



Sierra Madre Public
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AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, January 27, 2021

4:00 PM

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

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

CALL TO ORDER / ROLL CALL

Trustees Procter, 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 December 15, 2020 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 January 27, 2020. 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: <http://bit.ly/LIB01272021>**

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 Statistics** - Recommendation to receive and file December Statistical Reports.

ACTION ITEMS AND REPORTS

1. Library Site Plan

City Librarian Smart to present the findings from the proposed Library Building Site Plan from the joint meeting with Council in September and ask for a revised recommendation from the Trustees.

2. eBook and eAudiobooks

Management Analyst Lori Garza to give a verbal presentation about eBooks and eAudiobooks and the Overdrive platform.

3. Friends of the Library Liaison Report

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

4. Library Foundation Liaison Report

Liaison from the Library Foundation provides oral report concerning activities since the last Board meeting.

5. Trustees Updates

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

6. City Librarian Report

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

7. 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 February 24, 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.



Sierra Madre Public
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MINUTES

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, December 15, 2020

4:00 PM

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

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

CALL TO ORDER / ROLL CALL

Trustees Procter, King, Spears, Ziff in attendance. Meeting called to order at 4:07 pm.

APPROVAL OF AGENDA

Trustee Ziff motioned to approve the agenda, Trustee Spears seconded. All approved.

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from November 25, 2020 meeting with two changes, one to Trustee Spears' name, and the other changing Trustee King to have participated in the cook book and ofrenda programs at the Library.

PUBLIC COMMENT

No public comment for items not on the agenda.

CONSENT CALENDAR

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

ACTION ITEMS AND REPORTS

1. Trustee Vacancy

City Librarian Smart explained that the upcoming vacancy would be discussed as soon as three applications have been received, and a discussion would be put on the City Council agenda as soon as possible. Trustees were encouraged to seek candidates for the City Council.

2. 2021 Holiday Schedule

Trustee Ziff moved to approve the 2021 holiday schedule. Trustee Spears seconded. All approved.

3. Exemplary Service Award

City Librarian Smart read her nomination. Associate Librarian Leila thanks the trustees, the City and the Library and shared her award.

City Librarian Smart's nomination:

"Leila is 100% deserving to be honored as Employee of the Year. She is responsive and thoughtful in her programming and has gone above and beyond during this COVID year. When observing her story times and class visits previous to the pandemic, it is clear that she can generate excitement among the students with her stories, and impart information at the same time. She was also able to pivot her programming to a digital platform and create important and relevant content for students. One public comment was as follows: "Thanks, Ms. Leila! Noah and Morgan miss you. They both waved at you through the screen and read along with this book in their hands. They both have this book memorized! Thank you!!!" For the time she is given, the amount of programs and services the Library has created is incredible, and extremely valued by a public that is looking for topical things to do while being safer at home.

"You might not know that Leila has only been here a little more than a year... but you would never guess that this is her first full-time Librarian job. From Hula lessons to Snack Chats to Story Hour takeaway crafts and more, she has done fabulous work. But more valuable still, she has been open to ideas that sound scary, like outdoor storytime, and tackles them. She works through plans to make social distancing more bearable with book bundles and scavenger hunts, and more. She is willing to try new things to make programs work, but is coachable and passionate.

"Of all the departments, I believe that the Library had one of the most complicated tasks to provide viable services during the pandemic, and Leila has by far outshined other local libraries – to the point that her programs and services received two shout-outs from other library directors across the state during a zoom Library Director's Forum. I could go on, but if Gabe is reading this aloud right now, he would probably like me to wrap it up. Suffice it to say, she is beyond deserving for her outstanding response to the difficulties that are 2020."

4. Friends of the Library Liaison Report

Emmett McGuire spoke of the zoom bingo that was fabulous and an upcoming zoom wine tasting programs to benefit the Library and the Friends. They are doing creative work to continue supporting the Library.

5. Library Foundation Liaison Report

Liaison Patricia Hall reported the following via email: At the last Foundation meeting (Dec. 1) an Outreach Plan Committee was formed to discuss prioritization and timelines (that's the meeting tomorrow). We also voted to send RFPs (Request for Proposals) for Election Legal Services to various Law Firms.

6. Trustees Updates

Trustee King attended the FOL zoom bingo and loves it, and walked around town with posters encouraging participants in the Secret Acts of Kindness program.

Trustee Ziff attended the bingo program, Kiwanis canned food drive and is working on OBOC.

Trustee Spears attended the honors dinner and helped to select four winners of the Sommer Scholarship.

Trustee Procter has been helping with the OBOC program and made an announcement to City Council.

7. City Librarian Report

City Librarian Smart reported that 95 digital books had been purchased with a \$5,000 emergency digital materials grant through the Southern California Library Cooperative and that work is continuing on plans for the back lot.

8. Items for Future Agenda

None

ADJOURNMENT

Trustee Spears called for the meeting to be adjourned at 4:57 pm. Trustee Ziff Seconded. All approved.

December 2020 Online Programs

The Library had 71 Social Media Posts with 91,737 Reactions (Likes, Comments, Views, etc.) in the month of December, many for the following:

Secret Acts of Kindness #15

TikTok: Make a TikTok with Librarian Leila

Earn Service Points by Writing a Book Review

Secret Acts of Kindness #14

Secret Acts of Kindness #13

TikTok: Bookworms

Try It Tuesday - Mini Yarn Pine Trees

Secret Acts of Kindness #12

Pen Pal Program with Kansas

TikTok: Reserve Now Before the Break

Storytime To Go - Gingerbread Folk

Secret Acts of Kindness #11

Library Is Sus

Secret Acts of Kindness #10

Aloha Fridays: Christmas Lu'au (Complete)

Gingerbread House Kits

Secret Acts of Kindness #09

Gingerbread Jamboree to Go

TikTok: Caught Red-Handed

Secret Acts of Kindness #08

Try It Tuesday - Quarantine Cuisine Cookbook

Teen Game Night on Discord

Walk This Way/Storytime Adventure

Storytime To Go - Snow Folk

Secret Acts of Kindness #07

Library Happy Hour on Zoom

Exemplary Employee Award to Librarian Leila

Aloha Fridays: Christmas Lu'au (Hands)

High School Snackchat

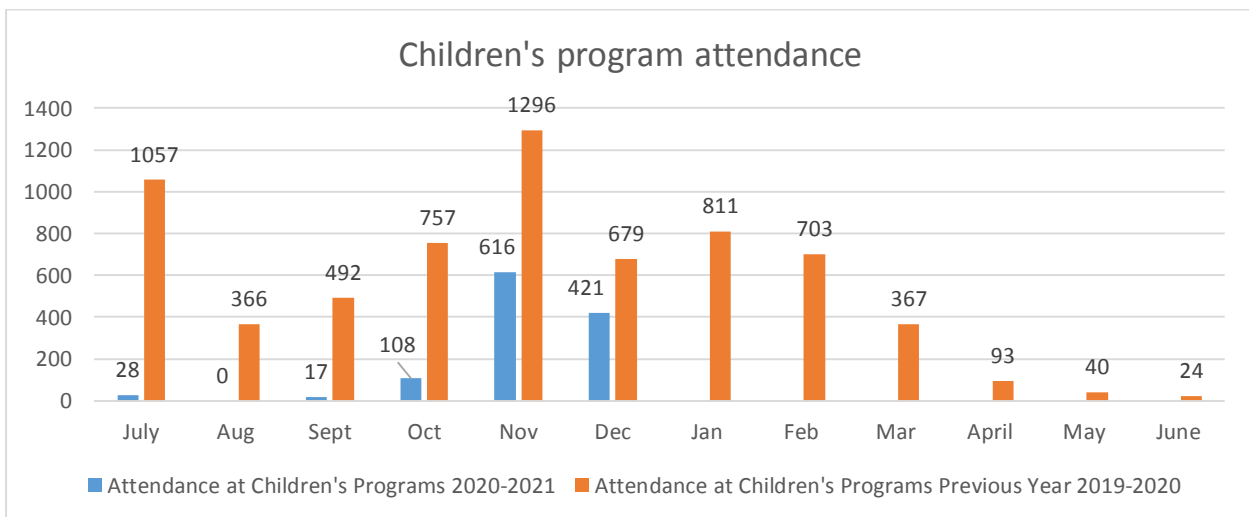
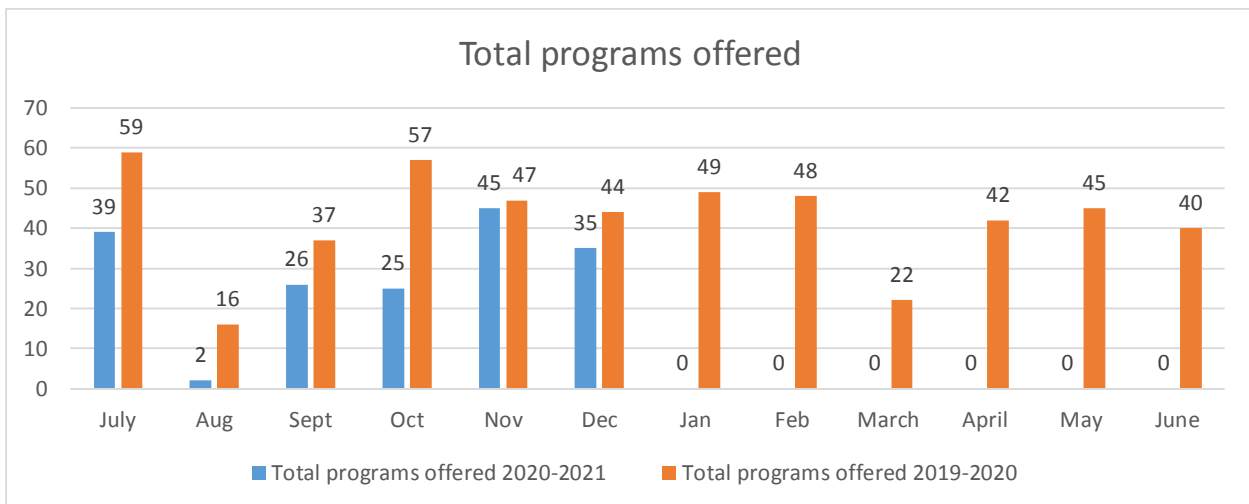
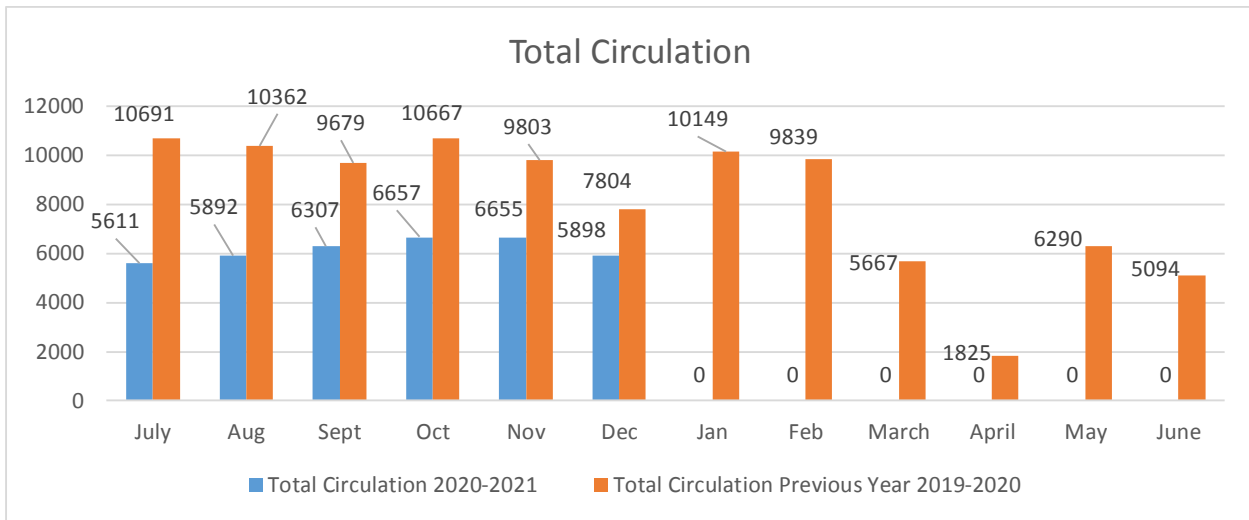
Secret Acts of Kindness #06

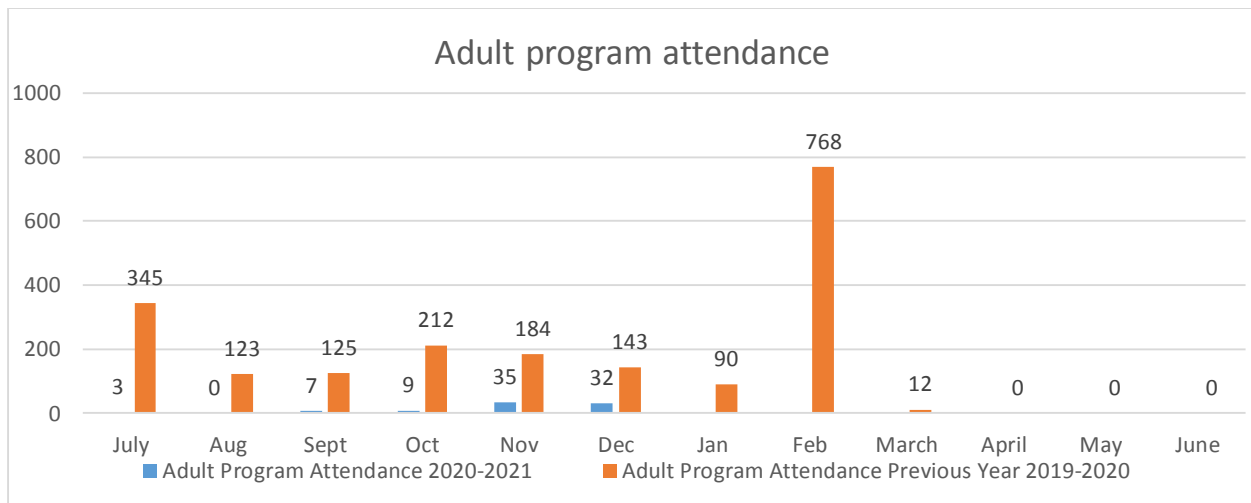
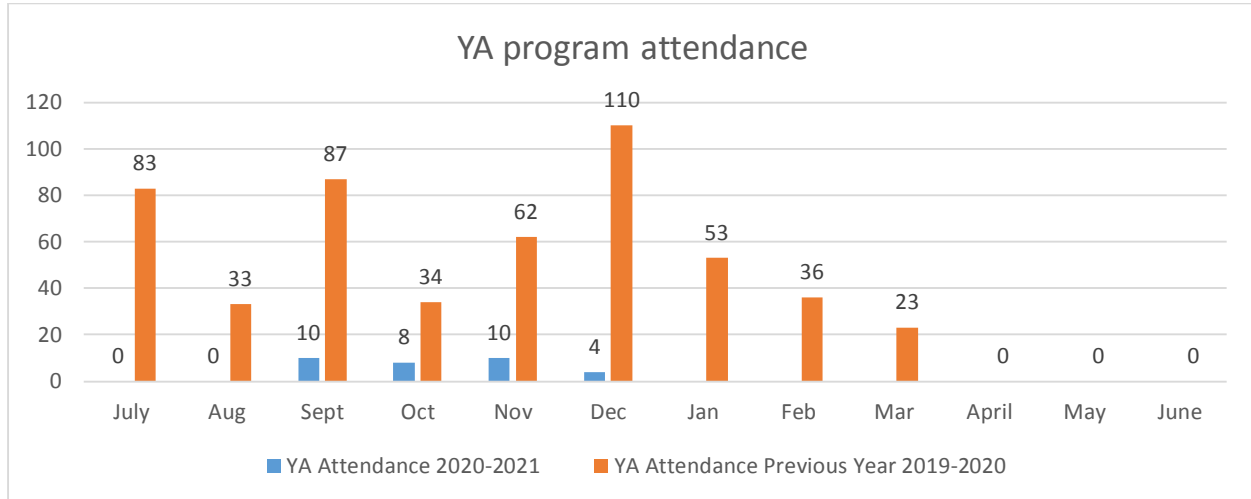
TikTok: Book Bundles

Try It Tuesday - Tic Tac Toe Game



December 2020 Library Statistics







Library Board of Trustees

Rich Procter, Chair
Rod Spears, Vice-Chair
Shannon King, Trustee
Barry Ziff, Trustee

SIERRA MADRE PUBLIC LIBRARY AGENDA REPORT

Library Site Plan

To: Library Board of Trustees

From: Christine Smart, City Librarian
Gabriel Engeland, City Manager

Date: January 24, 2021

BACKGROUND

On September 22, 2020, the Library Board of Trustees met jointly with the Sierra Madre City Council. At that meeting, the Trustees were asked to present their preferred plan for the Library building and lot. Three distinct items were recommended to council:

1. The Library Board of Trustees preferred Alternative 1 – to allow a citizens initiative to move forward with plans for a new Library parcel tax for an 2022 or 2024 ballot initiative;
2. In the interim, the Trustees would like to rehabilitate the vacant lot behind the Library into an outdoor programming space, and include a Friends of the Library book sale area to address ADA accessibility and safety concerns; and
3. Address minimum repairs to the currently Library to address structure and safety concerns until a new Library can be voted on in 2022 or 2024 as listed by Trustee Vice Chair Rod Spears, namely structural and seismic reinforcing of the current building for the safety of the public and the staff.

At the conclusion of this meeting, the City Council asked the Board of Trustees to make a recommendation on which alternative was best for the community and the library. Staff has completed the request from the Board of Trustees to ascertain the cost for items #2 and #3, above. Prior to proceeding with any expenditures, the Library Board of Trustees should make a formal recommendation to the City Council on the need and type of new building and a timing of a potential vote, should the Board of Trustees support construction.

Below you will find an itemized list of the recommended site upgrades as requested by the Library Board of Trustees. The estimates for minimum building improvements have been pulled

from the 2017 Library Facilities Master Plan, and a 20% contingency is included in the grand total.

LIBRARY SITE IMPROVEMENTS

Site Survey and Design – STAFF ESTIMATE	\$75,000
Friends of the Library Book Sale Building – COSTCO	\$100,000
Relocating Shelving to Book Sale Building – YAMADA	\$6,600
Basement Refresh to Move Archives into the Basement (Paint, Clean and Secure Windows) – STAFF ESTIMATE	\$25,000
Transformation of Vacant Lot into a Park and Programming Space, including irrigation, landscaping, power and grading.	\$650,000

SITE IMPROVEMENTS SUBTOTAL	\$834,100
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LIBRARY STRUCTURE IMPROVEMENTS

Architectural and Engineering	\$100,000
Structural/Seismic Reinforcing of the Building	\$165,000
Paint Exterior	\$20,000

STRUCTURE IMPROVEMENT SUBTOTAL	\$285,000
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CONTINGENCY 20%	\$228,320
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GRAND TOTAL	\$1,369,920
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NOTE: The minimum estimated timeline for this work is ~ 6 months from the time of approval to allow for two separate RFP processes for design and implementation of the work. Should the new Library parcel tax be approved by voters in 2022, this work may be superseded by new work in less than 18 months.

SUMMARY

Staff has completed the analysis as requested by the Board of Trustees.

STAFF RECOMMENDATION

The City Council asked the Library Board of Trustees to make a formal recommendation on the future of the Library Building. Consistent with this direction from the City Council, staff recommends the Library Board of Trustees make a formal recommendation to the City Council on the future of the Library Building, while recognizing that recommending to raze the current building in the near future, while simultaneously pursuing enhancements to the back lot, building, and larger campus, are not compatible options.

ALTERNATIVES

1. The Library Board of Trustees may determine it is in the best interest of the Library to raze the current building and construct a new building. The design put forward includes the vacant lot and is estimated to cost \$17 million and would require a 30-40 year bond. The amount includes construction and staffing of a new library, but does not include the cost to issue the bond. In order to fund the brand new construction, voters would have to approve a property tax increase. This vote could take place at any future regularly scheduled municipal election. This could qualify for the ballot in one of two ways: Sierra Madre residents could gather signatures, or the City Council could put the item on a regularly scheduled election.
2. The Library Board of Trustees may determine it is in the best interest of the Library to repair and expand and/or entirely rebuild portions of the current building. If requested, at this meeting, Staff will prepare a full estimate of costs to better compare to alternative 1. Currently, the estimate to repair and expand the current building, and improve the vacant lot, and provide adequate Library staffing, is \$8 million +/- . In order to fund the expansion, including improvement to the Library and the vacant lot adjacent to the Library building, voters would have to approve a property tax increase. This vote could take place at any future regularly scheduled municipal election. In order to qualify for the ballot, signatures would need to be gathered from Sierra Madre residents in numbers sufficient to qualify or the City Council could put the item on a regularly scheduled election.
3. The Library Board of Trustees may determine it is in the best interest of the Library to repair the current building and improve the adjacent vacant lot. If requested, the City is prepared to do a full estimate of costs to better compare to alternative 1. Currently, the estimate to repair the current building, and improve the vacant lot, is \$2.5-\$3.5 million +/- . In order to fund these improvements, the Library Board of Trustees would need to plan for budget appropriations annually over 2-6 years +/- . An increase in property taxes is not needed for this option. Additional fundraising through private organizations and grants may be necessary to expedite the proposed timeline.
4. The Library Board of Trustees may determine it is in the best interest of the Library to repair the current building. If requested at this meeting, Staff will prepare a full estimate of costs to better compare to alternative 1. Currently, the estimate to repair the current building, including all ADA, electrical, seismic, wiring, and other deficiencies, as well as renovate the entire property, is \$1 - \$2 million +/- . In order to fund the repair, the Library Board of Trustees would need to plan for budget appropriations annually over 2-3 years +/- . An increase in property taxes is not needed for this option.
5. Provide other direction not listed as an alternative.