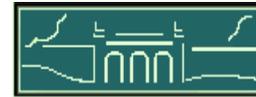




South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
April 11, 2013



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 April 11, 2013 at 7:03 p.m.

IN ATTENDANCE:

Trustees Present

Brendan Durrett, President
Ed Pearson, Vice President
Andy Lippman, Trustee
Ann Penn, Trustee

Also Present

Richard D. Schneider, MD, Mayor
Steve Fjeldsted, City Librarian
Jane Schirmeister, Friends Representative
Sean Faye, Temporary Library Administrative
Secretary
David Batt, Interim Finance Director
Ken Grobecker

EXCUSED: Constance Lue, Trustee

MINUTES: The minutes of the regular meeting of March 14, 2013 were reviewed –**MSC: Ed Pearson/Brendan Durrett – all approved.**

PUBLIC COMMENTS: The City Librarian presented to the Board that Sean Faye will have a conflict for the next scheduled Library Board of Trustees meeting on May 9, 2013. Ann Penn asked if someone could fill in, as she would prefer to keep true to the scheduled meetings. Jane Schirmeister asked if it could be recorded and the City Librarian replied that Yolanda Valdez experienced difficulty using the recording device. It was decided that Sean Faye will experiment with the recording device to get it prepared in advance of the meeting on May 9, 2013.

ACTION ITEMS:

1. **Approval of request from David Batt to record his performance at the 5/4/13 Eclectic Music Festival for commercial purposes** – David Batt, the Interim Financial Director for the City of South Pasadena, last came before the Library Board of Trustees in 2012 to request approval to record his performance for the Eclectic Music Festival for commercial use. He was granted approval then and is now making the same request for the 2013 Eclectic Music Festival. The City Librarian stated that there weren't any problems last year and didn't foresee any for this year.

MOTION: The Board moved to approve David Batt's recording of his performance at the 2013 Eclectic Music Festival for commercial purposes. Ed Pearson/Ann Penn – all approved.

2. **Approval of request from Ken Grobecker to use Library historical photographs for commercial purposes** – The City Librarian introduced Ken Grobecker and explained that Mr. Grobecker would like to sell greeting cards with historical images of South Pasadena that are the property of the South Pasadena Public Library. Ken Grobecker distributed an outline of his intentions, including his offer to donate a portion of the proceeds to the Friends of the South Pasadena Public Library. Drawing inspiration from Jane Apostol's historical account of South

Pasadena, he designed note cards with historical images of South Pasadena that are the property of the South Pasadena Public Library. He has designed similar note cards for other regions as a hobby and would like an opportunity to see if a profit could be made for the ones he designed of South Pasadena. Ann Penn mentioned that 10 to 15 years ago water color images of South Pasadena painted by a local artist (Deedee Peters) had sold very well and she thought there would be a great market for these note cards. Jane Schirmeister agreed that these note cards would appeal to South Pasadena residents. Brendan Durrett thought the cards looked terrific and suggested they could be sold at Restoration Concerts. The City Librarian added this would be a great year to start selling them as they could tie in to South Pasadena's 125th Anniversary.

MOTION: The Board moved to approve the Library's image on note cards to be sold. Andy Lippman/Ed Pearson – all approved.

3. **Library Proposed Budget 2013/2014** – The City Librarian met with the City Manager, Sergio Gonzalez, and the Financial Director, Chu Thai, who will be leaving his position soon. David Batt will take his place in the interim. This year's Budget will only be available online, with no official Goals, Objectives or Accomplishments for each department as part of the Budget document. The City Librarian acknowledged Mayor Schneider for his strong support of the Library. The meeting went well, considering the current economic climate and how other libraries are being affected. The aim was to obtain the same Budget as this year, but it was proposed that the book budget will be increased by \$4,000, as well as more money for the Part-Time staff budget, which would be used to hire more library aides, where there is a strong demand. The City Librarian will provide a Power Point presentation to the City Council, including a request to have the exterior of the Library painted, ask for a back-up emergency lighting system to prevent intermittent outages, and to have these supplemental expenditures approved along with the budget. Plans are developing to purchase a storage pod to keep onsite, as renting one for several years will eventually cost more than buying one outright. The Board was very encouraged by this news. He will also ask for approval to use Mullen Estate funds to hang "The Children's Hour" artwork.

MOTION: The Board moved to approve the Library's 2013/2014 budget. Ed Pearson/Andy Lippman– all approved.

DISCUSSION ITEMS:

1. **Library Board of Trustees Photo** – Since Constance Lue was not present and those present didn't feel prepared to pose for a photograph, it was decided to postpone the group picture until next month, and to send a reminder via email in advance.
2. **Exterior Beautification Project Phase II** – The bid Request for Proposals for the Children's Hour Project is still out, however Public Works has approved the donated furniture from South Pasadena Beautiful for the Library patio area. The goal is to schedule both installations simultaneously, ideally around July 1, 2013.
3. **Collection Services** – Our new Symphony software system still cannot email our patrons or send delinquent patron data to Unique Management Systems. Joe Quintana, from IT Support, is looking for a solution. Kerry Luckert of Unique Management Systems has asked that the Library send them our delinquent patron information, but it has been decided not to go that route until the Library can email delinquent patrons directly. It is hoped that this problem will be resolved by May 1, 2013. Andy Lippman asked if we could recruit a retired, savvy web developer to volunteer. The City Librarian was doubtful, as it is an in-demand position. Jane Schirmeister suggested that a younger person might be better equipped for such a task. The City Librarian said that the City is looking into acquiring more technological help.

4. **The Children's Hour Artwork Restoration Project** – There remain \$5,040 encumbered for the Children's Hour Project, and Donna Williams has been paid for her work. There is also \$50,000 from the Mullen Estate, which has been set aside for an important project. Donna Williams added that the artwork may look slightly different in the sunlight than how it looks in the Public Works yard, but that she would do any necessary touch-ups.
5. **Ray Bradbury Conference Room** – The City Librarian has been in contact with International Bronze, who will be creating the sign for the Conference Room which will take 3 to 4 weeks to forge. The City Librarian has emailed Ray Bradbury's daughters, who may attend the unveiling. Lissa Reynolds, of the Fremont Centre Theatre, has not replied yet. The doorplate should be available in a few weeks. Mission Framing, which has been very supportive of activities at the Library, has provided the frame for a reproduced painting of Ray Bradbury that will be on prominent display in the Conference Room.
6. **Placement of Carnegie Library sign** – Andy Lippman suggested that it be placed closer to the benches, perhaps on a pedestal. Ann Penn preferred to have it displayed on the building. The City Library said that the Cultural Heritage Association might not be in favor of that idea. Mayor Schneider said he would call the Cultural Heritage Association to get their input. Jane Schirmeister offered that a pedestal be placed near the walkway to the Community Room, while Brendan Durrett thought it would look best on the wall, near the staircase. An official decision for placement was not reached.
7. **Library Board of Trustees Roster** – The Library Board of Trustees Roster has been updated on the G drive. Brendan Durrett asked for a copy to be emailed to everyone and the City Librarian agreed.
8. **Library Filming Fees** – The City Librarian spoke with Joan Aguado, the City Film Liaison, and has changed his mind about the recommendation charging a separate fee for filming in the Library Park and Community Room. If pursued, it could be thought of as a double-charge for these film productions and we could end up pricing ourselves out of consideration. The consensus among the film scouts the City Librarian has heard from is that they are quite comfortable with the \$150/hr rental fee for filming. Any new fees would have to be approved by City Council.

CORRESPONDENCE AND COMMUNICATIONS: None to report.

REPORTS:

Board President: None to report.

Trustee: None to report.

City Council Liaison: None to report

Friends Representative:

- Jane Schirmeister announced that memorial services will be held for Board member Yvonne Voisin on 4/20/13 in San Gabriel. Nancy Lem, formerly of the South Pasadena Review, has volunteered to take her place. The City Librarian added that Yvonne will be missed and all concurred.
- Jane Schirmeister also asked for the Board's email addresses as she is putting together a Friends newsletter, along with Sharon Cockroft.

Trustee Liaison to Friends:

- Ann Penn made known that a letter for the TEF Fund Drive in May will be going out soon. Interest from these funds provides for DVDs for the Library. This year's membership is consistent with last year's.

System Advisory Board Delegate: None to report.

City Librarian: The City Librarian spoke about the press announcements for the upcoming events at the Library:

- Louise Su Tang's Author Night on 4/25/13 will be co-sponsored by the South Pasadena Chinese American Club. She lives in Pasadena and comes highly recommended.
- The Eclectic Music Festival on 5/4/13, which will have 40 live performances around town, including the Los Angeles Clarinet Choir, John Proulx, Elliott Cane, David Batt and Dave Alvin at the Library. The Lincoln Motor Company is a sponsor and the Rotary Club has provided a \$2,000 grant. Members of the Rotary Club will serve as ushers, and the South Pasadena Woman's Club will serve refreshments. More than 600 attended last year.
- Library staff is continuing to be urged to park in the Superintendent parking lot. Stickers will be issued for dates when the district lot is rented out. Dorothy Cohen will send a memo to Bookstore volunteers to make them aware. The Volunteers are happy about the lot's availability to them.
- Dr. Detail (Brent Hatch) will shampoo the upstairs carpets in the near future.
- Lee Stetson is recovering and we still need to reschedule his appearance as John Muir for a Living History Event.
- Another Living History Program has been approved but it will be finalized later.

NEXT MEETING: Next meeting of the Library Board of Trustees will be held on 5/9/13. Sean Faye will be absent from the next meeting.

ADJOURNMENT: The regular meeting of April 11, 2013 was adjourned at 8:21 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President