



Sierra Madre Public
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AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING
Wednesday, April 28, 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 March 29, 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 with the subject heading PUBLIC COMMENT by 3:00 pm on April 28, 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 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.

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$2,260.
- 2. Library Statistics** - Recommendation to receive and file March 2021 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Library Site Plan

Management Analyst Sophia Kownatzki to give an oral presentation on the progress made on developing the Library Site.

2. Friends of the Library Liaison Report

Liaison from the Friends of the Library to provide oral report concerning activities since the last Board meeting.

3. Trustees Updates

Trustees to provide reports pertaining to Library service or community involvement which impacts the Library.

4. City Librarian Report

City Librarian Smart to present an oral report concerning Library services since the last Board Meeting.

5. 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.



City of Sierra Madre, CA

Check Register

Packet: APPKT05485 - 02/09/21 LB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0132	BAKER & TAYLOR, INC.	02/10/2021	Regular	0.00	1,956.86	59769
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016614918	Invoice	01/04/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	204.89	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	204.89	
5016614919	Invoice	01/04/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	7.74	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	7.74	
5016618935	Invoice	01/15/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	192.71	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	192.71	
5016618936	Invoice	01/15/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.85	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	0.85	
5016619247	Invoice	01/06/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1,216.43	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	1,216.43	
5016619248	Invoice	01/06/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	79.35	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	79.35	
5016639261	Invoice	01/11/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	203.49	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	203.49	
5016639262	Invoice	01/11/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	10.29	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	10.29	
5016645540	Invoice	01/11/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	40.99	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	40.99	
5016645541	Invoice	02/01/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.12	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	0.12	
0145	BRODART	02/10/2021	Regular	0.00	137.34	59770
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
569752	Invoice	12/07/2020	OFFICE SUPPLIES	0.00	137.34	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	137.34	
1625	FINDAWAY WORLD LLC.	02/10/2021	Regular	0.00	76.64	59771
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
327496	Invoice	08/28/2020	REPLACEMENT LAUNCHPAD FEE	0.00	76.64	
39006.90000.53406		BOOKS AND REFERENCE		REPLACEMENT LAUNCHPAD...	76.64	
1578	PETTY CASH FUND-LIBRARY	02/10/2021	Regular	0.00	89.16	59772

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV028786	Invoice	02/09/2021	10/28/20-01/08/21 PETTY CASH	0.00	89.16	
10000.09110.53999	OTHER PURCHASED SUPPLI...		10/28/20-01/08/21 PETTY C...		15.51	
39006.90000.53406	BOOKS AND REFERENCE		10/28/20-01/08/21 PETTY C...		21.05	
39006.90000.53999	OTHER PURCHASED SUPPLI...		10/28/20-01/08/21 PETTY C...		52.60	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	13	4	0.00	2,260.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	13	4	0.00	2,260.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2021	2,260.00
			<u>2,260.00</u>

Chair _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____



Sierra Madre Public
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MINUTES

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Monday, March 29, 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 4:03 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 February 24, 2021 meeting with corrections: Trustee Gallagher needs clarification on the word “expensive” used in previous meeting regarding the Wine Tasting. She was incorrect as the event was only \$25 per ticket. Trustee Ziff motioned to approve Agenda with corrections, Trustee King seconded. All approved.

PUBLIC COMMENT

No public comment for items not on the agenda.

CONSENT CALENDAR

1. **Library Warrants** – Trustee King questioning \$450.00 for branded flashlights? Why so much? City Librarian Smart explained it was for OBOC branded flashlights. Trustee King recommended that the Board approves the payment of Library Warrants, Trustee Spears seconded. All approved.

- 2. Library Statistics** - February 2021 Statistical Reports were received and filed. City Librarian Smart says the Library had fabulous city partnerships and received thousands of views on social media. Thanks to all for participating and it was a great collaboration with everyone. Trustee King said the reaction to OBOC has been amazing. City Librarian Smart says our reach is growing through TikTok and social media.

ACTION ITEMS AND REPORTS

1. Library Site Plan

Management Analyst Sophia Kownatzki updated us on phases subcommittees. Phase 1 will be worked on during the 20-21 fiscal year and includes the exterior of the Library: site, handicapped parking, treating and painting the eaves, and removing windows from the basement that do not close.

Trustee King wanted to know if the HVAC system needs repair and to look into it. City Librarian Smart says we will be buying air purifiers in the interim using COVID relief funding, but that an overhaul of the A/C system would not be until phase two or three.

2. Day Trust Fund

City Librarian Smart explained that trustees did not specify whether \$25,000 in funding was allocated during this fiscal year, or if the transfer would start the following fiscal year. The alternatives presented were to: 1. immediately transfer the funds to the Gift and Memorial fund for possible use, or 2. wait until the next fiscal year, or introduce a third alternative.

Trustee King moved to approve alternative 1, to immediately transfer \$25,000 from the Day Trust to Gift and Memorial Fund. Trustee Spears seconded. All approved.

3. Kersting Court Art Installation

City Librarian Smart explained that the Community Services Department was planning to install historical images in Kersting Court with the help of Debbie Henderson. As this project is being worked on jointly with the Library and Community Services, the Trustees are being asked for their opinion on the project and photos which will be selected.

Trustee Ziff asked what these photos represent. City Librarian Smart say they were Sierra Madre historical photos. Trustee Ziff mentioned that three of the four images specifically centered around Kersting Court... with the exception of the Pinney House. Trustee Ziff suggested that since the Invasion of the Body Snatchers was filmed in Kersting Court, that might be another option. There is a famous snapshot of Kersting Court in the movie that we might use. Librarian Smart explained that we may not have access for that photo or movie still, but we can look for alternatives. Trustee King asked what area will the art will be shown and Smart replied they will be along the walkway.

4. Library Budget

City Librarian Smart wanted to start by reading some of the Trustees' recommendations. Trustee Ziff wrote:

“A fundamental premise underlying our countries democratic way of life is a belief in the intrinsic worth of every individual. Our educational system is the vehicle by which every individual is provided with the opportunity to advance toward his/her potential. As a society we provide schooling, museums, libraries, and special events and experiences to help support ones educational growth.

“The advantage of maintaining a successful library is that it focuses on a variety of books, events and resources to meet the varied needs of a diverse population. The Sierra Madre Public Library has been meeting the needs of the community for over one hundred years. The professional and competent staff with the support of volunteers has continued to provide enhanced educational opportunities for both adults and the youth of our community.”

Trustee Gallagher specifically mentioned a “goal of focused, safe reintegration [which] is not a mental health service, rather steps patrons can explore to plan their personal reintegration that aligns with lifting restrictions.” Based on the recommendations, our budget for next year does the following:

- Prioritize funding for phase 1.
- Continue to purchase COVID (safety) related materials.
- Phase 2 continue professional development for staff, tailor programing for social services, furniture and equipment.
- Working towards creating a space in our former history room and creating a space that is functional.

Trustee Ziff says the furniture that Librarian Smart suggested is very functional and practical. He likes it. What color do we want? City Librarian Smart will consult with former employee Donna Howard as to what colors are good because she knows about color choices. We will use existing furniture as a baseline. Trustee King says those tables look amazing. Something easily folds makes sense.

5. Library Reopening Overview

City Librarian Smart announced the reopening of the Library is April 19, capacity is set by state which is 15 patrons at a time and an overview of reopening procedures is as follows:

- Contact free will be available 100 percent if patrons do not want to come in.
- Face coverings, safe distances, no food or drink in library.
- Patrons will need to self-screen before entering library. Self-check out will be highly encouraged. New card replacement fee will be waived by to encourage the use of new self-check out machines.
- Friends of the Library small book-sale cart will back but we will attach a cash drop box to avoid transactions.
- Unused furniture will be stored onsite or at the public works yard.
- Paper masks will be available to those who forgot to bring one or if they don't have an appropriate mask.
- The only in-person program opportunities will be outside, with Preschool Storytime, Baby Rhyme Time, and Class visits as requested.

Trustees King and Proctor thanked all of us for working so hard. City Librarian Smart said that this has been one of the hardest work years but encountered lots of love from many people, more than any year before. Trustee Proctor said City Librarian Smart made a huge effort to make this possible.

6. Friends of the Library Liaison Report

No report from the Friends at this time.

6. Library Foundation Liaison Report

Liaison Patricia Hall explained that this is her last report but that the Library Foundation will be dark, but not gone. Trustee Proctor thanked and acknowledge Patricia Hall for engaging and fighting for our library.

7. Trustees Updates

Trustee King helping community projects.

Trustee Spears had a meeting at library with Trustee Proctor, City Librarian Smart and Captain Snyder. New site survey will be contracted by the City as authorized by City Manager Engeland.

Trustee Gallagher said she toured the Library. She was impressed. She is still helping out a subcommittee for the Friends of the Library and they are planning another wine tasting on May 7th from 6-7:15pm.

Trustee Ziff met with Trustee Spears, a builder and an architect to discuss remodeling Lizzy's. Looks forward to the reopening.

8. City Librarian Report

City Librarian Smart reported that we received an LSTA grant for nearly \$12,000. We will be utilizing half of the money to create a zoom room and virtual space, window shades, new digital camera and wireless headsets. The second half will fund fabulous virtual services for this summer.

Trustee Ziff asked if we should take temp of patrons an entrance. Smart says this does not give you a good indication if you are sick and we will therefore not be using it as a metric for entering the building. Instead, we are increasing our airflow by opening windows and doors, adding air filtration units, and more.

9. Items for Future Agenda

No items recommended for a future agenda.

ADJOURNMENT

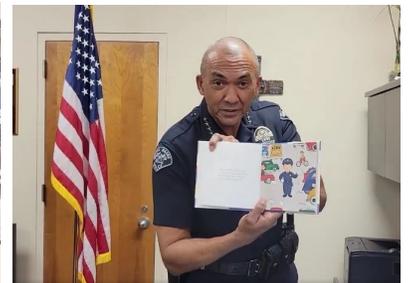
Trustee King said thank you Gene Goss for attending meeting and helping the library.

Trustee Ziff called the meeting to be adjourned at 5:31 pm. Trustee Spears seconded. All approved.

March 2021 Online Content

In March, the Library had 62 social media posts with 8,366 reactions (likes/comments/views). Many were for the following:

- TikTok: Have You Used Your Library Today?
- Friends of the Library BEST Used Book Sale
- In-Person Programming at Memorial Park
- Try It Tuesday - Bake Your Own Goldfish Crackers
- Storytime To Go - Huck Finn Funn Week
- Aloha Friday: Three Move Review
- Magic W.O.W. Workshop on Zoom
- Builder's Club Online
- TikTok: Visit Countless Galaxies with Your Card
- Try It Tuesday - Her-Story Collage
- Listen to Books with Libby
- College Planning & Financial Aid Workshop
- Storytime to Go: "Blobfish Throws a Party"
- SMPD Facebook Live Station Tour
- Aloha Fridays with the SMPD
- Throwback Thursday from the Archives: Leprechaun
- Try It Tuesday - Wish For Luck with Officer Lou Oronoz
- Third Thursday Book Club
- Library Happy Hour
- Storytime to Go with Police Chief Armalin
- TikTok: SMPD Contact-Free Checkouts
- Movie Bundles at the Library
- Aloha Fridays: The Hela
- Throwback Thursday from the Archives: Farmerettes
- Tails & Tales: SMPD Reads "Doggone Dogs"
- TikTok: When the Book Is Better Than the Movie
- Pajama Storytime Is Coming
- Try It Tuesday: Ninja Stress Ball
- Write a Literary Review for a Service Hour
- Storytime To Go - International Women's Day
- The Library Is Sus
- Aloha Fridays: 'Uwehe
- Throwback Thursday from the Archives: Kersting



March 2021 Library Statistics

