



**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**November 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 Ray Bradbury Conference Room on November 14, 2013 at 7:01 p.m.

**IN ATTENDANCE:**

Trustees Present

Brendan Durrett, President  
Ed Pearson, Vice President  
Constance Lue, Trustee

Also Present

Steve Fjeldsted, City Librarian  
Sean Faye, Administrative Secretary  
Susan Stone, South Pasadena Beautiful  
Tom Stone, South Pasadena Beautiful

**EXCUSED:** Richard D. Schneider, MD, Mayor, Andy Lippman, Trustee, Ann Penn, Secretary

**MINUTES:** The minutes of the regular meeting of October 10, 2013 were reviewed – **MSC: Constance Lue/Ed Pearson – all approved.**

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Selection of Date for Ribbon Cutting for “Restoration of the Children’s Hour”** – Steve Fjeldsted stated that there are three plaques that need to be installed in the Library Patio area: for the Children’s Hour, the Phase II Beautification Project, and to honor the Setzler Family. Based on the suggestions made by the Trustees last month, Sean Faye, the Administrative Secretary created a diagram suggesting where the plaques should be placed. Constance Lue said that it would detract from the artwork itself if there were too many plaques near it on the wall. Steve suggested having a pedestal built for the Exterior Beautification Phase II plaque, but after speaking with Tom Trujillo of Public Works it was made clear that the job would have to be outsourced to another company as there are no longer any brick masons in the Public Works department. If the pedestal idea were to go forward, the job would have to go through a formal bidding process. Ed Pearson thought the pedestal idea was the best suggestion and Brendan Durrett agreed, adding that there was no reason to rush. Steve said he would speak to Petrie Wilson of South Pasadena Beautiful, who will contact the Setzler Family for their approval of their plaque’s placement.

**MOTION:** The City Librarian will gather more information regarding the time frame to construct a pedestal. The Board agreed to discuss the placement of the plaques next month when new information will be available.

2. **Request by South Pasadena Beautiful to serve white wine at their annual meeting on 6/3/14 -** Susan Stone and Tom Stone appeared as representatives of South Pasadena Beautiful to formally request permission to serve white wine and host a raffle for their annual South Pasadena Beautiful meeting scheduled for 6/3/14 in the Community Room. Brendan Durrett noted that wine had been served at their meeting last year. Steve Fjeldsted confirmed that and stated that South Pasadena Beautiful is a great community group and that this would be a good opportunity to show our appreciation. However, he would need authorization to approve to their fundraising request. Susan

Stone said that this will not be a fundraising event, but a meeting to share financial information with all members and elect new officers. The drawing itself would be a door prize for attendees. Constance Lue asked for clarification regarding invitations to attend the event. Susan Stone replied that this is not a closed event and that all 211 members would be invited specifically. The City Librarian said that according to the City Attorney, raffles in California are illegal, but if it were called an “opportunity drawing” it would be considered legal.

**MOTION: The Board moved to accept South Pasadena Beautiful’s request to serve white wine and host an “opportunity drawing” for their annual meeting. MSC: Ed Pearson/Brendan Durrett – all approved.**

3. **Consider Changing Library Staff Training Closed Date of 12/13/13 to 12/20/13 to present Staff Training with Recommended Consultant on Customer Service** – Steve Fjeldsted said that the Library Board of Trustees approves closed days each year, and what used to be known as Staff Safety Day to focus on safety and liability training, will now be used for Customer Service training. Susan Berk, an expert in the field of Customer Service, comes highly recommended from other libraries, will only be available on 12/20/13 to do a three hour training program with a Q&A session after. Steve felt this would be ideal since the Library traffic will probably be slow so close to the holidays. Ed Pearson asked if the 12/13/13 date had been published. Steve replied that it had, but not promoted. This new date would be posted around the library and on e-neighbors. Ed Pearson thought 12/20/13 would be a better date since student exams would be over. Steve said he would buy pizza for the staff as he had in years past.

**MOTION: The Board moved to change the date of Library Staff Training from 12/13/13 to 12/20/13. MSC: Ed Pearson/Constance Lue – all approved.**

#### **DISCUSSION ITEMS:**

1. **Cultural Heritage Commission Award to Library for Artwork Project on 11/20/13** – Steve informed the Board that the Library and South Pasadena Middle School will be presented awards on 11/20/13 from the South Pasadena Preservation Foundation and the Cultural Heritage Foundation. Steve gave the Cultural Heritage Foundation the contact information for the Trustees and asked for McKelvey Construction and Structural Focus, Inc. to be invited as well. The award will most likely be a certificate, but Steve thought this could be a great photo opportunity. Brendan Durrett will most likely attend the ceremony.
2. **No Library Staff Holiday Party This Year** – Steve Fjeldsted informed the Board that Reference Librarian Michael Toman had begun gauging staff interest in a holiday party back in July, but upon follow up there wasn’t much interest. Steve reiterated that the City Holiday Luncheon will be on 12/16/13. Constance Lue asked how the morale is among the Library staff. Steve replied that he wasn’t aware of any morale issues and that he had observed much camaraderie and merriment from the staff.
3. **Library Board of Trustees Annual Report** – Steve praised Ed Pearson for all his work completing the 2013 Library Board of Trustees Annual Report. City Council will want a three minute presentation to accompany the report at their next meeting, which will be held the same night as the Cultural Heritage awards.
4. **City Council Elections** – Councilmember Philip Putnam was not re-elected. Steve Fjeldsted contacted him to thank him for all he has done for the Library and will give him a signed copy of the South Pasadena History book as a farewell present. Philip Putnam was instrumental in getting the ADA ramp constructed and had been a great supporter and advocate for the Library in general.

Brendan Durrett expressed interest in reaching out to his replacement, Councilmember Mahmud, and to invite her and other new members of the City Council to a Board of Trustees meeting. Steve said he would present her with a copy of the South Pasadena History book and will ask Sally Kilby for additional advice.

5. **City Community Center Ad Hoc Committee** – Ann Penn had sent Brendan Durrett her report which mentions that a feasibility study will be conducted, similar to how our Strategic Plan was developed. Steve said there is a lot of interest in a multi-generational center where the Public Works Yard currently is and have the Library expand into the Senior Center.
6. **Friends Distribution of South Pasadena History Books** - Steve and some volunteers transported seven vehicle loads of books to the Arroyo Parkway Self Storage unit. When Steve went to the storage unit he moved boxes of the History Book to the Library. While over 1200 of these books have been sold more than 700 remain. The price is now down to \$20. These books will be given to all elected officials, along with Friends Membership envelopes and an announcement of the Friends Holiday Book Sale on 11/23/13 and 11/24/13. Brendan Durrett thought this was an excellent way to get the word out about South Pasadena's history as well as the Friends of the South Pasadena Public Library. Steve said that preparing the books went very fast due to the assistance of Library Volunteer Andrew Grafton, who holds an Associate's degree in Library Science from PCC. Steve mentioned that he would very much like to make Andrew an intern.
7. **Friends Budget Request for 2014** – Brendan Durrett wanted to know how the new budget request compares to that of previous years. Steve replied that there weren't any major changes and that there will be an announcement at the Friends Holiday Party regarding what has been approved. Ed Pearson wanted to know if this budget would go through the City and Steve said it didn't and added that there is no co-mingling of City and Friends funds. The Friends have a bookkeeper and write checks directly to some vendors, which enables the Library staff to purchase books quickly for special occasions.
8. **Thursday Night Hours Possibility** – Steve had nothing to report at this time. While the City Manager had expressed interest in this idea there has been no response from the staff to the survey that was drafted, but he didn't expect one so soon. He asked to let the matter rest for now. Steve did express that he was still in favor of having the Library Board of Trustees meet while the library is open. Brendan Durrett was content to table the discussion for now but did offer the possibility of either switching Wednesday's and Thursday's hours or adding another late night to the schedule.
9. **SPUSD Parking Lot** – Steve has looked into monitoring the situation, but there aren't specific articles or readily available reports regarding the future of the parking lot on the SPUSD website. In the past he has attended several school board meetings to gather information. Brendan Durrett asked Library staff to actively check the SPUSD website for updates and would like the SPUSD lot to be a discussion item each month until the matter is finalized. Steve encouraged the Board to participate in the conversation and relay the Library's needs for the parking lot, as the staff parks there in order to free up parking spaces for patrons. Constance Lue asked for access to SPUSD agendas and Brendan Durrett would like that agenda forwarded to the Trustees and to have a member of the Board attend the next school board meeting.
10. **Children's Overdue Fines** – Steve read from an email from a patron, Jeff Rose, who didn't return books he checked out for his young daughter on time. Mr. Rose felt that the fines were excessive and made a request for the rates to be changed for different types of books (in his case, picture books). Steve clarified that the rates for overdue books haven't changed and were approved by the City Council. Maida Wong, the Children's Librarian, had suggested to Mr. Rose that in the future he can renew his books either online or over the phone. Ed Pearson noted that it's not

difficult to return books and Constance Lue agreed that these rules are what help keep materials in circulation. Ed Pearson added that reducing fines could incentivize more late returns of books. Steve offered his thought that DVDs should only be checked out a week at a time, rather than the current standard of three weeks, but will raise this issue with the Board next year.

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

**REPORTS:**

**Board President:** Brendan Durrett thought that the Moreton Bay Fig tree outside the Library should have a plaque to show its history and would like this to be a Discussion Item for the next meeting. Steve said a friend from Rotary took photos of that tree which was submitted as a possible cover for the new phone book. It wasn't accepted for this year's cover, but may be considered for next year. Brendan added that the full article about the tree's origin should be returned to the Library website, as well as those about the Library's Carnegie origins, and the South Pasadena parrots.

**Trustee:** None to report.

**City Council Liaison:** Mayor Schneider attended another meeting on November 14 that coincided with the Board of Trustees meeting.

**Friends Representative:** None to report.

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

**Representative to Community Center Ad Hoc Report:**

**City Librarian:**

- The City Librarian expressed his desire to have the articles he's written, including the history of the Carnegie Library or the parrots of South Pasadena, to be put back on the Library's website. These articles were lost when the website was recently upgraded.
- The City Librarian attended the CLA Conference in Long Beach, CA and found the best workshop to be about Community Leadership, which focused on services to the community. He found most of the other workshops weren't worthwhile for Library Directors. He did notice that the Exhibit Hall was dominated by Library technology vendors who sell eBooks and databases, and that these advances were gravitating towards being able to perform a variety of Library related functions with handheld devices. Steve reported that South Pasadena is not keeping up with other cities in terms of new technology and that the South Pasadena Public Library is one of the few libraries not to have Self Check-Out. Ed Pearson thought it would be time to evaluate our progress in terms of our Strategic Plan, which Steve thought was an excellent idea.

**NEXT MEETING:** Next meeting of the Library Board of Trustees will be held on 12/12/13.

**ADJOURNMENT:** The regular meeting of November 14, 2013 was adjourned at 8:47 p.m.

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

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

\_\_\_\_\_  
President