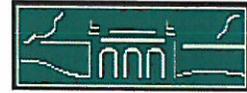




**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**January 9, 2014**



**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 January 9, 2014 at 7:02 p.m.

**IN ATTENDANCE:**

Trustees Present

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

Also Present

Richard D. Schneider, MD, Councilmember  
Dan Evans, South Pasadena Rotary Club  
Steve Fjeldsted, City Librarian  
Sean Faye, Administrative Secretary  
Diane Larson – Friends Hospitality Committee

**MINUTES:** The minutes of the regular meeting of December 12, 2013 were reviewed – **MSC: Andy Lippman/Ann Penn – all approved.**

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Election of 2014 Officers** – Andy Lippman spoke for the Library Board of Trustees Nominating Committee and announced their choices for 2014 Officers as Brendan Durrett, President, Ed Pearson, Vice President, and Constance Lue, Secretary.

**MOTION: Ann Penn moved to accept the nomination of these officers. MSC: Ann Penn/Brendan Durrett – all approved.**

2. **Proposed Discard of Surplus Chair from Tech Services** – Steve Fjeldsted explained that this chair is no longer in use and would soon propose some other old items from the Arroyo Parkway storage unit to the Proposed Discard List.

**MOTION: Ed Pearson moved to discard this chair. MSC: Ed Pearson/Ann Penn – all approved.**

3. **Approval of March 21 as date for Library Volunteer Luncheon** – Steve announced that Charles Fleming has confirmed as the Keynote Speaker and has generously declined the offer of an honorarium, but he will sell copies of his book, SECRET STAIRS. Mayor Khubesrian has confirmed she will present the Volunteer of the Year proclamation. The Library Administrative office staff is compiling the volunteer hours, Steve is compiling and writing information for the booklet and collecting images. Ann Penn asked how much these materials cost last year and Steve said it was between \$500-600. The following responsibilities were assigned:

- Food – Brendan Durrett will make arrangements with Papa Don's Deli for the food; Andy Lippman volunteered to set up drinks – ice water and lemonade
- Name tags – Sean Faye

- Invitations and brochures – Steve will ask Scott Gandell and Anneline DeCroos of South Pasadena Mercantile to design and layout the booklet; Andy Lippman and Ann Penn agreed to address and mail the invitations three weeks before the luncheon.
- Set up – Ed Pearson volunteered to decorate the Community Room with Ann Penn’s assistance.

Brendan asked that an Action Item for next month be for recommendations from the Board for Volunteer of the Year. Ann Penn asked Diane Larson to obtain recommendations from the Friends Board (Steve will also ask Library Managers and Dorothy Cohen, Bookstore Coordinator, for nominations).

**MOTION: Ed Pearson moved to schedule the Volunteer Luncheon on March 21, 2014.**

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

4. **3 Library Goals for Presentation at the City Strategic Planning Meeting on 2/9/14** – Ed Pearson volunteered to represent the LBT. Steve said that this meeting would be similar to the Strategic Planning meeting last year and recommended that the goals remain the same. These goals were: Resources (books, CDs, DVDs, magazines, etc.), Technology (computers, databases, e-books, email notification and possibly self-checkout stations), and Facilities (study rooms, larger Children’s and Teen areas, a lobby, room for more computers, parking, improved signage, updated décor, and new furniture). Brendan asked if these would be long term goals or goals for this year. Steve replied that these should be broad goals that reflect the three most important Trustee goals for FY 2014/15. Councilmember Schneider said that they are looking for broad goals and nothing specific.

Brendan asked for that an Action Item for next month be to report how these goals were received by the community.

5. **Approval of Date and Time for “Children’s Hour Artwork Restoration” Ribbon Cutting** – Steve said that Mark Torricelli, a bricklayer for Thomas Lake Construction, can make the pedestal for \$500 in short time. Mark had asked for a detailed plan of the Library Patio and Steve sent him the sketch Petrie Wilson had made for the donated Library Patio Furniture installation. Steve has also asked Public Works and Planning to draw plans for the pedestal. Ann Penn suggested waiting until the pedestal is built before choosing a date for the Ribbon Cutting. Ed Pearson said it could be the same day as the Volunteer Luncheon. Brendan agreed to table the discussion until the next meeting.
6. **Approval of Use of Romine Funds for Library exterior painting and emergency backup lighting system** – Steve asked for the Trustees approval to move forward with plans to have the exterior of the Library painted, to acquire a large storage facility and backup batteries. These were approved by the City Council during the FY 2013/14 Budget to be paid for with Romine Family Trust funds. Ed Pearson gave his approval and Ann Penn had seconded the motion, but Brendan wanted to know if something more edifying could be purchased with the Romine funds. Brendan added that it should be the City’s responsibility to paint the exterior of the Library, which Steve noted has not been painted in over ten years. Steve said that while there aren’t any large items that the Library needs at this time, there are plans to replace the 19 computers in the Library. Dr. Schneider thought replacing these computers would be good use of these funds. Ann Penn asked Steve to come up with an estimate of what new computers would cost for the next meeting. Ed Pearson withdrew his earlier motion and Ann Penn withdrew hers.

**MOTION: Ann Penn moved that the Library investigate an estimated cost of new computers based on Joe Quintana's study and that the Romine funds be used for computers rather than exterior painting, if approved by the City. MSC: Ann Penn/Brendan Durrett – all approved.**

**DISCUSSION ITEMS:**

1. **Measure L Extension of Library Special Tax will expire June 30, 2016 and a General Election is already scheduled for November 3, 2015. An independent Measure L Committee will need to be formed long before then** – Steve suggested to the Board that Sally Kilby, who just retired as City Clerk, and Philip Putnam, who is no longer on the City Council, would be great advocates for the Measure L committee for the next campaign. Brendan agreed that they could be of great help, but would like to concentrate on forming the committee after the Volunteer Recognition Luncheon. Steve will keep this item on the agenda.
2. **Library Parking Needs** – Steve presented the Board with his drafted letter to Superintendent Shapiro.
3. **City Community Center Task Force Ad Hoc Committee** – Ann Penn said there would be no meeting this month, but a Request for Proposal (RFP) has gone out for a feasibility study and Community Services Director Sheila Pautsch has already gotten back good returns. It will be reviewed in February.
4. **Invitation for Council Members to attend LBT Meeting(s)** – Steve said there is no progress at this time as department head meetings haven't taken place yet. He will approach the City Attorney about this in order to remain in compliance with the Brown Act.
5. **Amtech Elevator Payment** – City Council approved of the payment out of the City's reserve and the matter has been settled.
6. **Friends Annual Budget 2014** – The Friends will vote to finalize their officers and approve their Budget for 2014 on 1/16/14 in the Community Room, just prior to Duffy Hudson's performance as George Burns. Steve has been informed that Friends membership is down and that the Budget may be tighter this year. He encouraged the Board to attend the Friends meeting and stay for the Living History Program afterwards. Brendan asked if money for the Volunteer Luncheon comes out of the Friends budget. Ann asked Diane Larson to look into how much the Friends usually contribute. Steve said he would also look into it.
7. **Library Staff Training Day 2013** – Library Staff Training Day was held at Council Chambers this year. Many City employees were on vacation, but Natalie Sanchez from the City Clerk's office and Peggy Grangetto from the Police Department joined ten Library staff members for the training that was led by Susan Berk, a consultant who has worked with all Los Angeles County Library branches and the Pasadena Public Library. The focus was on customer service and Susan gave examples and guidance as to how best to serve people and not just be enforcers of the rules. One particularly good discussion involved cell phone use, conduct that may need to be amended with the Board of Trustees. After lunch, the staff met with JB Barakat of Foothill Workforce Investment Board to learn about the mobile job labs and the other resources they offer to jobseekers that will be promoted to the Library as part of its program schedule during 2014. Council member Robert Joe has been a big supporter of this idea. Constance Lue asked how the effectiveness of the customer service training will be determined. Steve replied that he gets a lot of feedback from the patrons, but would like an online suggestion form to be created as a better method of gauging how the

patrons feel. Steve added that Council Member Mahmoud has made a similar request for an online suggestion form.

8. **Grant application to Rotary Club to display Fletcher Swan's "South Pasadena" Train Station sign in Library** – Steve introduced Dan Evans of the Rotary Club of South Pasadena. Dan explained that Fletcher Swan is also a member of the Rotary Club, as well as a former Mayor. Fletcher has been collecting train memorabilia since he was very young. When the South Pasadena Train Station was demolished, Fletcher was able to obtain the signs. Steve is writing a grant to the Rotary for funds to to preserve and hang the "South Pasadena" sign in the Library in March and April, in front of the bulletin board area where it can be seen as patrons enter the building. Andy Lippman asked if there is an oral history of Fletcher Swan and Steve said there isn't at this time but he would be very interested in archiving his life. The "South Pasadena" sign is a little worn from the years, but Ann Penn offered the services of her husband, Gary Penn, who is an experienced woodworker. Steve and Dan want this exhibit to honor Fletcher Swan while he is still alive. The grant application will be submitted by the end of January.
9. **City Strategic Planning Meeting on Saturday, February 8, 2014** – Steve would like for one Trustee to attend this Brown Act compliant meeting. Board members could request to speak and advocate for the Library's needs with a positive message.

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

**REPORTS:**

**Board President:** None to report.

**Vice President:** Ed Pearson had noticed that the Community Services Department was mentioned as a sponsor of the upcoming Duffy Hudson events in the Community Room and asked if they always co-sponsor Library events. Steve replied that Community Services is helping us with outreach for the George Burns event. The partnership should enable us to attract more seniors. Ed also asked Steve if there is a record of Library Board of Trustees term limits. Steve said he will find out. Finally, Ed showed an article he read about American Girl dolls that have indigenous outfits and accoutrements, being circulated in libraries. Brendan said that he was aware that hand tools are being circulated in some libraries.

**Trustee:** None to report.

**City Council Liaison:** None to report.

**Friends Representative:** None to report.

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

**Representative to Community Center Ad Hoc Report:** None to report.

**City Librarian:**

- Steve's grant with CALHumanities has been approved for a city-wide reading project this fall with all 47 recipients of this grant focusing on "What It Is Like to Go to War," a New York Times Bestseller and Amazon.com top-seller written by Karl Marlantes. A 9/11 event will be held at the Library this year. There are also plans to screen "Forrest Gump."
- In addition to his performance as George Burns on 1/16/14, Duffy Hudson will also portray Edgar Allan Poe on 1/19/14 to commemorate Poe's birthday. Duffy will be joined by magician Micah Cover

and Master of Ceremonies Eric Sharp. Duffy Hudson has performed in the Community Room several times to large, appreciative audiences.

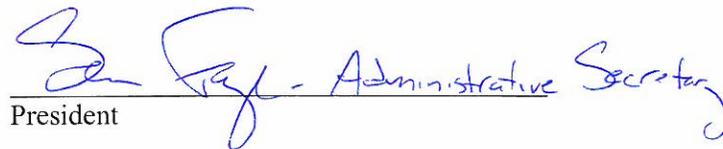
- Steve had scheduled Poet Laureate Juan Felipe Herrera to speak at the Library, but he has recently moved to Fresno, so the Author Night may need to be rescheduled.
- Kathy Folsom and Kay Rosser were presented with the South Pasadena Image Award for their work co-coordinating the Friends of the Library Restoration Concert Series.
- Steve has not received any updates regarding the pending Yamanaka Family donation to South Pasadena Beautiful for the Library Park, but will contact Petrie Wilson, a member, for more information.

**NEXT MEETING:** Next meeting of the Library Board of Trustees will be held on 2/13/14.

**ADJOURNMENT:** The regular meeting of January 9, 2014 was adjourned at 9:14 p.m.

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

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

 - Administrative Secretary  
\_\_\_\_\_  
President