



**South Pasadena Public Library
SPECIAL MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
November 9, 2015**



CONVENE:

Board President Ed Pearson called the Special Meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Ray Bradbury Conference Room on November 9, 2015 at 7:03 p.m.

ATTENDANCE:

Trustees Present

Ed Pearson, President
Constance Lue, Vice President
Ann Penn, Secretary
Andy Lippman, Trustee
Rick Thomas, Trustee

Also Present

Mayor Pro Tem Diana Mahmud
Kristen Dubé, Friends Secretary
Steve Fjeldsted, Director of Library, Arts, &
Culture
Sean Faye, Administrative Secretary

DISCUSSION ITEM:

1. **Library Community Room Checklist regarding alcoholic beverages in the Community Room – updated by the Library Board of Trustees on 9/26/14** – President Ed Pearson stated that the goal of this special meeting was to draft a policy regarding the use of alcohol in the Community Room to be adopted at the regular meeting of the Library Board of Trustees on 11/12/15. Once approved by the Trustees, this policy would go before the City Council for their approval. President Pearson felt that there are two extremes, citing the Community Services Facilities Rental Policy which allows the use and sale of alcohol in some locations, and the tentative policy discussed by the Library Board of Trustees in which they limit the use of alcohol in the Community Room to a few events such as those hosted by groups like the Friends of the Library. President Pearson said that the current alcohol policy in the Community Room falls somewhere in the middle because any group that is renting the Community Room can request to serve white wine by submitting a written request a month prior to their event and then appearing before the Board of Trustees to justify their request. President Pearson then asked the Board members for their opinions.

Secretary Ann Penn said that the subcommittee established to discuss the alcohol policy in the Community Room had not reached any conclusions. Trustee Rick Thomas asked why there are separate policies for the Library and for the facilities rented through the Community Services Department. Director of Library, Arts, and Culture Steve Fjeldsted emphasized that the Library Park is under the domain of the Community Services Department, but the Community Room is part of the Library and that the Library Board of Trustees has dominion over the rules of the Community Room. Director Fjeldsted added that the Library Board of Trustees is an administrative body and is different from other City Commissions that are merely advisory. Director Fjeldsted said that the Library Board of Trustees is not financially responsible for what takes place in the Community Room and that the City is indemnified for Community Room events.

Trustee Thomas asked what the criteria had been for allowing white wine to be served in the Community Room in the past. Director Fjeldsted replied that support organizations linked to the Library such as the Friends or the Restoration Concert Committee or groups that have had long standing relationships with the Library with good track records of responsibility have been granted permission.

[Mayor Pro Tem Diana Mahmud arrived at 7:19 p.m.]

Trustee Andy Lippman suggested that requiring insurance could help winnow down the number of requests to serve alcohol. Mayor Pro Tem Diana Mahmud replied that insurance is only required when alcohol is sold at a rented City facility. Secretary Penn asked if the Community Room should abide by the City's rules or set a separate policy. President Pearson asked if the Community Services policy is a City policy. Mayor Pro Tem Mahmud said that there is ambiguity where the Community Room is concerned, as it has been used for more non-Library than Library purposes and that there are very few meeting rooms of that size for public functions. Mayor Pro Tem Mahmud said that, in her opinion, the Community Room has evolved into more of a City facility.

President Pearson stated that the Board seemed to be in favor of adopting the Community Services policy but asked where people stood regarding the sale of alcohol in the Community Room. Friends Secretary Kristen Dubé suggested adopting the policy as is, including the sale of alcohol. President Pearson said that the Community Services policy requires additional staff members to be present for events where alcohol is sold and that the rental fees for the Community Room would have to be raised if that were adopted. Trustee Lippman asked if another City agency could be involved to provide additional staff or police protection. Mayor Pro Tem Mahmud said that the functions at other City facilities are generally different kinds of events than those held in the Community Room and often last much later in the night. Director Fjeldsted stated that he thought a Municipal Code law requiring that sales on Library property be approved by the City Manager. He asked for permission to check his office computer for the citation. When he returned he stated that it only applied to City Parks. He added that the Community Room application approved by the Library Board of Trustees does not permit sales without permission from the Library Board of Trustees.

Secretary Penn suggested that the policy be amended to include a deposit for groups that desire to serve alcohol, and that this deposit would be applied to any clean-up or repair to property as a result of any damage that may occur. If the Community Room is left in satisfactory condition, this deposit would be refunded. Mayor Pro Tem Mahmud said that \$250-300 is not an unreasonable price to ask as a deposit. Secretary Penn, Vice President Constance Lue and Trustee Thomas agreed. Trustee Lippman added that Library support organizations such as the Friends and the Restoration Concert Committee should be grandfathered in and should not have to pay a deposit to serve alcohol.

President Pearson asked if there should be limits to the type of alcoholic beverages allowed. Trustee Lippman replied that beer and wine should be allowed. Director Fjeldsted said that the prohibition of red wine was because the previous carpeting in the Community Room was rolled during installation, and that the room has been re-carpeted with replaceable squares.

President Pearson suggested as policy that the Library Board of Trustees adopt at their 11/12/15 regular meeting the Community Services Facility Rentals Policy, Section 14.8, with

the following exceptions: the sale of alcohol would not be allowed; the alcohol served would be limited to beer and wine; a deposit of sums to be determined would be required; and any City Department or Library adjunct group would be exempt from this policy.

Director Fjeldsted suggested that verbiage be added that damage charges could exceed the cost of the deposit and that renters would be responsible for those too.

Mayor Pro Tem Mahmud complimented the Board of Trustees for their patience and tenacity in discussing this issue.

ADJOURNMENT:

The special meeting of November 9, 2015 was adjourned at 8:16 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President