



ALTADENA LIBRARY DISTRICT

**Minutes
Regular Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library
October 26, 2009**

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administrative Secretary who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

1. CALL TO ORDER 5:00 p.m. by President LaCasella.

2. ROLL CALL:

Present: Dale E. LaCasella, President
David Datz, Secretary
David Tuck
Thomas Hubbard
Shirlee Smith

3. ADOPTION OF AGENDA

Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

It was Moved (Hubbard), Seconded (Datz) to Adopt the Agenda as presented.

PASSED

4. PUBLIC COMMUNICATION

Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and address, and state the agenda item and/or issue you wish to address.

None.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

None.

6. FINANCIAL REPORTS

a) Altadena Library District for month of September 2009

Receive and file.

7. CONSENT CALENDAR

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

Recommended Action: The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- a) APPROVAL OF MINUTES -Regular meeting held September 28, 2009
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES

It was Moved (Datz), Seconded (Hubbard) to Adopt the Consent Calendar as presented.

PASSED

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

Items removed from the Consent Calendar will be discussed individually at this time.

9. OLD BUSINESS

- a) ADOPTION OF RESOLUTION 2904 – A RESOLUTION APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF A PURCHASE AND SALE AGREEMENT AND RELATED DOCUMENTS WITH RESPECT TO THE SALE OF THE SELLER'S PROPOSITION 1A RECEIVABLE FROM THE STATE; AND DIRECTING AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH

It was Moved (Tuck), Seconded (Smith), to Adopt Resolution 2904 - A Resolution Approving the Form of and Authorizing the Execution and Delivery of a Purchase and Sale Agreement and Related Documents with Respect to the Sale of the Seller's Proposition 1A Receivable from the State, and Directing and Authorizing Certain Other Actions in Connection Therewith

AYES: Datz, Tuck, Hubbard, Smith
NOES: None
ABSTAIN: None

PASSED

- b) SUMMARY OF DISTRICT'S PARTICIPATION IN NATIONAL CAMPAIGN ENTITLED **READ FOR THE RECORD** HELD OCTOBER 8, 2009

Branch Librarian Erica Buss reported that the successful event included 19 reading sites with a total of 935 children who were read to or read the book entitled, *The Very Hungry Caterpillar*.

10. NEW BUSINESS

- a) REVIEW AND APPROVAL OF PARTNERING WITH THE ALTADENA SHERIFF'S DEPARTMENT FOR THEIR HOLIDAY FOOD AND TOY DRIVE FOR NEEDY FAMILIES IN ALTADENA BY ESTABLISHING A LIBRARY FOOD/TOYS FOR FINES PROGRAM FROM NOVEMBER 23 TO DECEMBER 7, 2009

Presentation by Director Pearson.

It was Moved (Tuck), Seconded (Smith) to Approve Partnering with the Altadena Sheriff's Department for their Holiday Food and Toy Drive for Needy Families in Altadena by Establishing a Library Food/Toys for Fines Program from November 23 to December 7, 2009.

It was suggested that when the items are delivered a photo op with Star News might be scheduled. Other methods of advertising this event were also discussed.

PASSED

- b) QUARTERLY REVIEW OF CURRENT FY 2009/10 OPERATING BUDGET AND APPROVAL OF ADJUSTMENTS INCLUDING TRANSFER OF ELECTION ALLOCATION OF \$110,000 TO REPLACEMENT AND ELECTION RESERVES

Brief presentation by Finance/HR Director Olmstead-Bowen.

It was Moved (Datz), Seconded (Hubbard), to Approve the Quarterly Review of the Current FY 2009/10 Budget and Adjustments including Transfer of Election Allocation of \$110,000 to Replacement and Election Reserves

PASSED

- c) REVIEW AND APPROVAL OF DESTRUCTION OF AUDIO RECORDINGS OF BOARD MINUTES IN ACCORDANCE WITH SECTION XII, 1.c. **RECORDS RETENTION – MINUTES OF BOARD MEETINGS, AUDIO RECORDINGS OF BOARD MEETINGS OF THE ALTADENA LIBRARY DISTRICT FINANCIAL POLICIES AND PROCEDURES MANUAL**

Brief presentation by District Director Pearson.

It was Moved (Hubbard), Seconded (Smith) to Approve Destruction of Audio Recordings of Board Minutes in Accordance with Section XII, 1.c. Records Retention – Minutes of Board Meetings, Audio Recordings of Board Meetings of the Altadena Library District Financial Policies and Procedures Manual

PASSED

- d) APPROVAL OF LIBRARY CLOSURE ON SATURDAY, NOVEMBER 7, 2009, FOR THE FRIENDS SPONSORED "AN AFTERNOON WITH ROBERT WAGNER" PROGRAM

It was Moved (Datz), Seconded (Smith) to NOT Close the Library on Saturday, November 7, 2009, but to hold the event in the Library's Community Room.

PASSED

- e) DISCUSSION OF RESERVED PARKING FOR TRUSTEES ON BOARD MEETING DAYS – TRUSTEE SMITH

It was Moved (Smith), Seconded (Datz) to provide a Reserved Parking space for those Board members that find it necessary for the monthly Board meeting.

PASSED

11. CORRESPONDENCE

- a) CSDA, SEPT-DEC 2009 ISSUE, PAGE 26 – LIBRARY DISTRICT LOOKS FORWARD TO MAJOR RENOVATIONS

Information only.

- b) NOTIFICATION OF 2009/10 CLLS CLAIM FOR PAYMENT OF GRANT FOR ADULT LITERACY SERVICES PROGRAMS IN THE AMOUNT OF \$6,311

Information only.

12. REPORTS OF TRUSTEES

- a) REPORT ON THE ALTADENA LIBRARY FOUNDATION – CAPITAL CAMPAIGN FUNDRAISING COMMITTEE - PRESIDENT LaCASELLA AND SECRETARY DATZ

President LaCasella reported that documents were filed for non-profit status.

- b) REPORT ON THE AMAZING ALTADENA COMMITTEE - DISTRICT/FRIENDS ARTS & CRAFTS FESTIVAL— PRESIDENT LaCASELLA

Brief report by Director Pearson.

- c) REPORT ON MEETING WITH CWA, INC. RE ARCHITECTURAL SERVICES FOR THE ALTADENA LIBRARY DISTRICT/SENIOR CENTER JOINT-USE PARKING LOT PROJECT – SECRETARY DATZ

Brief report by Secretary Datz.

13. AGENDA ITEMS FOR FUTURE AGENDAS
This is an opportunity for Board members to request that items be placed on future agendas.

None.

14. ADJOURNMENT

It was Moved (Smith), Seconded (Hubbard) to adjourn the meeting at 6:00 p.m.

PASSED