

AGENDA

LIBRARY BOARD OF TRUSTEES MEETING Monday, September 23, 2024 5:00 PM City Hall Council Chambers 232 W. Sierra Madre Boulevard Sierra Madre. CA 91024

Diane Sands, Chair; Leigh Gluck, Vice Chair; Catherine Adde, Trustee; Susan Gallagher, Trustee; Laura Palmer, Trustee;

THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER

CALL TO ORDER / ROLL CALL

Trustees Adde, Palmer, Gallagher, Gluck, and Sands.

PLEDGE OF ALLEGIANCE

Diane Sands

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 August 26, 2024, meeting.

PUBLIC COMMENT

The Library Board of Trustees will listen to the public on any item on the agenda. In addition, the Library Board of Trustees will devote time for public comment on items not on the agenda. Addressing the Library Board of Trustees from the audience is not permitted; all comments addressing the Library Board of Trustees must be made from the podium. Only public comments made from the podium will be recognized by the Library Board of Trustees and entered into public record.

Providing Public Comment for Items on the Meeting Agenda

Persons wishing to speak on any item on the agenda will be called during the comment period at the time the agenda item is brought forward.

Provide Public Comment for Topics not on the Meeting Agenda

Time shall be devoted to provide public comments for 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.

Providing Public Comment

- 1. Any person wishing to provide public comment is asked to complete a comment card. Please include your name and address. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.
- 2. The City provides a podium for public comment. Comments addressed to the Trustees shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue. Each speaker will be limited to three continuous minutes, which may not be delegated or deferred.

CONSENT CALENDAR

- **1. Library Warrants** Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$766.17
- 2. Library Statistics Recommendation to receive and file August 2024 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Summer Reading Program Report

Youth Services Librarian, Doreen Thomas will present a recap on the Library's 2024 Summer Reading Program: Sierra Madre Super Summer. No action required.

2. Library Building Meaningful Improvement Update

Director of Public Works Arnulfo Yanez and Construction Project Manager Natalie Hazard of Vertex Engineering will give a brief update on the state of the Library building renovations. No action required.

3. Library Foundation Update and Discussion

Update on the Library Foundation's current membership and fundraising. It is recommended, the Library Board of Trustees discuss and identify guidelines for the Library Foundation as well as fundraising ideas moving forward. No action required.

4. Sierra Madre Historical Preservation Society Report

The Sierra Madre Historical Preservation Society will discuss upcoming fundraising events and projects. No action required.

5. Friends of the Library Liaison Report

Liaison from the Friends of the Library to provide oral report concerning activities since the last Board meeting. No action required.

6. City Council Liaison Report

Update from City Council Liaison to Board regarding recent City Council meetings. No action required.

7. Trustees Updates

Trustees to provide reports pertaining to Library service or community involvement which impacts the Library. No action required.

8. City Librarian Report

City Librarian Leila Regan to present an oral report concerning Library services since the last Board Meeting. No action required.

9. Ground Breaking Ceremony Recap

Discussion on what went well and any comments or concerns regarding the Ground Breaking Ceremony that took place at 440 W Sierra Madre Blvd. on Tuesday, September 17, 2024.

10. Items for 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 meeting on October 28, 2024.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 48 hours prior to the meeting.



MINUTES

LIBRARY BOARD OF TRUSTEES MEETING Monday, August 26, 2024 5:00 PM City Hall Council Chambers 232 W. Sierra Madre Boulevard Sierra Madre, CA 91024

Catherine Adde, Chair; Laura Palmer, Vice Chair; Susan Gallagher, Trustee; Leigh Gluck, Trustee; Diane Sands, Trustee

THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER

CALL TO ORDER / ROLL CALL

Present: Chair Adde and Trustees: Palmer, Gallagher, Gluck, and Sands. ALL Present. **Meeting called to order at 5:01 PM**

PLEDGE OF ALLEGIANCE

Trustee Palmer led the pledge of allegiance

APPROVAL OF AGENDA

Trustee Palmer moved to approve Trustee Sands seconded All were in favor

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from July 22, 2024, meeting.

Trustee Sands moved to approve the minutes Gluck Seconded All were in favor

PUBLIC COMMENT

No Public Comment

CONSENT CALENDAR

1. Library Warrants – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$17,179.85, \$157.35, \$1,512.81, \$4,725.65, \$10,320.76, \$4,336.64, \$165.36

Questions/Comments:

Trustee Gluck: The large quantity \$17,000 amounts are for the purchase of books and eBooks?

City Librarian Regan: Yes

Trustee Sands: What is JanWay?

City Librarian Regan: JanWay is used for Summer Reading prizes.

Trustee Sands: What is payment for Isaac Koo?

City Librarian Regan: Isaac Koo is for pictures and aerial drone for our timeline video.

- 2. Library Statistics Recommendation to receive and file July 2024 Statistical Reports.
- **3. Library Closure** The Library would like to close Saturday, October 19 to allow staff to attend the California Library Association Annual Conference in Pasadena, CA.

Questions/Comments:

Trustee Gluck: Is that enough time to notify the public? Will you have signs posted?

City Librarian Regan: Yes

ACTION ITEMS AND REPORTS

1. Library Building Meaningful Improvement Update

Director of Public Works Arnulfo Yanez and Construction Project Manager Natalie Hazard of Vertex Engineering gave an update on the state of the Library building renovations. No action was required. Director Yanez reported things are moving! He introduced Natalie Hazard of Vertex who said "We're attached at the hip". We had 3 contractors that have been prequalified and we are moving forward with the bidding process. We had a pre-bid walk through with the general contractors and just today we had a pre-bid walk through with about 45 subcontractors. Bidding will be closing on September 12. First week to middle of October is when construction starts. The Three contractors are AMG, Swinerton, and Amoroso Construction. All have Library experience all excited to do this, we'll see how the bids come in. It's in their hands to ask the questions.

Questions/Comments:

Trustee Sands: What is the current timeline right now?

Natalie Hazard: We have to wait for the bids to come in September 12th and then for City Council.

Director Yanez: Immediately after bid closes Natalie myself and TSK will look at it. I would like to make the recommendation to our City Manager over the weekend following the bid closure. I would like to notify City Council of a decision ASAP. It's a long shot to have a special City Council meeting on September 17 before the ground breaking. Perhaps Tuesday morning or Monday afternoon before the ground breaking event.

Trustee Gluck: I'm confused. At the July 22nd meeting the RFP was going to be a quick turnaround and the announcement was going to be in August.

Director Yanez: Unforeseen circumstances in pre-qualifications due to scheduling. We needed more clarity. Based on the companies that applied, multiple walk-throughs would be necessary. We had to re-arrange the calendar to expedite the construction date of October.

Gluck: We keep being told at meetings that everything is progressing and I'm getting concerned. It felt like in our last meeting the RFP would be closed and decided by THIS meeting and it is not happening. I'm confused why the RFP wasn't closed by this meeting. What happened to draw it out further?

Director Arnulfo: Unforeseen things like scheduling, the tree removal, and making sure contractors knew the projects that are involved.

Trustee Gluck: I need you to get a little more realistic with us. It seems like every meeting is getting more pie in the sky expectations. I need you to be more realistic with the timeline for us. Are we really looking at the first week in October?

Director Yanez: What I've delivered is realistic, just based on my 29 years of experience. We have one shot, one opportunity that I have to be responsible for. In this process, these types of miscommunications may happen so I do apologize for the miscommunications.

Trustee Gluck: We've gone from an 18-month timeline to a 12-month timeline to if we start in October a 14-month timeline. I'm just getting really nervous that we'll be able to make our FFE schedule.

Trustee Gallagher: We have a timeline for this group and we want it to align with yours.

Trustee Gluck: I just need more realism from you guys. I can take bad news, trust me.

Trustee Adde: This is a communication issue. If something changes in the timeline if you could shoot out a one sentence email to Leila and she can disseminate the information to us so we have a realistic timeline.

Director Yanez: Understood.

Natalie Hazard: The subs have all their detailed issues and they are going to relay that to the architect. We have to go through City Council and we have to go through the contract process with Legal.

Trustee Adde: Ground Breaking is still September 17th?

Natalie Hazard: Correct.

Trustee Gluck: So the 12th we get the bids, the weekend we decide (your working on the weekend does not go unnoticed, thank you for doing that), then we send it to legal to get through it, then by the 17th we hopefully have an idea of who we are selecting?

Natalie Hazard: It might not get done in the first round, there might be some back and forth. It varies according to how long the contract negotiations take.

Trustee Gluck: Our permits have been pulled, so once we have our contractor we really are ready to hit the ground running?

Trustee Adde: We don't know what we don't know. So a quick communication to us to let us know when there is a change would be good.

Director Yanez: We have a weekly meeting and we'll be able to provide updates. We get down into the nitty gritty.

3. Library Foundation Update and Discussion

Update on the Library Foundation's current membership and fundraising was given by Chair Rob Stockly. No action was required. Chair Stockly reported not a lot of substantial changes since the last time we met. We're anxiously awaiting the same thing you are. We're hoping there's a big announcement to be made before or after Ground Breaking. We're actively creating our donor list. There are three groups that are going to be asked to take leadership roles, certainly the foundation and the foundation board, but also the trustees and City Council. Two prongs of the campaign. You give and you get. Trustees, start thinking about people you would like to invite to a small gathering that might want to hear about opportunities to support the project. I'm going to ask you to get those names to me directly. Who is someone you would

like to invite, start thinking about it. We'll be doing some one-on-one approaches. We are starting with small groups. We also have a pledge agreement. Asking for not just a lump sum donation but over two to three tax years. Materials are being put together. We have brochures We received our first donation from someone's retirement account.

Questions/Comments:

Trustee Adde: People could pay half and then the second one but this time it's three different times?

Chair Stockly: We are falling into three different tax years – 2024, 2025, 2026. So we are structuring around that even though we are looking to spend most of the funding by October 2025. There are always additional needs and projects even after most of the FF&E is purchased. Gallagher: Are you suggesting that we would have a circle of acquaintances and we would host the event and you would come and talk to our guests?

Chair Stockly: Yes.

Trustee Gluck: Does it have to be by the end of this year?

Chair Stockly: No. Frankly, I'm sure we're going to be conducting these for months.

4. Sierra Madre Historical Preservation Society Report

The Sierra Madre Historical Preservation Society President Leslie Ziff presented on fundraising events and projects. No action was required. Ziff reported our board is dark in August, but we've been doing a lot of stuff in August. We were invited to a Rotary club meeting on August 6 where the Past President gave the Historical Preservation Society a \$1,000 check. We're going to be using it probably mostly for the inside things that we're going to have to get once the Richardson house is renovated. At the museums, we've been working with Arnulfo and Jose and I've asked them to meet with the board members regularly so we can keep on track with what is happening. Just got some lighted cabinets in the Richardson house. Been working on filling the cabinets. We have so many things donated that are still in boxes until that backroom gets cleaned out. We're also working on lighting. For Zip Code Day the Library is doing postcards and we are doing a walking tour at 9:00 and 10:30am. We're going to start at Kersting Court and go up a block and talk about the building and what businesses they have been from 1883 until now. We'll go up and down Baldwin, Kersting Court, the Playhouse, cross the street at the Only Place in Town then back toward Baldwin. It should last about an hour. If it works, then the historical society will do it more often but will charge for it.

Questions/Comments:

Trustee Adde: The City website has different times and durations.

5. Friends of the Library Liaison Report

No Report as they went dark in August and had no meeting.

6. City Council Liaison Report

Council Member Gene Goss reported City Council was dark in August too. The discussion we had about bears was discouraging. We need help from the state and the state is not forthcoming with that help. We have a diligent citizenry that is dedicated to supporting one another. We've had bear break-ins all summer long all across the City. We're trying to get one or two Human-Wildlife conflict specialists and we would pay for their salary. It won't happen until next fiscal year. None of us were happy, in fact all of us were very unhappy. I feel like our

people have pretty much done everything that we can do that is available to us, under the law. The state is responsible for wildlife and they are not taking it as seriously as they should to keep animals out of urban areas. The state is way understaffed. When we call them we have to wait at least an hour, if they decide to come, which they usually don't. They said darting bears is a last resort, they prefer trapping bears. The bears aren't getting caught. We are planning to follow up with State Representatives. I wish I had better news. We are very fortunate; we did not have anything more serious.

Questions/Comments:

Trustee Adde: Mayor Kriebs was very diplomatic about that. We have a meeting September 12. We have been handing out pine sol spray for people having issues with bears. Councilmember Goss: We're going to get bear mats to test for discouraging bears.

7. Trustees Updates

Trustees provided reports pertaining to Library service or community involvement which impacts the Library. No action was required:

Trustee Gluck: Fortunate enough to attend the Library Foundation Meeting. They are a group of wonderful people with great ideas. Looking forward to 09.10.24.

Trustee Palmer: School started, I've been working there. My new students are all bookmark contest winners. Will be at the evening portion of the 09.10.2024 day. Not able to be at Ground Breaking September 17th as she is teaching her class.

Trustee Gallagher: Sierra Madre Civic Club is involved with the Halloween window painting contest. The children will be painting the windows this year. I will resign my role as the liaison to the Sierra Madre Historical Preservation society as I have taken a board position with them. Friends Wine Tasting will be October 5, at the BAG. Tickets will be \$100 and they will be limited to 150 people. Wine Tasting tickets on sale now. This is their 50th Year Jubilee.

Trustee Sands: For the SMHPS – has been cleaning organizing, getting rid of the rats. I will be handing out and collecting the 9.10.24 post cards from the library. I will be in costume. The Library will pay for the postage and the cut off is 3:00 PM on Tuesday to be mailed. Looking forward to the Ground Breaking.

Trustee Adde: August 6, I attended National Night Out as I'm the block captain for my neighborhood watch. The Library had a booth and I think people enjoyed it. It was a good representation. August 8, I attended the FF&E meeting with Huckabee/TSK Architects with the Library staff on the design of things going inside the library. On the 22nd it was interesting to attend the first ever Chamber Meeting here with our City Manager. They had an outside consultant come in to talk about using demographic data to figure out how to bring in more people from outside Sierra Madre to our businesses.

8. City Librarian Report

City Librarian Leila Regan presented an oral report concerning Library services since the last Board Meeting. No action was required. Regan handed out 91024 postcards. The Library is also partnering with SMEAC to offer a Bailey Canyon Nature Walk on 91024 day. A Library

Calendar of events was discussed and given to the trustees. Library Staff participated in a tour of local libraries to research possible design and use of our renovated library. Libraries visited were: La Pintoresca, San Marino, Arcadia, Monrovia, and Altadena. Regan is working on Community Outreach to local organizations such as Community Foundation, Kiwanis, Rotary, etc. Email her if you can get her on the agenda of any of the local organizations. She will attend and give a presentation about the Library. The oak tree is being removed from the front of the Library tomorrow. It will be made into items to be used at the renovated Library such as: benches, donor wall, etc. CLA offers discount tickets for Trustees. Dates are October 17, 18, & 19. Let Regan know if interested in attending.

Questions/Comments:

Trustee Gluck: we need to add the October 19 closure to the calendar.

Trustee Adde: Was the tree removed due to safety?

City Librarian Regan: No. The tree has damaged the foundation and planter. The arborist reported the tree is not done growing and will continue to grow into the Library building.

Trustees Adde and Sands might attend CLA

8. Ground Breaking Ceremony

Trustees discussed plans for the Sierra Madre Public Library Ground Breaking Ceremony happening Tuesday, September 17, at 11:00 AM at 440 W Sierra Madre Blvd. Trustee Adde will ask Dirk to provide the generator. The ceremony will be in the parking lot in back of the Library. Main parking will be blocked off. Leslie has tent rental contact. Regan found a balloon vendor. We will have a staff and volunteer workday to clear the walkways and parking lot area of overgrown plants and debris. There will be 100 purple giveaway bags for public to take. Trustee Sands offered to stuff bags. Foundation will provide information for the bags. Will use Library kiddie pools for ice and drinks. Each trustee will bring a bag of ice. Library staff will get snacks and cupcakes with an edible Library logo on them. Display boards will be made and printed. Friends and Library Foundation will have tables at the event. There will be porta potties and handwashing station.

Questions/Comments:

Trustee Sands: It is shameful the City is unwilling to trim the Ground Breaking site of overgrown plants and debris and that Library Staff and Trustees are doing the work.

9. Library Board of Trustees Committee Assignments

Trustees reviewed and decided on committee assignments:

- Friends of the Library Liaison (1) Susan Gallagher
- Sierra Madre Historical Preservation Society Liaison (1) Susan Gallagher
- Sierra Madre Library Foundation Liaison (1) Leigh Gluck
- One Book One City Committee (2) Catherine Adde & Leigh Gluck
- Library Bookmark Contest (1) Laura Palmer
- Library Open House (2) Leigh Gluck & Diane Sands
- Sommer Scholarship (2) Susan Gallagher & Laura Palmer
- Writers Workshop (1) Diane Sands

10. Chair/Vice Chair Nomination and Appointments for F/Y 2023-2024

Chair Adde opened the floor for nominations for chair and vice-chair nominations.

Trustee Adde – thank you for allow me to chair the meeting I would like to nominate Diane Sands to be our next Chair and Leigh Gluck as the Vice Chair.

Trustee Adde moved to approve Diane Sands as Chair and Leigh Gluck as Vice Chair.

All were in favor.

City Librarian Regan: Just to clarify, normally nominations are done in July.

11. Items for Future Agenda

Keep everything the same.

Questions/Comments:

Trustee Adde: Would like an Email regarding duties for groundbreaking

City Librarian Regan: Yes will send an email when it is finalized.

ADJOURNMENT

Meeting was adjourned at 6:33 pm

Check Approval Register



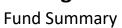
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<u>VEN02711</u>	AMERICAS PRINTER				97.05
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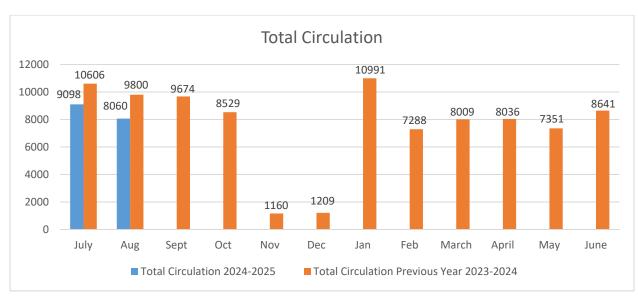


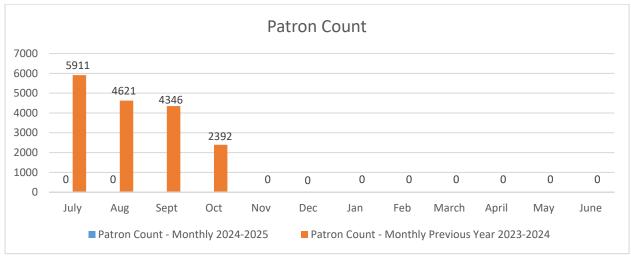
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Chair			
Trustee			

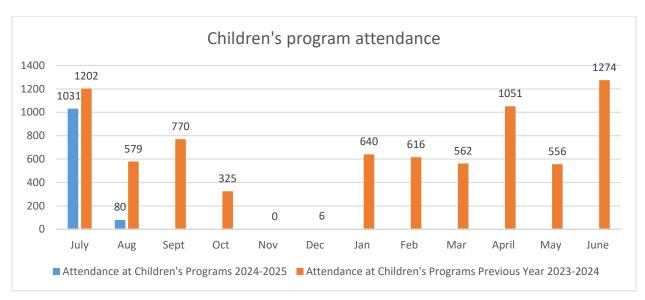
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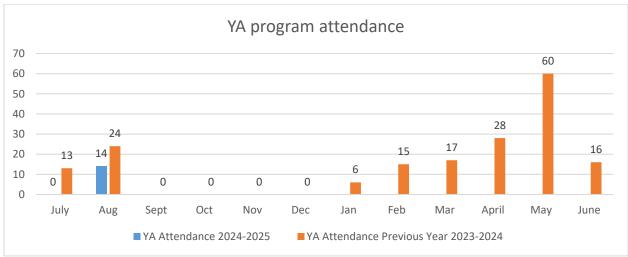
Aug 2024 Library Statistics

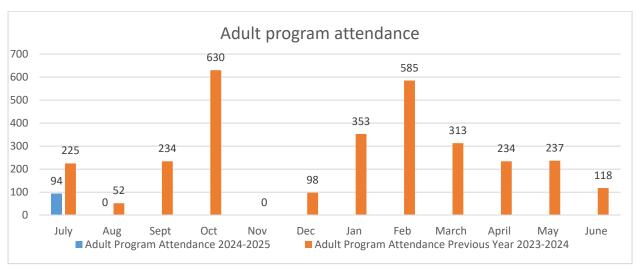












August 2024 Online Content

In July, the Library had 28 social media posts with 14,412 reactions (likes/comments/views).

Many were for the following:

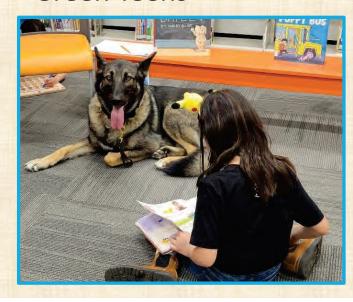
Library TikTok - Library Aesthetics Library Programming Nap **Green Teens** Hiking Backpacks Available for Checkout Puzzles Available for Checkout Library TikTok - Library Olympics Equestrian Library TikTok - Library Olympics Table Tennis Library TikTok - Library Olympics Cycling International Cat Day National Lazy Day **Brain Games Launchpads** Mango Languages California Wildfires Throw Back Thursday - Bicycling Library TikTok - Cleaning Books Sierra Madre Super Summer Pool Party **Bailey Canyon Nature Walk Audiobooks** National Dog Day Parent TV **Ground Breaking Ceremony Holiday Closure** National Library Card Sign-up **Delayed Opening** Library TikTok - Very Demure Throw Back Thursday - R. A. Hawks Company





Programs

- Bailey Canyon Nature Walk
- Kids Science Workshops
- Tails & Tales
- Stich-N-Snack (Teens & Adults)
- Green Teens











Programs

• Eddie Spaghetti the Magic is Ready

- Thor's Reptiles
- Noteworthy Puppets
- Stuffed Animal Sleepover



Programs & Attendance

- June:
 - 42 programs
 - 40 in-person programs
 - 2 virtual programs
 - Total program attendance: 1,408 people
- July:
 - 42 programs
 - 40 in-person programs
 - 2 virtual programs
 - Total program attendance: 1,125 people



• We had 84 programs this summer with 2,533 people in attendance.

Passive Programs



I-Spy: 315 participants



Community Mosaic Art: 95 participants

Summer Reading Program (SRP)

- 445 SRP Participants
- 81 kids in grades K 8th completed the Challenger Level
- 110 Participant for Operation Support Local







Challenger Pool Party

 81 kids in grades K – 8th completed the Challenger Level





Teen Volunteer Thank You Party Olympic Games

- 36 Teen Volunteer
- 496 Volunteer Hours





