



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
February 11, 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 February 11, 2013 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present

Brendan Durrett, President
Ed Pearson, Vice President
Andrew Lippman

Also Present

Richard D. Schneider, MD, Mayor
Steve Fjeldsted, City Librarian
Sean Faye, Temporary Library Administrative
Secretary
Lissa Reynolds
James Reynolds
Robert Kerr
John Tarpinian

EXCUSED: Ann Penn, Secretary
Jim Tranquada, Trustee

MINUTES: The minutes of the regular meeting of January 10, 2013 were reviewed – **all approved.** **MSC:** **Andy Lippman/Ed Pearson – all approved.**

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Approval of request to name the Library Conference Room in honor of Ray Bradbury** – The City Librarian began by stating how fond Ray Bradbury (who was called the Father of Science Fiction and regarded as one of the greatest American writers) was of South Pasadena and his close relationship with the Library and the Fremont Centre Theatre. His Author Night in 2008 was attended by 600 people and he celebrated his 90th birthday in the Community Room at the South Pasadena Public Library. Ray Bradbury's public memorial was held at the Fremont Centre Theatre in November to a full house. The City Librarian reminded the Board that Ray Bradbury had given us our Measure L campaign slogan and that the posters and bottles of wine he autographed made a lot of money for the Friends at auctions. The City Librarian added that he spoke with one of Ray Bradbury's daughters and that the family is in favor of renaming our conference room after their father.

Lissa Reynolds officially requested to name the conference room after Ray Bradbury. The Board wanted to know why specifically this library should pay tribute to him. Lissa Reynolds explained that Ray Bradbury was a lifelong advocate and user of libraries. He was particularly taken with the South Pasadena Public Library and considered South Pasadena to be an exemplary town.

Robert Kerr, who worked with Ray Bradbury's Pandemonium Theatre Company, said that South Pasadena reminded Ray Bradbury of his story, "Greentown." He added that Ray Bradbury had written "Fahrenheit 451" in a library on a rented typewriter.

John Tarpinian, a close friend and associate of Bradbury, stated that Ray Bradbury's family wanted celebrations of Ray Bradbury to be small and involve libraries. He added that a crater on the moon had been named after Ray Bradbury ("Dandelion") and also, an asteroid (9766 Bradbury).

James Reynolds, of "Days of Our Lives" and the Freemont Centre Theatre, said that a shared love of libraries and books was the foremost thing in Ray Bradbury's mind. He added that South Pasadena was the reincarnation of what Ray Bradbury loved most at the beginning of his life.

MOTION: The Board moved to name the Conference Room after Ray Bradbury. MSC: Ed Pearson/Andrew Lippman – all approved.

2. **Approve the Use of the Community Room for a Fundraising Event for the Girl Scouts for 3/9/13 (Not on Agenda)** – Vanora Savig spoke before the Board to ask them to allow her event in the Community Room. She explained that the event would be for "World Thinking Day," a day in which the Girl Scouts would be asked to broaden their thinking and consider the lives of girls around the world. This year's theme is "Reducing Child Mortality Rates" and the Girl Scouts would decorate the room based on the foreign country they've chosen. The event would last 2-3 hours, 50-70 girls are expected to attend and the fundraising (\$10-12 for food, badges for the girls and any money left over set aside for travel to Europe) would be done ahead of time and not at the door. Neither Andy Lippman nor the City Librarian could foresee any problems.

Brendan Durrett gave his verbal consent and all agreed.

3. **Approval of details of plans for Records Retention** – The City Librarian stated that he was impressed with the presentation made by Ms. Diana Gladwell, of Gladwell Governmental Services, Inc. The regulations proposed are the same as those implemented with other libraries. Andy Lippman suggested that Board Minutes and expenditures of money should be kept longer than the industry standard of two years and public records should be made available online. **MOTION: Ed Pearson moved to adopt the Record Retention schedule. MSC: Ed Pearson/Andrew Lippman – all approved.**
4. **Approval of discard of laminating machine** – The City Librarian expressed that the laminating machine is unsafe and cannot be repaired. **MOTION: The Board moved to discard the laminating machine. MSC: Ed Pearson/Andrew Lippman – all approved.**
5. **Approval of request to close the Library to the public on 3/18 & 3/19 for SirsiDynix Computer System Upgrade** – The City Librarian reported that our software for bibliographic information and patron records are behind the times. Mainly, our system needs to be upgraded for collection services and to also improve the appearance of our catalog. It will take two days to upgrade the system, and the library will need to be closed to the public during that time. 3/18 was the earliest we could schedule the appointment. Dr. Schneider asked if it could be postponed to Easter break or when children are out of school. Andy Lippman also expressed a preference to do the upgrade during a school break. The City Librarian stated that the library's closure to the public wouldn't affect personnel scheduling, but the Bookstore wouldn't be open and said that while manual checkout would be possible, it wouldn't be practical for two days. He also said this prospect would be more impactful if the upgrade were done during a weekend. The City Librarian continued by saying that an announcement would be made on eNeighbors and the city's and

library's websites to prepare. **MOTION: The Board moved to approve the Library's closure to the public on 3/18 & 3/19/2013. MSC: Ed Pearson/Andrew Lippman – all approved.**

- 6. Approval of request to close Library to public until 2pm on 2/19 for All Staff Training** – The City Librarian said this training session was inspired by City Hall and Dr. Steve Albrecht's presentation of "When Being Nice Isn't Enough" as a method of how to deal with irate patrons. The training will involve danger signs to look for, when to call the police and how to deal with difficult individuals and situations. Dr. Schneider suggested that the presentation be recorded and posted online. **MOTION: The Board moved to approve the closure of the Library until 2pm on 2/19/13. MSC: Andrew Lippman/Ed Pearson – all approved.**

DISCUSSION ITEMS:

- 1. Planning for Library Volunteer Recognition Luncheon** – The City Librarian reported that Cantu Graphics will print the invitations and they should be ready by 2/13/13 or 2/14/13. Sean or Fiona will email Andrew Lippman the list of recipient addresses. Brendan Durrett said they should go out ASAP since the event is on 3/8/13. Ed Pearson offered to help with the mailings. The City Librarian agreed that we could use the postage machine at the Library with funds from the Trustees. Brendan Durrett asked if the Trustees budget for the event was \$1,000.00, and the City Librarian said he needs to check on that figure. The City Librarian said the design of the program is in development. Brendan Durrett confirmed that Jim Tranquada will be the keynote speaker. The City Librarian added that Ian Whitcomb, who donated twenty items to the Library, will play the ukulele during the event. Brendan Durrett said that there may not need to be an honorarium for Jim Tranquada, but wasn't sure if Ian Whitcomb would receive one. The City Librarian will submit a Proclamation of Volunteer hours to City Hall for approval, and Brendan Durrett would like Volunteers who have accumulated substantial hours to also be recognized, to which Andrew Lippman agreed. Andrew Lippman and the City Librarian will develop publicity for the event, and Andrew Lippman will write the article, although he may not be able to stay for the entire event. Brendan Durrett said that Papa Don's is set to be our caterer and Ed Pearson will provide beverages. The City Librarian hasn't heard back regarding parking, but reminded the Board that there will be a Hawaiian theme, to which he suggested Ann Penn may have some ideas of how to implement this.
- 2. Vacancy on Library Board of Trustees** – Dr. Schneider will ask for applicants to fill the vacancy on the Board of Trustees. Ann Penn will be asked if she wants to continue as well.
- 3. Measure L – Maintenance of Effort** – Ed Pearson said that Dr. Schneider, as liaison, has already shown himself to be a strong supporter of the Library. He will ask Dr. Schneider for a written, legal interpretation of the Measure L Maintenance of Effort language. Ed Pearson added that this should be kick started fairly soon, as Measure L renewal is tied to statewide policy.
- 4. Collection Services** – The City Librarian reported that 4/1/13 will most likely be the start date for this.
- 5. The Children's Hour Artwork Restoration** – The City Librarian is working with Public Works, the Structural Engineering firm and the City Attorney to confirm that the artwork is structurally sound. He understandably doesn't want to hang it until he is sure that it is.
- 6. South Pasadena's 125th Anniversary Library Events** – 76/176 tickets for the Van Dyke Parks concert on February 27, 2013 have been sold so far. Publicity and outreach are underway.

7. **Recommendation of placement of Carnegie Library Bronze Plaque** – The plaque has arrived and is in the City Librarian’s office. Placing the plaque outside on the El Centro Street side by the bench was the consensus agreement by the Board.
8. **City Strategic Planning Event on January 26** – Ed Pearson attended the meeting and reported that issues pertaining to the Library weren’t really addressed in the goals and objectives of the meeting. The City Librarian and Brendan Durrett expressed their appreciation that Ed Pearson took the time to attend the meeting. Ed Pearson did note that a group that wanted their street fixed wore matching shirts, and this seemed to work in their favor. Perhaps something similar could be employed the next time the Library has a request for the City.
9. **Library Volunteers of the Year** – The City Librarian contacted the Senior Library Managers and Dorothy Cohen, the Friends Bookstore coordinator, for suggestions on who to nominate, but Dorothy Cohen was the only one to reply. Michael Burr and Scott Van Sant were chosen as the recipients of the award for 2013 and the City Librarian also suggested we include Jane Schiermeister, but it seems she won last year. His new suggestion of Lind Long was met by approval by Brendan Durrett.

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 announced that the Mt. Lowe Author Night on 1/31/13 was a big hit, with about 175 present, and that Areva Martin’s Author Night on 2/7/13 was attended by many parents of autistic children.

NEXT MEETING: Next meeting of the Library Board of Trustees will be held on 3/14/13.

ADJOURNMENT: The regular meeting of February 11, 2013 was adjourned at 9:02 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President