

ATTACHMENT A
PASADENA PUBLIC LIBRARY COMMISSION
RULES AND REGULATIONS

The following rules and regulations were adopted by the Library Commission on June 21, 2017, and the City Board of Directors on August 21, 2017 for the conduct of its business consistent with the Pasadena Municipal Code, Chapter 2.90 ("The Library Commission Ordinance").

ARTICLE I NAME

The name of this advisory body is the Library Commission (the "Commission")

ARTICLE II PURPOSE

SECTION 1 The purpose of this Commission is to advise the City Council on policy relating to public library issues.

ARTICLE III MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to nine (9) members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2 90, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the Commission shall submit his/her resignation in writing to the chair of the Commission and to the person who appointed and/or nominated the member to the Commission, or his/her successor

SECTION 4. Any member with three consecutive unexcused absences may be removed from the Commission. The chair of the Commission may excuse absences for a good cause. A member must advise the chair in advance of any anticipated absence from a scheduled meeting.

SECTION 5 Absent members cannot vote by proxy on issues before the Commission at scheduled meetings.

SECTION 6 Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2 90 of the Pasadena Municipal Code relating to this Commission.

SECTION 7. Each member has the right

- a To receive timely notice of all meetings with accompanying documents;
- b To receive a copy of the minutes prior to approval;
- c. To make motions or to second them;
- d. To debate motions;
- e. To vote on motions;
- f To hold office on the Commission, and

- g To make recommendations to the Commission

SECTION 8 No member shall purport to represent or speak on behalf of the Commission without the prior approval of a majority of the Commission

SECTION 9 CODE OF ETHICS

- a. If, due to any of the following factors, a member has a conflict of interest in a matter before the Commission, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the hearing room during any hearing and deliberations and not discuss the matter with any other Commission member prior to final action by the Commission
 - 1 Member is a client, employee or business associate of a party with a matter before the Commission,
 - 2 Member is related by blood, marriage or adoption to a party with a matter before the Commission,
 - 3 Member has a financial interest in the matter before the Commission;
 4. Member and the party with a matter before the Commission are affiliates in an association which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission,
 - 5 Member is a friend or acquaintance of a party with a matter before the Commission, which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission.
- b No member shall participate in any matter before the Commission in which he/she may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety
- c. If a member is required by City ordinance and the Political Reform Act to file a Statement of Economic Interest and fails or declines to do so, that member is disqualified from further service on the Commission

ARTICLE IV. OFFICERS

SECTION 1 The officers of the Commission shall be a chair, vice chair, secretary and parliamentarian. The secretary may be a member of the City staff.

SECTION 2. The chair shall have the following responsibilities preside at all meetings of the Commission, vote on every motion as other members, call special meetings when necessary, compose the agenda, appoint the parliamentarian for the Commission; prepare the annual report for submission to the City Council; fix the date, hour and place of meeting; make appointments to committees, execute official communications, sign orders or recommendations of the Commission, advise the City Council of the names of members with three unexcused

absences and of upcoming vacancies, and conduct Commission business in a manner consistent with these bylaws

SECTION 3. The vice-chair shall perform the duties of an absent or disabled chair and perform such other duties as are assigned by the chair. In the absence of both the chair and vice-chair, the members shall elect a temporary chairperson.

SECTION 4. The secretary shall have the following responsibilities: record the minutes of all proceedings before the Commission, maintain the records of the Commission in complete and up-to-date order, report all correspondence to the Commission, advise the chair three months prior to expiration of appointments, advise the chair of any members with three consecutive unexcused absences, assist in the preparation of the agendas; and make and serve all notices

SECTION 5. The parliamentarian shall assist the Commission to resolve questions of parliamentary procedure using Robert's Rules of Order as a guide. The rules contained in the current edition of Robert's Rules of Order (newly revised) shall govern the Commission in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or the Ralph M. Brown Act

SECTION 6. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their terms of office shall begin at the close of the annual meeting at which they are elected

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V. MEETINGS - GENERAL RULES

SECTION 1. The Commission shall meet at least one time per month with the time and place of the regular meetings to be set by resolution of the Commission. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council and the City Manager.

SECTION 2. The regular meeting in July shall be known as the annual meeting and shall be for the purpose of electing officers, and for any other business that may arise.

SECTION 3. Special meetings may be scheduled by the chair or a majority of the Commission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance

SECTION 4. Five (5) members of the Commission shall constitute a quorum

SECTION 5. All meetings of the Commission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION 6. A matter may be placed on the agenda by a member, by a request from a non-member agreed to by a member, or by staff

ARTICLE VI. MEETINGS - SPECIAL RULES

SECTION 1 Discussion on any agenda item shall be limited to reasonable time unless the Commission votes to extend discussion

SECTION 2. A member may not speak more than twice for or against any agenda item

SECTION 3 A member may be asked not to speak longer than three minutes during discussion.

SECTION 4. Members should not prolong discussions by repeating an argument already made by another member

SECTION 5. The order of business of all meetings shall be as follows:

- I. Call to order
- II. Introductions
- III. Communications
- IV. Approval of Minutes
- V. Community Comments
- VI. Chairperson's Report
- VII. Library Director's Report
- VIII. Old Business
- IX. New Business
- X. Information items
- XI. Adjournment

ARTICLE VII MEETINGS - MOTIONS

SECTION 1 The Commission may employ five motions in reaching decisions.

- a. Motion for Action: A proposal by a member that the Commission do a special thing; e g., "I move that the Commission write a letter in support of funding for the literacy program."
- b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution; e g , "I move to amend the motion by insertion of the word 'State funding' after the words 'in support of' "
- c. Motion to Rescind A proposal to repeal a motion before a different course of action is decided. (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minutes, it must be repealed) E g , " I move that the action in support of State funding for literacy be rescinded."
- d. Motion to Table. A proposal to cut off discussion and action on a motion that has been made (This allows time for further investigation and ends heated discussion. The motion must be voted upon at once and can be brought back to a future meeting.) E.g , "I move that the motion be tabled until the Commission has a chance to review the committee's report."
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SECTION 2. Once a motion is before the Commission, the public will not be permitted to speak or comment during the Commission's discussion of that motion

SECTION 3. All voting on issues before the Commission shall be by voice vote unless a roll call is requested by the chair or a member of the Commission. There shall be no secret ballots.

SECTION 4. After a motion has been made and seconded, the chair shall repeat the motion for the Commission. The chair may rule the motion out of order or restate the motion so that the Commission may know what is before it for consideration and action.

SECTION 5. The chair shall announce the vote on the motion. In announcing the vote, the chair shall state whether the motion carried or failed and the number of votes for and against.

ARTICLE VIII MEETINGS - HEARING PROCEDURES

SECTION 1. The Commission shall follow the procedure outlined below in conducting hearings

- a The title of the matter shall be announced by the chair
- b A City staff member shall then present the matter to the Commission
- c The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The chair shall call for statements from other persons favoring the matter; then from persons opposing the matter under consideration.
- e The applicant, proponent or opponent shall be given an opportunity for rebuttal at the completion of the statements
- f The chair shall declare the hearing closed.
- g By motion, the Commission shall take action on the matter.
- h. The chair shall announce the decision of the Commission.
- i. All decisions of the Commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties within a reasonable time after the hearing

ARTICLE IX. COMMITTEES AND PANELS

SECTION 1. Unless otherwise provided in Chapter 2.90 of the Pasadena Municipal Code, the chair may appoint members to ad hoc committees or panels necessary to carry on the work of the Commission. The chair shall define their area of operation and concern, and establish rules of operation. The chair shall be an ex officio member of all committees so created.

SECTION 2 The Commission may request authorization from the City Council to appoint Citizen Task Forces as needed to make recommendations on issues determined to require citizen input or special expertise. The chair and Director shall be ex officio members of all task forces so created.

ARTICLE X. AUTHORIZED SUPPORT GROUPS AND USE OF NAME
"PASADENA PUBLIC LIBRARY"

SECTION 1 POLICY STATEMENT

- a. The Pasadena Public Library ("The Library") welcomes the efforts of organizations formed to support the mission of the Library, but also requires accountability from those organizations, which use the Library's name to solicit contributions. The Pasadena Library Commission ("The Commission"), by delegation from the City Council, oversees the use of the name of the Pasadena Public Library and its Branch Libraries and, to that end, has established the procedures set forth below to safeguard the public trust when funds are solicited for the benefit of the Library and ensure that the Library, its goals and needs are represented accurately to the public. Only those groups having Authorized Support Group status may use the Library's name to solicit funds, if a Support Group disbands, all monies remaining in the treasury shall become the property of the Pasadena Public Library.

SECTION 2. PROCEDURE

a. CRITERIA FOR AUTHORIZATION

Any organization which applies to the Commission for Authorized Support Group status must meet the following standards:

- 1 The mission or purpose of the organization must be compatible with that of the Library.
2. The purpose for which funds are sought by the organization must be compatible with the needs of the Library
3. Any product, solicitation, publicity or other material produced by or on behalf of the group must be at least equal in quality to similar materials produced by the Library for the public
- 4 The organization must meet all applicable legal requirements of local, State and Federal governments regarding such activities as solicitation of gifts, sales of merchandise, etc.

b APPLICATION REQUIREMENTS

The organization seeking Authorized Support Group status shall submit the following documents to the Commission for approval to ensure consistency of purpose with the Library Submission and approval of all documents listed below in Section 2 b., 1. through 3 , shall be prerequisites to the granting of provisional

Authorized Support Group status. Upon the submission of all documents listed below in Section 2.b , 4 and 5 , the organization shall be granted final Authorized Support Group status

1. A mission statement which articulates the specific purpose of the organization and which shall guide its activities.
2. Goals which support the mission statement and which define the direction of the organization.
3. A work plan which sets forth specific activities for the coming year for the organization showing how such activities will contribute to the accomplishment of goals. The work plan shall include
 - (a) A publicity plan, which sets forth a schedule for publicity efforts, such as the production and distribution of brochures, fliers, posters, press releases, etc , plus the press list.
 - (b) A fund raising plan, which sets forth a schedule of fund raising events, membership and fund solicitation mailings, merchandising, etc., plus any mailing lists or other distribution mechanisms.
 - (c) Projection of anticipated revenues and expenditures.
4. Following approval of the items listed in Section 2 b., 1. through 3., above, the group will be granted provisional Authorized Support Group status and a period of one year from the approval date to prepare or secure the following documents to ensure compliance with local, State and Federal laws.
 - (a) Articles of Incorporation, filed with the State of California, Department Corporations.
 - (b) State of California Statement of Domestic Nonprofit Corporation, Form S/O
 - (c) Internal Revenue Service letter granting 501(c)(3) status, if temporary, a permanent letter must be received within two years
5. In addition, the following documents shall be submitted within one year of the approval date.
 - (a) Bylaws The group's bylaws shall include the requirement of two signatures on all checks. One of the signatures shall be that of the Treasurer or President whenever possible; the other shall be that of one other designated officer or director The bylaws shall also specify that access to financial records shall be provided to the Commission at all times
 - (b) Projection of following year's anticipated revenue and expenditures.

- (c) First year financial statement

c ANNUAL REPORTING REQUIREMENT

Approval of Authorized Support Group status is granted on a year-to-year basis by the Commission. Status is renewed for one year upon approval of the items listed below. The Commission may request that the group review their mission statement and/or bylaws as part of their annual report. The Commission may request at any time that the group provide an audit of their financial records. To satisfy this request, the group's financial statement shall be prepared in accordance with generally accepted accounting principles and shall be accompanied by the opinion of an independent certified public accountant that has conducted an audit of the organization's financial records. The cost of such an audit shall be borne by the group.

1. Annually, prior to the preparation of the Commission's Annual Report and Work Plan, each Authorized Support Group shall present for review and approval by the Commission the documents listed below. Submission to the Commission and approval of these documents shall be prerequisites to the organization's continuing status as an Authorized Support Group of the Library.

- (a) A financial statement for the immediate past year and projection of the coming year's anticipated revenue and expenditures. An internal audit committee composed of three Directors, excluding the Treasurer, shall convene each year to review, sign, and approve the Treasurer's financial statement for the immediate past year.

The Friends of the Library Treasurer's financial statement shall include the following language: "We have examined the books of the treasurer, bank statements, minutes and Treasurer's Reports and find that they conform to the bylaws of the Friends of the Library and the Rules and Regulations of the Pasadena Public Library Commission".

- (b) Goals and Work Plan as defined in Section 2.b., 2. and 3., above, for the immediate past year, showing accomplishments, changes, and carryovers.
 - (c) Goals and Work Plan as defined in Section 2.b., 2. and 3., above, for the coming year.
 - (d) Copies of State and Federal tax returns (California Form 199 and U.S. Form 990) for most recent year; Attorney General of California -- Periodic Report Form CT-2.
2. Annually, at a time set by the Commission, the president or other representative of an Authorized Support Group shall make an oral presentation to the Commission which will serve as a report on the group's activities as outlined in the Work Plan.

3. In the event the Commission fails to approve the documents referred to in Section 2 c 1 , above, and corrective action is not taken by the Authorized Support Group, the Commission shall pursue appropriate legal and financial remedies to safeguard funds collected by the group on behalf of the Library.

d. **ROLE OF THE DIRECTOR OF THE DEPARTMENT OF INFORMATION SERVICES**

1. Review and approval of written materials. The following items shall be submitted for review to the Director of the Department of Information Services, whose approval is required of each such item prior to its distribution.
 - (a) Publicity materials, such as press releases, brochures, fliers, etc.
 - (b) Membership mailings, mailings to solicit donations, etc A description of the mailing list or other means of distribution must be submitted together with the item(s) to be mailed
2. Minutes and Agenda. Minutes and agenda of all meetings conducted by Authorized Support Groups shall be filed with the Executive Secretary in the office of the Director of the Department of Information Services
3. Annual Orientation: The Director of the Department of Information Services shall provide an annual orientation session for new members of the Library's Authorized Support Groups

e. **EXCEPTIONS**

1. Groups or organizations which have been formed for a purpose other than support of the Library but which seek the endorsement or sponsorship of the Library for a fundraising event, program or other activity which is designed to benefit the Library, may request such endorsement or sponsorship in writing from the Director of the Department of Information Services. The Director may approve or deny such endorsement or sponsorship Approval may be given only if the event, program, or other activity is to be conducted for a purpose and in a manner consistent with the policies and procedures established for Authorized Support Groups, such approval shall include the timing of receipt of funds
2. Notice of an exception shall be given to the Library Commission at its first regularly scheduled meeting following the granting of such exception. The Commission shall either concur with the Director's decision to grant the exception or, through its formal advisory role, may express its disapproval to the City Council.

ARTICLE XI. BRANCH LIBRARY SUPPORT GROUPS

SECTION 1. Citizens wishing to establish Authorized Support Groups for Branch Libraries shall apply for Chapter status with the Friends of the Pasadena Public Library Branch Chapters are authorized to charge dues, hold fundraisers, and receive contributions under the

umbrella of the Friends of the Pasadena Public Library. The net amount so raised or contributed shall be sent to the Friends of the Pasadena Public Library. Chapter funds shall be expended on behalf of the Branch, which the Chapter supports with the approval of the Library Director

ARTICLE XII. AMENDMENT OF RULES

SECTION 1 These rules may be amended at any regular meeting of the Commission by a majority vote, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the City Council for final approval

**ATTACHMENT B
PASADENA PUBLIC LIBRARY COMMISSION
RULES AND REGULATIONS**

The following rules and regulations were adopted by the Library Commission on June 21, 2017, and the City Board of Directors on August 21, 2017, for the conduct of its business consistent with the Pasadena Municipal Code, Section Chapter 2.90 ("The Library Commission Ordinance").

Commented [LH1]: SINCE THE RULES ARE BEING REVISED, THIS LANGUAGE NEEDS TO BE UPDATED.

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ARTICLE I. NAME

The name of this advisory body is the Library Commission (the "Commission").

ARTICLE II. PURPOSE

SECTION 1. The purpose of this Commission is to advise the City Council on policy relating to public library issues.

ARTICLE III. MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to nine (9) members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.90, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the Commission shall submit his/her resignation in writing to the chair of the Commission and to the person who appointed and/or nominated the member to the Commission, or his/her successor.

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SECTION 5. Absent members cannot vote by proxy on issues before the Commission at scheduled meetings.

SECTION 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.90 of the Pasadena Municipal Code relating to this Commission.

SECTION 7. Each member has the right:

- a. To receive timely notice of all meetings with accompanying documents;
- b. To receive a copy of the minutes prior to approval;
- c. To make motions or to second them;
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SECTION 2 The chair shall have the following responsibilities preside at all meetings of the Commission, vote on every motion as other members, call special meetings when necessary, compose the agenda, appoint the parliamentarian for the Commission, prepare the annual report for submission to the City Council, fix the date, hour and place of meeting, make appointments to committees, execute official communications, sign orders or recommendations of the Commission, advise the City Council of the names of members with three unexcused

absences and of upcoming vacancies; and conduct Commission business in a manner consistent with these bylaws.

SECTION 3. The vice-chair shall perform the duties of an absent or disabled chair and perform such other duties as are assigned by the chair. In the absence of both the chair and vice-chair, the members shall elect a temporary chairperson.

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SECTION 3. Special meetings may be scheduled by the chair or a majority of the Commission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance.

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SECTION 6. A matter may be placed on the agenda by a member, by a request from a non-member agreed to by a member, or by staff.

ARTICLE VI. MEETINGS - SPECIAL RULES

~~SECTION 1. Scheduled meetings shall begin no later than 4:30 p.m. and adjourn by 6:30 p.m.~~

SECTION 1. Discussion on any agenda item shall be limited to reasonable time unless the Commission votes to extend discussion.

SECTION 2. A member may not speak more than twice for or against any agenda item.

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ARTICLE X AUTHORIZED SUPPORT GROUPS AND USE OF NAME "PASADENA PUBLIC LIBRARY"

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SECTION 2 PROCEDURE

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 - (a) Articles of Incorporation, filed with the State of California, Department Corporations
 - (b) State of California Statement of Domestic Nonprofit Corporation, Form S/O
 - (c) Internal Revenue Service letter granting 501(c)(3) status, if temporary, a permanent letter must be received within two years
- 5 In addition, the following documents shall be submitted within one year of the approval date
 - (a) Bylaws The group's bylaws shall include the requirement of two signatures on all checks One of the signatures shall be that of the Treasurer or President whenever possible, the other shall be

that of one other designated officer or director. The bylaws shall also specify that access to financial records shall be provided to the Commission at all times.

- (b) Projection of following year's anticipated revenue and expenditures
- (c) First year financial statement

c ANNUAL REPORTING REQUIREMENT

Approval of Authorized Support Group status is granted on a year-to-year basis by the Commission. Status is renewed for one year upon approval of the items listed below. The Commission may request that the group review their mission statement and/or bylaws as part of their annual report. The Commission may request at any time that the group provide an audit of their financial records. To satisfy this request, the group's financial statement shall be prepared in accordance with generally accepted accounting principles and shall be accompanied by the opinion of an independent certified public accountant that has conducted an audit of the organization's financial records. The cost of such an audit shall be borne by the group.

1. Annually, prior to the preparation of the Commission's Annual Report and Work Plan, each Authorized Support Group shall present for review and approval by the Commission the documents listed below. Submission to the Commission and approval of these documents shall be prerequisites to the organization's continuing status as an Authorized Support Group of the Library.

- (a) A financial statement for the immediate past year and projection of the coming year's anticipated revenue and expenditures. An internal audit committee composed of three Directors, excluding the Treasurer, shall convene each year to review, sign, and approve the Treasurer's financial statement for the immediate past year.

The Friends of the Library Treasurer's financial statement shall include the following language: "We have examined the books of the treasurer, bank statements, minutes and Treasurer's Reports and find that they conform to the bylaws of the Friends of the Library and the Rules and Regulations of the Pasadena Public Library Commission."

- (b) Goals and Work Plan as defined in Section 2 b , 2 and 3 , above, for the immediate past year, showing accomplishments, changes, and carryovers
- (c) Goals and Work Plan as defined in Section 2 b , 2 and 3 , above, for the coming year
- (d) Copies of State and Federal tax returns (California Form 199 and U S Form 990) for most recent year, Attorney General of California -- Periodic Report Form CT-2

- 2 Annually, at a time set by the Commission, the president or other representative of an Authorized Support Group shall make an oral presentation to the Commission which will serve as a report on the group's activities as outlined in the Work Plan
- 3 In the event the Commission fails to approve the documents referred to in Section 2 c 1 , above, and corrective action is not taken by the Authorized Support Group, the Commission shall pursue appropriate legal and financial remedies to safeguard funds collected by the group on behalf of the Library

d **ROLE OF THE DIRECTOR OF THE DEPARTMENT OF INFORMATION SERVICES**

- 1 Review and approval of written materials The following items shall be submitted for review to the Director of the Department of Information Services, whose approval is required of each such item prior to its distribution
 - (a) Publicity materials, such as press releases, brochures, fliers, etc
 - (b) Membership mailings, mailings to solicit donations, etc A description of the mailing list or other means of distribution must be submitted together with the item(s) to be mailed
- 2 Minutes and Agenda Minutes and agenda of all meetings conducted by Authorized Support Groups shall be filed with the Executive Secretary in the office of the Director of the Department of Information Services
- 3 Annual Orientation The Director of the Department of Information Services shall provide an annual orientation session for new members of the Library's Authorized Support Groups

e **EXCEPTIONS**

- 1 Groups or organizations which have been formed for a purpose other than support of the Library but which seek the endorsement or sponsorship of the Library for a fundraising event, program or other activity which is designed to benefit the Library, may request such endorsement or sponsorship in writing from the Director of the Department of Information Services The Director may approve or deny such endorsement or sponsorship Approval may be given only if the event, program, or other activity is to be conducted for a purpose and in a manner consistent with the policies and procedures established for Authorized Support Groups, such approval shall include the timing of receipt of funds
- 2 Notice of an exception shall be given to the Library Commission at its first regularly scheduled meeting following the granting of such exception The Commission shall either concur with the Director's decision to grant the exception or, through its formal advisory role, may express its disapproval to the City Council

ARTICLE XI BRANCH LIBRARY SUPPORT GROUPS

SECTION 1 Citizens wishing to establish Authorized Support Groups for Branch Libraries shall apply for Chapter status with the Friends of the Pasadena Public Library. Branch Chapters are authorized to charge dues, hold fundraisers, and receive contributions under the umbrella of the Friends of the Pasadena Public Library. The net amount so raised or contributed shall be sent to the Friends of the Pasadena Public Library. Chapter funds shall be expended on behalf of the Branch, which the Chapter supports with the approval of the Library Director.

ARTICLE XII AMENDMENT OF RULES

SECTION 1 These rules may be amended at any regular meeting of the Commission by a majority vote, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the City Council for final approval.

ATTACHMENT C
PASADENA PUBLIC LIBRARY SPECIAL COMMISSION MEETING MINUTES
San Rafael Branch Library ~ 1240 Nithsdale Rd. 91105
Wednesday, June 21, 2017 – 6:00 PM

PRESIDING: Victor Gonzalez

ABSENT: Andrea Abrams and Karla Bluestone

PRESENT: Sharon Calkin, Morris Dent, Traude Gomez Rhine, Janice Segall, Arnold Siegel and Wendy Wang

STAFF: Brigida Campos, Catherine Hany, Tim McDonald, Michelle Perera, Melissa Perez, Michael Pierce and Michael Shea

I. CALL TO ORDER/INTRODUCTIONS

Chair Gonzalez called the meeting to order at 6:00 p.m.

II. PRESENTATIONS

a. Morris Dent received a Certificate of Appreciation for his service on the Library Commission from Councilman Gene Masuda. Councilman Masuda read an email from 2011 that he received from Commissioner Dent asking to help serve the library in any capacity and he congratulated Commissioner Dent on his 6 years of service to the Library Commission.

b. Human Services Commission Chair Tony Sentilena and member Vera Vignes, presented a flyer for the Launch of Pasadena as an Early Learning City. The launch will take place on Saturday, September 23, 2017 from 9:00 a.m. to 1:00 p.m. at Brookside Park in Pasadena and Mr. Santilena and Ms. Vignes encouraged participation.

c. Chair Gonzalez presented tokens of appreciation to the Library Commission, Director and Secretary.

III. SENIOR LIBRARIAN UPDATE

Senior Librarian Mike Shea introduced himself and updated the Commission on the San Rafael branch. Senior Librarian Shea received two large planters that were put in front of the branch. The very next morning, the planters were filled with plants along with a thank you letter from “The Guerrilla Gardener”. Another notable event at San Rafael Library was the Pasadena Human Society pet adoption in May that featured an art workshop led by Pasadena Armory Center for the Arts. Refreshments were provided by the San Rafael Associates for this event. Senior Librarian Shea also reported that circulation was down in May, but overall increased by 12 percent in fiscal year 2017. Lastly, Senior Librarian Shea commended the Public Works Department’s reaction to a tree that fell across the street from the library. Public Works had cleared the tree very promptly.

IV. COMMUNICATIONS

Staff member Catherine Hany presented 2 articles and 3 advertisements:

1. Staff. “Pasadena Public Library to Receive an NEA Big Read Grant.” Pasadena Independent. 12 June, 2017.
2. Mossman, Sue. “Central Library’s south façade getting a touch-up.” Pasadena Heritage Newsletter. Spring 2017.
3. Advertisement. “Literary festival returns this weekend.” Pasadena Star-News. 17 May, 2017.
4. Advertisement. “JFK Tribute at Allendale Library.” Pasadena Weekly. 25 May, 2017.

5. Advertisement. "Teen Anime Evening." Pasadena Weekly. 08 June, 2017.

V. ACTION ITEMS

- a. Approval of Minutes for May 17, 2017 Library Commission Meeting. Changes included deleting staff members Jean Penn, Shauna Redmond and Christine Reeder from the "Staff Present" section and adding Catherine Hany, Tim McDonald and Michael Pierce to the "Staff Present" section of the May 17, 2017 meeting Minutes. Commissioner Wang moved and Commissioner Calkin seconded to approve the Minutes of May 17, 2017. The motion passed with corrections 7;0 Abrams and Bluestone absent.
- b. Director Perera updated the Commission on the bylaw revisions. Four revisions were voted on. The first sentence of the bylaws needed to be revised to update the date of revision. Therefore, the first sentence would read, "The following rules and regulations were adopted by the Library Commission on June 21, 2017 and the City Board of Directors on (date when City Council approves bylaw changes), for the conduct of its business consistent with the Pasadena Municipal Code, Chapter 2.90 ('The Library Commission Ordinance'). Secondly, Article 1 of the bylaws will now state, "The name of this advisory body is the Library Commission (the 'Commission'). Third, Article V. Section 1. of the bylaws would read, "The Commission shall meet at least one time per month with the time and place of the regular meetings to be set by resolution of the Commission. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council and the City Manager." Lastly, Article VI. Section 1. of the bylaws would be deleted. After some discussion, the Commission voted on approving all revisions to the bylaws. Commissioner Wang moved and Commissioner Siegel seconded to approve all revisions to the bylaws. The motion passed 7;0 Abrams and Bluestone absent. The bylaws will now be taken to the City Council for final approval.
- c. Reorganization of elected Commission Officers. Based on seniority, the Commission voted to appoint Commissioner Wendy Wang to Chair of the Library Commission, Commissioner Karla Bluestone to Vice Chair of the Library Commission and Commissioner Arnold Siegel to Parliamentarian of the Library Commission. Commissioner Segall moved and Commissioner Gomez Rhine seconded to approve the new Library Commission Officers. The motion passed 7;0 Abrams and Bluestone absent.
- d. The Commission decided to keep the July and August meetings, as is. No action taken.

VI. DIRECTOR'S REPORT

- a. Library Update –Director Perera informed the Commission that she and 4 other librarians would be attending the American Library Association's Annual Conference in Chicago June 22nd through June 27th. Director Perera announced that Robert Karatsu would be joining the Library Commission in June, replacing Morris Dent for the District 4 Library Commissioner.
- b. Facilities Update – Director Perera updated the Commission on the Central Library's façade project, which started on Tuesday, June 20th and would take approximately 45 business days to complete. Director Perera also informed the Commission on a new Library Services Manager position. This position will have a heavy emphasis on the library facilities and buildings as well as safety and security.
- c. Safety and Security Report - Principal Librarian Tim McDonald and Library Services Manager, Michael Pierce updated the Commission on the safety and security of the library. A part time security guard was hired, adding 20 hours per week of coverage for branches. Principal Librarian

McDonald spoke about a security incident that had took place at the Central library on June 7, 2017, where a library patron became violent to staff and other patrons. The Pasadena police were called and took the person into custody. Principal Librarian McDonald is working with another staff member to serve this person with a restraining order. He also discussed the new Case Worker, Precious Jackson and presented a letter from Ms. Jackson's supervisor at the Health Department. The letter spoke about how Ms. Jackson connected with a library patron and assisted him in filling out housing forms, which led to the library patron being housed. Library Services Manager Pierce then discussed ongoing staff trainings to prepare employees for de-escalating difficult situations. Mr. Pierce went on to update the Commission on a City Floor Warden meeting that he attended. Library branch staff members have been identified to serve as floor wardens for each location and are responsible for planning emergency evacuation procedures for their sites. Lastly, Principal Librarian McDonald informed the Commission that the library has committed to purchasing Automated External Defibrillator (AED) machines for each library location.

VII. REPORT(S) FROM COMMITTEES / REPRESENTATIVES

- a. Commissioner Bluestone attended the May 24, 2017 The Friends of the Pasadena Public Library meeting, but was not in attendance. Commissioner Segall attended on April 26, 2017 and reported that the Friends are still in transition and looking for leadership.
- b. Library Branch Associates Reports
 1. Hastings Associates – No report
 2. La Pintoresca Associates – Commissioner Siegel updated the Commission that La Pintoresca Associates are moving forward with strategic planning with Jericho Road. Commissioner Siegel is continuing to find documentation on the La Pintoresca building for historical value.
 3. San Rafael Associates – Commissioner Segall reported that the San Rafael Associates funded the upholstering of new chairs, other pieces of furniture and also helped to fund the sign outside, which has drawn much more attention to the library. Lastly, the Associates would like to fund bilingual books for the library to share with the San Rafael School.
 4. Linda Vista Associates – No report
- c. Commissioner Reports
 1. No Commissioner reports.

VIII. ANNOUNCEMENTS

- a. Director Perera announced that Pat Smith, Senior Librarian for the La Pintoresca and Villa Parke branches accepted a position as the Library Services Manager at the Arcadia Public Library. There will be a Farewell Open House for Librarian Smith on Thursday, June 29, 2017 at 12:00 p.m. at the La Pintoresca branch.

IX. INFORMATION ITEMS

- a. Circulation Statistics – May 2017
- b. Record of Attendance
- c. Commission Liaison at FOPPL Meetings – Commissioner Wang will attend the June 28, 2017 Friends meeting.

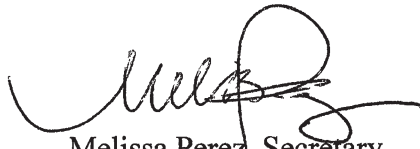
- d. Library Commission Meeting Dates –Next meeting on July 19, 2017 will be held at the Central library.

ADJOURNMENT

Commissioner Dent motioned and Commissioner Segall seconded to adjourn the meeting to the Central library in July. There being no further business to come before the Commission, the meeting was adjourned at 7:27 p.m.



Victor Gonzalez, Chair
Pasadena Public Library Commission



Melissa Perez, Secretary
Pasadena Public Library Commission