadena Beautiful. Ed Pearson/Ann Penn – all approved.**

#### **DISCUSSION ITEMS:**

- 1. Follow up for Library Volunteer Recognition Luncheon** –President Brendan Durrett thought the event went very well, despite Ian Whitcomb’s absence due to illness, and that Jim Tranquada gave a wonderful keynote address. Ann Penn agreed that it was an excellent program. The City Librarian added that it was great to see four council members present, including the Mayor Pro Tem, Marina Khubesrian, MD, as well as three department heads. 80 were in attendance. The City Librarian praised Russell DeVita’s work for the printed program and informed the Board that programs for the event are being mailed to those volunteers who couldn’t attend. Ann Penn asked how much the programs cost and the City Librarian replied that he spent \$1,000 of LBT funds for 300 programs. The City Librarian also acknowledged that Papa Don’s had provided great food.
- 2. Filling of vacancy on Library Board of Trustees** – Now that Constance Lue has been sworn in, the Board is now full. The City Librarian had wanted a photo taken of the Board inside for the front door of the Library, but decided against it since Andy Lippman was absent. Brendan Durrett requested a new contact sheet be made for the Trustees and the City Librarian replied that Sally Kilby had produced a new one, but it still needs a few revisions. The City Librarian mentioned that the Manual for Trustees hasn’t been updated since 2010 and promised that it will be made current. Brendan Durrett suggested combining the July/August Library Board of Trustees meetings to one meeting on July 25, 2013, rather than having separate meetings on July 11, 2013 and August 8, 2013. The Board didn’t see any conflict with that idea.
- 3. Measure L – Maintenance of Effort** – Ed Pearson said that this has been an ongoing item for a while. The City Librarian consulted the City Manager, Sergio Gonzalez, who suggested an objective third party attorney be retained to interpret the language, since it has caused some disagreement. Mayor Schneider didn’t think that was necessary and suggested that the language could be rewritten when the Measure is renewed in 2015 to do away with any ambiguities. Mayor Schneider assured the Board that any reductions in the Library Budget would not get the support of the community.
- 4. Collection Services** – The City Librarian reported that messages have gone out to the media, for our website, and to specific recipients regarding the Library’s closing on 3/18/13 & 3/19/13 for system upgrades. We have not had an upgrade to our system since 2007. With this new system, patrons can be notified via email about overdue material and it will prevent so many overdue materials in the future. It will also make our catalog look better, too. Unique Management Services will be our collection agency, at no out of pocket cost for the Library. Also, a public relations campaign is underway to get materials back. Presently, we are due about \$300,000 in overdue materials and fines. No agreement has been signed with Unique Management Services, but we would have a 90 day free trial with them to attest to their worth once things are up and running. Mayor Schneider asked if there would be an amnesty period for patrons to return their books, but

the City Librarian said that he would not recommend it because of his past experiences. Constance Lue asked what the threshold was for what the Library expected to get back and the City Librarian replied there will be a \$50 minimum owed per patron.

5. **The Children's Hour Artwork Restoration** – The City Librarian asked Structural Engineering for a letter to attest to the structural integrity with a certification stamp before it is hung. It was first requested by Public Works. The Public Works department is ready to go out to bid for a construction company to hang the artwork. This project has been in process since 2009. The goal is to have it hung at the same time as the new patio furniture is put in place.
6. **South Pasadena's 125<sup>th</sup> Anniversary Library Events** – The Library coordinated four major events to celebrate South Pasadena's 125<sup>th</sup> Anniversary:
  - Rick Thomas Author Night – attended by 65; an all new presentation with rare, historic photos of South Pasadena were presented; the event was recorded and sent to channels 19 and 99.
  - Van Dyke Parks concert – sold out in advance, with 260 in attendance; was the cover story that week in *Pasadena Weekly*.
  - Mary Ames Mitchell Author Night/Leo Politi Art Exhibit – attended by 70; discussed Mary's latest book which partially takes place in Pasadena. She also displayed her original Leo Politi artwork; as did Ellen Daigle (of Ellen's Silkscreening) and Scott Gandell (of South Pasadena Mercantile). The event was recorded and sent to channels 19 and 99.
  - Route 66 Authors Night with Jim Gallo and Dan Rice – attended by 100; Jim Gallo and Dan Rice shared their experiences on Route 66, as well as scenes from Dan Rice's television pilot which he is trying to sell to either the History or Discovery channel. Local band Cottage Industry played car-themed songs.

The Library was at the center of the City's celebration, and people were heard to remark that the Community Room had never looked better. The Restoration Concert Committee was very helpful for the Van Dyke Parks concert because they loaned the use of their Steinway. Scott Gandell drew a wonderful illustration of Van Dyke Parks, which was used to help advertise the event. South Pasadena 125<sup>th</sup> Anniversary prompted it to be on the cover of *Pasadena Weekly* for two weeks in a row. The City Librarian would like a Certificate of Appreciation to be given to Scott Gandell for all of his contributions.

7. **Romine Estate Donation to the Library** – The City Librarian informed the Board that in 2007 the Romine Family donated a \$214,000 check to the Senior Center, although it was made out to the Library by mistake. The City Attorney contacted the Romine's attorney and was told that there could be funds for the Library in the future. Eventually, a second check, worth close to \$44,000, was donated from the Romine Estate to the Library. The City Librarian recommended the use those funds for exterior painting of the library, which has been requested for the last four budget cycles. Ed Pearson asked if donations had to be in the budget in order to be accessed, and Mayor Schneider confirmed that is true since these are unrestricted funds and that City approval is necessary. The City Librarian asked if the City Council could hear a request out of cycle pertaining to the Children's Hour artwork. Mayor Schneider replied that a special arrangement could be made.
8. **City Budget Schedule** – The City Librarian has presented a proposed budget in years past to the Board of Trustees. The City Librarian added that this year's Budget adoption will be on 6/5/13. Constance Lue asked if the Budget affects trusts, to which the City Librarian opined that trusts aren't used for staffing or operations. Dr. Schneider agreed, but foresees problems with part-time

employees, as they could be eligible for healthcare soon. Ed Pearson volunteered to attend the Budget Kickoff on 3/27/13.

9. **Ray Bradbury Conference Room** – Jim Tranquada waived his honorarium for delivering the keynote address at the 2013 Volunteer Recognition Luncheon, so the City Librarian, with Brendan’s encouragement, used those funds to get a Ray Bradbury painting reproduction framed for the Conference Room, which Mission Framing provided at a discounted rate. It is a reproduction of a larger painting which was on display at the Fremont Centre Theatre for the Friends of the Library’s Bradbury Memorial fundraiser. The City Librarian is investigating acquiring a brass plate with Ray Bradbury’s name for the Conference Room door. Brendan Durrett asked if we will acquire a hardback collection of Ray Bradbury’s work, to which the City Librarian confirmed that a proper collection has been started and will be continued. The Bradbury family has been notified, and when the room is ready they would like to have a reception in the Conference Room to commemorate the event. Ed Pearson asked what would this reception would entail, and if it could be scheduled directly before the next Library Board of Trustees meeting, possibly at 6:30 p.m., to entail light refreshments and then have business afterwards. Brendan Durrett was in favor of this and we will try to have the Ray Bradbury book collection ready in time for it.
  
10. **Placement of Carnegie Library Sign** – Approved by the Board and paid with Mary Helen Wayne memorial funds, a location for the sign has been chosen, but the Community Service department would also like to participate in choosing a location, preferably on a building. Sergio Gonzalez, the City Manager, would like to see it by a park bench or on a pedestal, in a place chosen by the Board. Brendan Durrett volunteered that he like the idea of having it on a free standing sign. Ultimately, the Cultural Heritage Commission has to give its approval for it to hang on the Community Room. According to the Municipal Code all addresses must be posted, and the Community Room’s address differs from the Library’s and all City addresses need to be visible from the street. The Board was shown a draft of what the sign would look like and Ann Penn was concerned there wasn’t enough contrast to read the information from the street and asked if the brass letters would show clearly enough against the background. When asked by the City Librarian as to what colors she thought would work best, Ann Penn replied that the color of the letters should pick up the colors of the Community room for a proper contrast - sand-colored letters over a dark brown background. Ed Pearson agreed with that suggestion. Ann Penn also offered that she had concerns that the area in front of the Community Room might become too cluttered and felt the sign should go on the building but would like to take a look during the day for a proper area to display it. Constance Lue agreed. Brendan Durrett suggested that this should be an Action Item for the next Board meeting, and that everyone should look over that area during the next month.

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

**REPORTS:**

**Board President:** None to report.

**Trustee:** Ed Pearson presented two library-related articles that show how libraries are trying to remain relevant in today’s world, even though some authors feel cheated that libraries give access to their literary works for free. Brendan Durrett commented that usage statistics of libraries continue to go up, despite these kinds of articles and that libraries take the idea of “community” to creative new levels, make new readers, and can fill the void of vocational education.

**City Council Liaison:** None to report

**Friends Representative:** None to report.

**Trustee Liaison to Friends:**

- Ann Penn discussed two letters she had received that were addressed to the Library Board of Trustees. The first one, from Operation Cookie thanked the Board for all of its support. The second was addressed to Senior Librarian Maida Wong from a parent who attended a reading at the Children's Library and shared how much she enjoyed the program and appreciated the Library.

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

**City Librarian:**

- The City Librarian submitted a grant application from the Friends to the Rotary Club for funds to help with the Library's concert during the Eclectic Music Club and has ordered more CDs for the Austin Ichinose Foundation. The Living History Program with Lee Stetson has been cancelled indefinitely due to health reasons. Finally, the City Librarian added that word is getting out among Film Location Scouts regarding how great the Community Room can be for their needs. He added that at this time the Library does not get a location fee for these rentals and that the City Council would need to approve such a charge. Ed Pearson suggested that this be added as an Action Item for the next meeting. Brendan Durrett and Constance Lue agreed.

**NEXT MEETING:** Next meeting of the Library Board of Trustees will be held on 4/11/13. Constance Lue will be absent from the next meeting.

**ADJOURNMENT:** The regular meeting of March 14, 2013 was adjourned at 9:05 p.m.

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

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

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President