South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
November 12, 2015

CONVENE:
Board President Ed Pearson called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on November 12, 2015 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present	Also Present
Ed Pearson, President	Mayor Pro Tem Diana Mahmud
Constance Lue, Vice President	Christopher Castruita, Management Analyst
Ann Penn, Secretary	Patty Lyons, Friends Hospitality Co-Chair
Andy Lippman, Trustee	Steve Fjeldsted, Director of Library, Arts & Culture
	Sean Faye, Library Administrative Secretary

EXCUSED: Rick Thomas, Trustee

MINUTES: The minutes of the regular meeting of October 8, 2015 were reviewed – **MSC: Constance Lue, Ann Penn – all approved**

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Request for Approval of Draft Library Community Room Alcohol Policy** – Library Board of Trustees President Ed Pearson presented the Draft Library Community Room Alcohol Policy, which if approved, would replace the current policy. The current alcohol policy for the Community Room stipulates that requests to serve alcohol must be submitted in writing at least four weeks in advance of the scheduled event for the possible consent of the Library Board of Trustees. Director of Library, Arts, and Culture Steve Fjeldsted said Community Services has their own policies for when alcohol is served at one of their venues, and they would not be able to provide staff for events when alcohol is served in the Community Room. Mayor Pro Tem Diana Mahmud said that the City is limited in how many hours it can have part-time staff work, as medical benefits would have to be provided for part time employees that exceed 18 hours per week. Director Fjeldsted said that Library sponsored events in the Community Room are covered by the City's insurance policy and that outside organizations renting of the Community Room accept responsibility and liability through the contracts they sign. Mayor Pro Tem Mahmud provided the insurance rates that could be applied in addition to the rental fee for groups that request to serve alcohol in the Community Room.

   The Draft Alcohol Policy maintains that a refundable deposit is required, only wine and beer are permitted, the sale of alcohol is forbidden, that City and Library Support organizations such as the Friends are exempt a deposit, and alcohol is only to be served once the scheduled event has begun and cannot be served or consumed outside of the Community Room.

   Secretary Ann Penn asked for the last sentence of the third paragraph that states that the Library Director, with the consultation of the Library Board of Trustees President, can waive the deposit fee, be stricken from the Draft Policy, as it contradicts the standard policy the Trustees are trying to establish.

Motion by Library Board Secretary Ann Penn, seconded by Trustee Andy Lippman, to approve the Draft Library Community Room Alcohol Policy with the deletion of the last sentence of the third paragraph.

AYES:	**Pearson, Lue, Penn, Lippman**
NOES:	**None**
ABSENT:	**Thomas**
ABSTAIN:	**None**

3. **Request for Approval of Mayor Joe's Request to serve White and Red Wine at His "State of the City" address in the Library Community Room on December 9, 2015** – Management Analyst Christopher Castruita appeared before the Board of Trustees to formally request permission for white and red wine to be served at Mayor Joe's "State of the City" meeting in the Library Community Room on 12/9/15. Mr. Castruita said this event will promote City programs, including Library activities, and that all Commissioners and Board members would be invited. He said that he, as well as other staff members from City Hall, would be present during the event. Director Fjeldsted added that Mayor Joe will recognize volunteers from various departments, including the Measure L Committee.

Motion by Library Board Trustee Andy Lippman, seconded by Secretary Ann Penn, to approve Mayor Joe's request to serve red and white wine at the "State of the City" address on December 9, 2015 in the Library Community Room.

AYES:	**Pearson, Lue, Penn, Lippman**
NOES:	**None**
ABSENT:	**Thomas**
ABSTAIN:	**None**

[Christopher Castruita left the Board of Trustees Meeting at 7:25 p.m.]

2. **Request for Approval of Request to ask the City Council to Approve the Library Community Room Alcohol Policy** – President Pearson asked for a motion to request the City Council to approve the Draft Proposal Library Community Room Alcohol Policy for the Board.

Motion by Library Board Trustee Andy Lippman, seconded by Vice President Constance Lue, to request the City Council approve the Library Community Room Alcohol Policy.

Mayor Pro Tem Mahmud suggested that the City Manager, Sergio Gonzalez, be consulted first for his opinion to see if approval by City Council is necessary.

Motion amended by Library Board Trustee Andy Lippman, seconded by Secretary Ann Penn, to request the Community Room Alcohol Policy be sent to City Manager Sergio Gonzalez to advise if it needs to be sent to the City Council for approval.

AYES:	**Pearson, Lue, Penn, Lippman**
NOES:	**None**
ABSENT:	**Thomas**
ABSTAIN:	**None**

4. **Request for Subcommittee to Nominate Library Board Officers for 2016** – President Pearson said he wanted to appoint a sub-committee of two Trustees to create a proposed list of candidates at the 12/10/15 Trustees meeting. This would be to fill the upcoming vacancy on the Library Board of Trustees when Secretary Penn's term comes to an end in December 2015. Trustee Lippman and Secretary Penn volunteered to be on that sub-committee.

   Motion by Library Board of Trustees Vice President Constance Lue, seconded by Trustee Lippman, for Secretary Penn and Trustee Lippman to form a sub-committee to report back to the Board with a proposed list of officers at the December meeting.

AYES:	**Pearson, Lue, Penn, Lippman**
NOES:	**None**
ABSENT:	**Thomas**
ABSTAIN:	**None**

DISCUSSION ITEMS:

1. **Unofficial Passage of Measure L** – Director Fjeldsted said that Measure L passed with an approval rate of 81% in the 11/3/15 General Election. Director Fjeldsted said that he wrote a thank you letter to the Measure L Committee and another one to the community that appeared in the South Pasadena Review and is on the Library website. Mayor Robert Joe wants to have a Measure L celebration in the Community Room on 12/5/15. Finance Director David Batt will play background piano during this event. President Pearson congratulated the Measure L Committee and said the Library Board of Trustees will make every effort to live up to the confidence of the City's voters.

2. **California Library Association Annual Conference in Pasadena** – President Pearson noted that Director Fjeldsted, Trustee Lippman, and Trustee Rick Thomas had attended. Trustee Lippman said he found the experience fascinating, emphasizing the astronomy session he attended as well as the kiosk where Kindles, with e-books, are checked out and then put back into circulation. Director Fjeldsted said he found the conference to be extremely valuable and that he attended workshops on programming, public art, and the State Librarian brunch. Director Fjeldsted cited the Pew and Aspen Reports which provide broad national overviews of how libraries are operating. The conference, with its theme of "Reimagine-Reinvent," demonstrated many of the exciting things libraries are doing to continue to attract their community. Many of the libraries that are very successful now are conducting programs and projects that were not traditionally thought of as library services.

   President Pearson said he would like to continue this discussion at the 12/10/15 meeting to allow Trustee Thomas to present his impression of the conference.

3. **Library Operations Study** – Director Fjeldsted said that Joe Matthews, the new Library Operations Study consultant, would like to schedule two half day field trips for when the Trustees are available to visit the Pasadena, Alhambra, and San Marino Public Libraries, Burbank's Buena Vista branch, the Glendale Library and a few others. President Pearson asked the Board members to submit their availability to Director Fjeldsted and Administrative Secretary Sean Faye. Mayor Pro Tem Mahmud suggested that Administrative Secretary Faye set up an account on Doodle.com to streamline this process.

4. **Library Parking** – Director Fjeldsted reported that in the weeks leading up to Halloween, more than half of the SPUSD parking lot was taken up by a haunted house attraction. Based on Mayor

Pro Tem Mahmud's suggestion, the Library has been promoting the Mission-Meridian parking garage as an alternative to patrons to park for nighttime Library events. Mayor Pro Tem Mahmud said that the proposed developer of the SPUSD Parking Lot is preparing a Draft Environmental Impact report, which is expected to be released in January. The purpose of this report is to address parking and traffic circulation and will give the community a set amount of time in which to respond. Mayor Pro Tem Mahmud reminded the Board that the School District is the lead agency for this matter, not the City.

5. **Goal 4 of Strategic Plan** – Director Fjeldsted said that Goal 4 of the Strategic Plan for the Library provides youths with the resources they need to succeed in school and to nurture a life-long love of reading. Director Fjeldsted praised Children's Services Librarian Maida Wong for her efforts in communicating with local teachers and coordinating some of the selections made by Children's Services to be based on current curriculums. Director Fjeldsted said that Children's Services Librarian Wong has also done a wonderful job with the Summer Reading Program, which attracts thousands of children. Children's also maintains a homeschooling resource list on the Library's website. Director Fjeldsted mentioned his regular outreach to the School District Offices and other locations to promote Library programs and events that are relevant to their interests. Trustee Lippman expressed his pleasure at seeing teens taking advantage of the study areas inside the Library and outside on the Library Patio. Director Fjeldsted mentioned the Leo Politi Mural, as well as the mosaic tile column by Jolino Bessera in the Children's Department in attracting the attention of youth and said that in the Children's Room an additional column by Jolino Bessera will be added soon.

6. **Filling Upcoming Vacancy of Library Board** – President Pearson said the process of filling the vacancy to be left by Secretary Ann Penn will begin in December. Mayor Pro Tem Mahmud said the City Clerk would post the vacancy. Director Fjeldsted said that Brendan Durrett, former President of the Library Board of Trustees and President of this year's Measure L Committee, has expressed interest in returning to the Library Board of Trustees. Mayor Pro Tem Mahmud encouraged the Trustees to ask members of the Friends to consider applying. Vice President Constance Lue asked to postpone the next Trustees meeting on 12/10/15 to 7:15 p.m. in order to celebrate Secretary Penn's service to the Board of Trustees. This celebration will be held in the Library Community Room.

7. **CENIC Broadband Grant Application** – Director Fjeldsted said that the first round grant application he submitted to the CENIC Broadband Project, which would connect the Library to the CALREN Network's high speed broadband, was approved and that the Library is now being considered for the next phase. If successful, the Library could get one gigabit of broadband access at a big discount of $8,000 a year for connectivity, as well as discounts for the necessary hardware. The funds generator the first year of the recently approved, augmented Measure L will cover the hardware costs. The final application will be due in January.

8. **Library Annual Report 2014/15** – President Pearson thanked Secretary Penn for presenting the Library Annual Report 2014/15 to the City Council. Secretary Penn said the City Council was very receptive.

9. **Library Staff Training Day now on November 25, 2015** – Director Fjeldsted said that since the Library has had so many closures this year due to flooding and planned power outages, he rescheduled the Library Staff Training Day from 12/11/15 to 11/25/15 when the Library was due to be closed for server migration. Now the Library will have one more day open to the public. Joe Matthews, the Library Operations Study consultant is scheduled to address the staff, April Kelcy of

Earthquake Solutions will discuss earthquake preparedness, and Steve Albrecht will spend half the day discussing Library security and customer service principles and issues.

10. **SCE "Planned Power Outages"** – Director Fjeldsted said that this year Southern California Edison has conducted two scheduled outages and were unable to complete their work while the Library was closed. Director Fjeldsted informed the Board that he is doing what he can to stay in contact with SCE in order to get sufficient notice for next planned power outage.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: President Pearson suggested that the Library consider placing donation baskets at its entryways. Director Fjeldsted said he would look into this, as the Friends have been able to collect extra money by having a donation jar at their refreshment tables at Library events.

Trustee: None to report.

City Council Liaison: Mayor Pro Tem Mahmud congratulated the Board of Trustees for all they have accomplished this year and said she is quite pleased that the Library's Strategic Goals continue to be reviewed.

Friends Representative: None to report.

Trustee Liaison to Friends: None to report. Vice President Lue encouraged Friends Representative Patty Lyons to mention the upcoming vacancy on the Library Board of Trustees to the Friends.

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

Director of Library, Arts & Culture:

- Director Fjeldsted reported that over 100 people came to the Steve Hodel Author Night on 11/5/15 and that the Pasadena Weekly had published an article about him and his new book, "Most Evil II."
- Director Fjeldsted said that the Friends have paid for digitizing the archival issues of the South Pasadena Review and the Library is working towards making that archive available through the Library's website.
- The Library presented a screening of Ray Bradbury's "The Halloween Tree" on 10/29/15, which was a program appreciated by all ages. The artist Gris Grimley, who designed the cover for "The Halloween Tree," exhibited his framed original artwork that evening. This was the sixth Ray Bradbury event Director Fjeldsted has coordinated for the Library.
- Director Fjeldsted has been in communication with Public Works Director Paul Toor and City Manager Sergio Gonzalez to address the flooding problems the Library has experienced and the danger of future flooding based on this year's weather predictions. Paul Toor said that the current plan is for Public Works to be more proactive with sump pumps and improvements on current drainage systems, but not to replace the carpet in the Children's Room or temporarily relocate the computer equipment in the Technical Services Department until after the rainy season.
- Director Fjeldsted said that there have been numerous issues with security, some related to the janitorial service employed by the City. There have been several thefts from the Library, including $600-700 dollars stolen from the Friends Bookstore safe, one of the Library's projectors, many DVDs for the Library collection, and an attempt to steal the Library's huge safe in Technical Services. Director Fjeldsted has been in contact with the supervisor for the janitorial service. One custodian has been let go and the police are investigating. Director Fjeldsted has asked for surveillance cameras to be installed at the Library.

- Director Fjeldsted said he is still optimistic to have Kareem Abdul-Jabbar present an Author Night for his new book about Sherlock Holmes' brother, Mycroft. But it won't be soon, as he has a new special coming out.
- Director Fjeldsted thanked Secretary Ann Penn for her years of dedication to the Library.

NEXT MEETING: The next regular meeting for the Library Board of Trustees will be on 12/10/15 at 7:15 p.m. in the Ray Bradbury Conference Room in the Library.

ADJOURNMENT: The Regular Meeting of November 12, 2015 was adjourned at 8:41 p.m.

Minutes approved _____as written.
Minutes approved _____as corrected.

_____
President