

Sierra Madre Public  
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## **AGENDA**

### **SPECIAL LIBRARY BOARD OF TRUSTEES MEETING**

**Wednesday, May 12, 2021**

**4:00 PM**

**City Hall Council Chambers/Virtual  
232 W. Sierra Madre Boulevard  
Sierra Madre, CA 91024**

*Richard Procter, Chair; Rod Spears, Vice Chair;  
Susan Gallagher, Trustee; Shannon King, Trustee; Barry Ziff, Trustee*

#### **CALL TO ORDER / ROLL CALL**

Trustees Procter, Gallagher, King, Spears, Ziff

#### **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from April 28, 2021 meeting.

#### **COMMUNITY INPUT – COVID-19 NOTICE**

As part of the City of Sierra Madre's COVID-19 transmission mitigation efforts, all City Council, Commission and Board meetings will be conducted virtually until further notice. The Brown Act provides the public with an opportunity to make public comments at any public meeting.

Public comment may be made by e-mail to [csmart@cityofsierramadre.com](mailto:csmart@cityofsierramadre.com) with the subject heading PUBLIC COMMENT by 3:00 pm on May 12, 2021. Emails will be acknowledged at the Trustee meeting and read into public record with a limit of three minutes per person.

**To watch the meeting live, please access the live Zoom call  
by visiting the following link: <https://bit.ly/CSMLibZoom>**

For more information, please contact City Librarian, Christine Smart via email at [csmart@cityofsierramadre.com](mailto:csmart@cityofsierramadre.com) or by telephone at (626) 355-7186.

## **PUBLIC COMMENT**

The Trustees will listen to the public on any item on the agenda. In addition, the Trustees will also devote time for public comment on items not on the agenda. Under the Brown Act, Trustees are prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

Each comment read on the record will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by appropriate Library Board of Trustee action.

## **ACTION ITEMS AND REPORTS**

### **1. Library Site Plan**

Management Analyst Sophia Kownatzki, along with Trustees Ziff and Gallagher, to give a presentation on the progress made on developing the Library Site.

### **2. Items for Future Agenda**

Any items for a future agenda.

#### ***\*ACTION ITEMS***

*Regardless of a staff recommendation on any agenda item, the Board will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.*

## **ADJOURNMENT**

The Library Board of Trustees may adjourn to a special zoom meeting on May 26, 2021 at 4:00 pm.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 8 hours prior to the meeting.



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## MINUTES

### SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, April 28, 2021

4:00 PM

City Hall Council Chambers  
232 W. Sierra Madre Boulevard  
Sierra Madre, CA 91024

*Richard Procter, Chair; Rod Spears, Vice Chair;  
Susan Gallagher, Trustee; Shannon King, Trustee; Barry Ziff, Trustee*

#### CALL TO ORDER / ROLL CALL

Trustees Procter, Gallagher, King, Spears, Ziff in attendance. Meeting called to order at 4:01 pm.

#### APPROVAL OF AGENDA

Trustee Procter motioned to approve agenda, Trustee Spears seconded. All approved.

#### APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from March 29, 2021 meeting with corrections: Trustee King found three locations where Richard Procter's name was misspelled. Trustee Ziff motioned to approve Agenda with corrections, Trustee King seconded. All approved.

#### PUBLIC COMMENT

No public comments.

#### CONSENT CALENDAR

1. **Library Warrants** –Trustee King recommended that the Board approves the payment of Library Warrants, Trustee Gallagher seconded. All approved.
2. **Library Statistics** - March 2021 Statistical Reports were received and filed.

#### ACTION ITEMS AND REPORTS

1. **Library Site Plan**

Management Analyst Sophia Kownatzki explained that the Monopoly Board Subcommittee will be meeting on Thursday, April 29. There will be three different boards with pieces to move around and decide how to arrange the back lot. Work is being done to try and budget for phase one in the next fiscal year.

Trustee Ziff suggested we should ask for the following: amphitheater, gazebo, Friends book store, benches, and a water feature.

Trustee Gallagher said that we need to balance parking vs space used for activities. Don't want too much parking space not being used.

Trustee King asked that enclosed trash bins be a consideration.

## **2. Friends of the Library Liaison Report**

No report from the Friends liaison.

## **3. Trustees Updates**

Trustee Ziff attending the Friends of the Library meeting. The Friends are looking for an Art Fair chairperson, and to raise funds for the Sommer Scholarship.

Trustee Spears promoted the May 7th Virtual Wine Tasting. He also visited the Library and everything looks great and spacious.

Trustee Gallagher visited the library with her 11 year old niece and they loved seeing the various resources highlighted. Wine tasting only \$25 which is a donation, and she asked that the Board spread the word.

Trustee King resumed volunteering on Saturday and was excited about being back in the library. She also watched the live tour of the archives and really enjoyed the presentation.

Chair Proctor was delighted by the soft opening and thrilled at being inside the library and browsing. Loved the digital check out system. Well designed and intuitive system.

## **4. City Librarian Report**

City Librarian Smart reported that the reopening is moving along nicely. There were some instances regarding wearing their masks, but each has been quickly resolved. The small meeting room remodel is coming along nicely.

Upcoming in May we will have a programming pause and anything created during the pandemic will pause as we work to get accustomed to reopening.

Trustee Spears asked if a site survey had been completed yet, and City Analyst Kownatzki said the City is working towards getting one done.

Chair Procter thanked City Librarian Smart for creating a place that is based on a community that is coming together and for keeping our library open and serving the community

Trustee King asked about the Kersting Court photo project and the City Librarian explained that the Community Services department is working on finding a photo.

#### **5. Items for Future Agenda**

City Librarian Smart will bring the Monopoly Board discussion to the next meeting.

#### **ADJOURNMENT**

Trustee Ziff called the meeting to be adjourned at 4:37 pm. Trustee King seconded. All approved.



# Library Campus Back Lot

Special Library Board of Trustees  
Meeting

Wednesday, May 12, 2021 4:00pm



# PRIORITIZED FEATURES

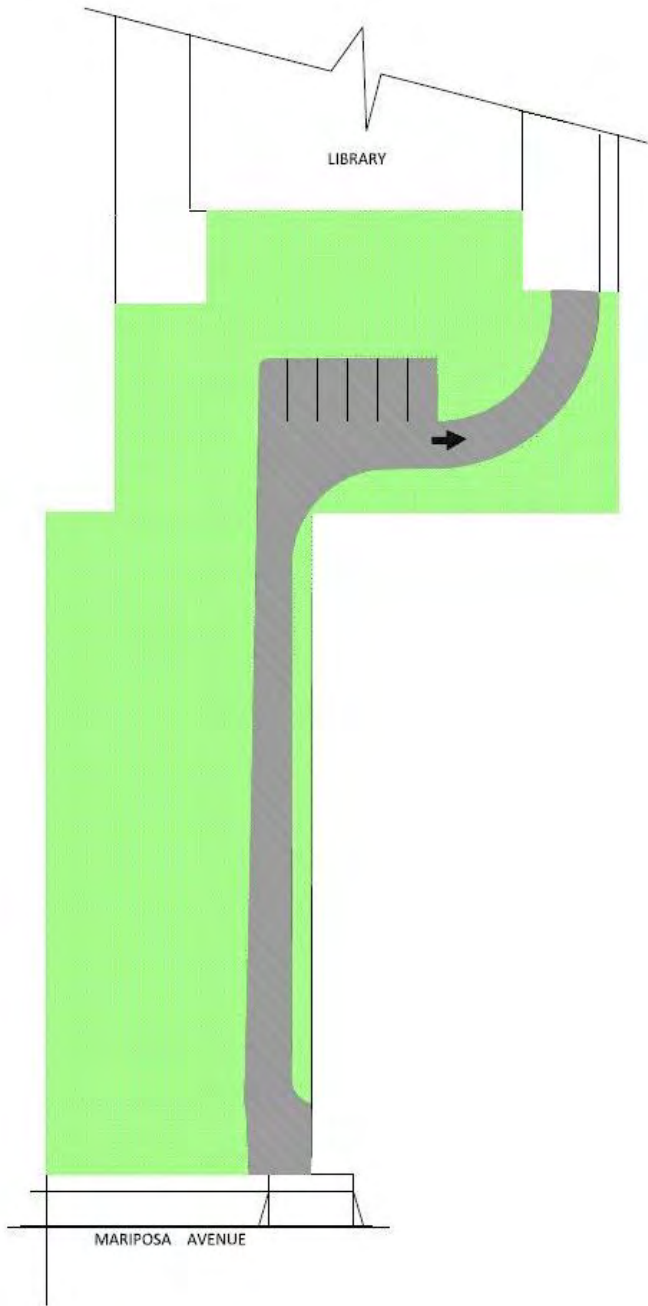
- Friends of the Library Bookstore
- Programming Amphitheater
- Parking lot roundabout (no driveway through greenspace)
- Gazebo
- “Tot Lot” play area for children

**Additional recommendation:** incorporate garden elements throughout a meandering ADA accessible pathway that covers the green space.





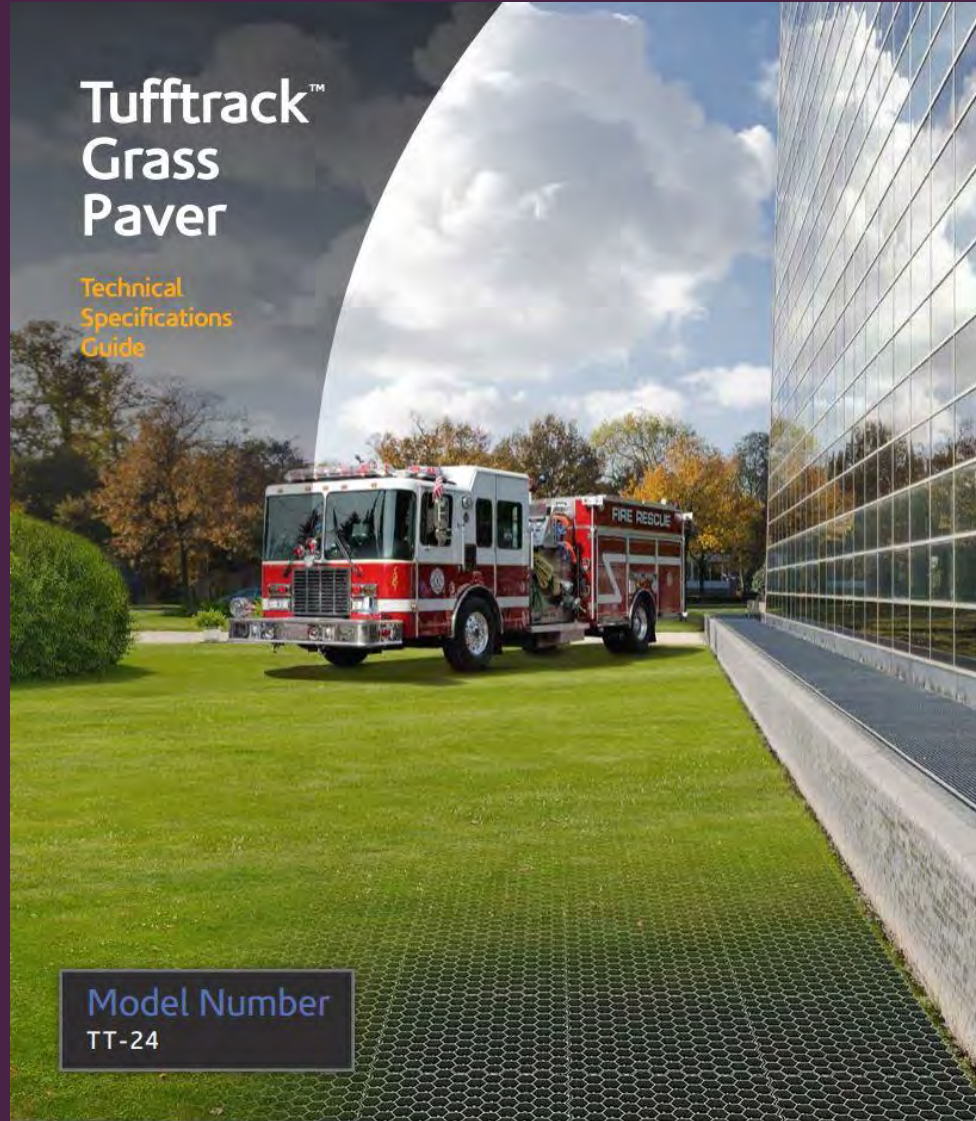




OPEN SPACE  
 SIERRA MADRE LIBRARY  
 CITY OF SIERRA MADRE

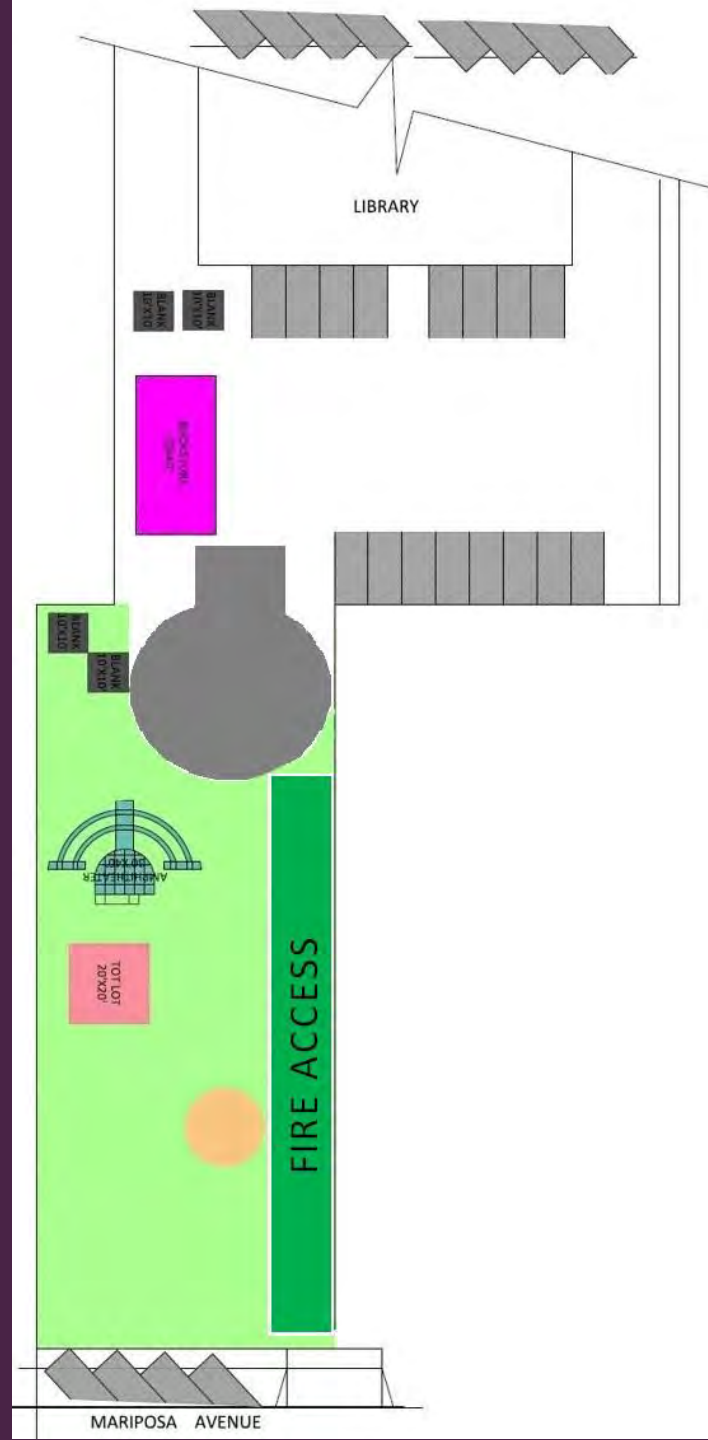


5/3/2021



# CONCEPT A

- 30 parking stalls
- Friends bookstore on north end of lot



# CONCEPT B

- 37 parking stalls
- Friends bookstore incorporated in green space.

