



**MINUTES**  
**Regular Meeting**  
Board of Library Trustees  
Altadena Library District  
Community Room – Main Library

**May 18, 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 in the District Administration offices.

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

2. ROLL CALL:

Present: Dale E. LaCasella  
David Datz  
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.**

**Passed unanimously.**

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

**Nothing to report.**

6. FINANCIAL REPORTS

a) Altadena Library District for month of April 2009

**Brief presentation by Finance Director Olmstead-Bowen.**

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.

- a) APPROVAL OF MINUTES - Regular meeting held April 27, 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

**Trustee Smith questioned the Volunteer Hours report for Circulation Services, which did not note hours volunteered by Brandi Armstrong Morrow. Discussion of volunteer hours reporting ensued. Staff will investigate the omission of Ms. Morrow's hours on the Volunteer Report.**

**Trustee Smith then stated "she is really very disappointed in how the Minutes continue to turn out; she did not withdraw her name from the Fund Development or whatever that committee is because she found out that the committee could not have more than two people; she is sure however it happened that it is very clear on the tape and she would like it to be made clear for the official record because Smith did not withdraw as the Minutes now say once she found out that there could only be two members on the committee."**

**Director Pearson asked for the page Trustee Smith was referring. Trustee Smith commented it is the current Minutes. Trustee LaCasella offered it was page 2 of 4, 7c. Director Pearson asked Trustee Smith how she wants it to read.**

**Trustee Smith stated that "she wants the person that does the Minutes to review the tape of that meeting and make it accurately; she does not want to make up how it should read at this meeting; all she knows is that it was a call for someone on the committee it was an open call like an open casting and she spoke to the issue because she works often with Flintridge in her non-profit on fundraising; she spoke to be on that committee; it was said that another Board member [probably had] more expertise or whatever it was, it was not a battle, but she certainly did not withdraw once she found out only two Trustees could be on the committee and that is what the official record now says."**

**It was Moved (Smith), Seconded (Tuck) that the Minutes be Amended to reflect precisely what happened per the tape of the Meeting on that date. Trustee LaCasella stated that the report of Minutes under 7c; second motion will be reflected to more accurately reflect Ms. Smith's actions in regards to the Committee.**

**Passed unanimously.**

**It was Moved (Datz), Seconded (Tuck) to Approve the Consent Calendar.**

**Passed unanimously.**

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**  
Items removed from the Consent Calendar will be discussed individually at this time.

**None.**

9. **OLD BUSINESS**

- a) **REVIEW OF REVISED PROPOSED PRELIMINARY BUDGET**

**Finance Director Olmstead-Bowen presented the Preliminary FY09/10 Budget which reflected removal of \$37,000 for the Branch Needs Assessment and Strategic Plan and \$8,000 for the parking lot with the County, per Board direction at the April 27<sup>th</sup> meeting.**

**Finance Director Olmstead-Bowen stated that it is difficult to know if the Governor will take another 8%, which is approximately \$148,500 out of this budget.**

**Director Pearson stated that if the Governor actually suspends Prop 1A, then Staff will return to the Board in June with 8% cuts in the budget.**

**Director Pearson stated she did not think Staff needed anything from the Board ahead of time. What Staff will do is bring to the Board several scenarios in relation to the worst case scenario; it is possible to do this A, B, or C and then given a discussion of the Board, the Board would give Staff direction as what would be the appropriate course of action.**

**Director Pearson asked if the Board wanted a Special meeting on Budget.**

**Trustee Datz asked if the June meeting could be moved up. Director Pearson stated that the Regular Board meeting would need to be canceled.**

**Trustee Datz stated that perhaps the Special Meeting could be held on June 17 or 18 to give more time to hear from the Governor's office; he requested that the Regular Meeting scheduled for June 22, 2009 be held.**

**It was Moved (Datz), Seconded (Hubbard) to hold a Special Meeting on June 18, 2009 to consider the Budget.**

**Trustee Smith said she did not hear a call for discussion; that is graduation night.**

**It was Moved (Datz), Seconded (Hubbard) to hold a Special Budget meeting on Tuesday, June 16, 2009 at 5 p.m.**

**Passed unanimously.**

10. NEW BUSINESS

- a) REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT STRATEGIC PLAN OBJECTIVES FOR FY2009/10

**Director Pearson commented that the Department Heads worked on the Strategic Plan Objectives for 2009/10 and Staff is asking for approval. This will replace the Objectives for 2008/09 in the Strategic Plan.**

**Discussion ensued.**

**It was Moved (Datz), Seconded (Hubbard) to Approve the Altadena Library District Strategic Plan Objectives for FY2009/10.**

**Passed unanimously.**

11. CORRESPONDENCE

- a) NEWS FROM THE CAPITOL – GOVERNOR’S ADMINISTRATION WARNS: THE STATE MAY BORROW \$2 BILLION FROM LOCAL GOVERNMENTS IF MAY 19<sup>th</sup> BALLOT MEASURES FAIL

**Information only.**

12. REPORTS OF TRUSTEES

- a) **Fundraising Committee - Report by Trustee LaCasella.**

**Trustee Datz requested that the Departmental Report should be forwarded to the Friends; he feels that it would be very gratifying for the Friends to see everything that is going on in no small part to their efforts.**

**President LaCasella stated that two meetings since the last Board meeting of the Capital Campaign Committee have taken place. President LaCasella and Sharon Sand have had one meeting with Belinda at the Flintridge Foundation and have developed a guideline for the people that they are looking for the Board of the Directors for the fundraising organization. People with (1) interests in the community and library, goals and functions, (2) people who are proven fundraisers or philanthropists who have money to help us get started and know other people with money to help us keep going, (3) people with fresh ideas and the ability to stir this up. It has been recommended that when this gets going a professional fundraiser organization be hired to help in planning events and direction on how these things should go. An initial investigation into the Pasadena Community Foundation and the California Community Foundation which are like umbrella foundations where you can bring your personal cause and they help you –you would be like a mini-foundation under their auspices and they help you to raise funds however they take a big chunk of those funds back for themselves. A presentation was made to the Friends of the Library where it was determined that the Friends do not want to manage this fundraising effort; they do not want to run it; they are willing to be peripherally involved and supportive but do not want to do it. They are more than willing to use the name Friends of the Altadena Library in the name of the foundation in any configuration we feel is appropriate, such as , Friends of the Altadena Library Capital Campaign Committee or Capital Campaign Foundation, they are fine with that. They are very enthusiastic about us doing this;**

**they will do what they can to help but they felt that as a group that no one had the time or energy or expertise to manage big sums of money and to be responsible for this; that their bottom line; they will work with us and cooperate but do not want to be responsible. Another committee meeting is schedule for May 26.**

**President LaCasella asked Trustee Smith if she had anything to report.**

**Trustee Smith stated she did not have anything to report; she had not heard anything about the Volunteer Luncheon.**

**President LaCasella commented that it (Volunteer luncheon) was very nice. Everyone received their certificates, plants, pencil holders and letter openers.**

- b) Trustee Tuck commented that he attended the Cloris Leachman event and he felt it was a very good program. He also attended the Friends Used Book Sale and felt it was well attended.**

**13. AGENDA ITEMS FOR FUTURE AGENDAS**

This is an opportunity for Board members to request that items be placed on future agendas.

- a) Item 9a - REVIEW OF REVISED PROPOSED PRELIMINARY BUDGET at a Special Meeting on June 16, 2009 at 5 p.m.**
- b) Closed Session - DIRECTOR'S ANNUAL PERFORMANCE EVALUATION**

**14. ADJOURN TO CLOSED SESSION**

The Board of Trustees may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section 54960, et. seq.) for the purposes of discussing matters covered under Government Code Section 54957 (Personnel) and Government Code Section 54956.9 (Potential Litigation)

**It was Moved (Smith), Seconded (Hubbard) to Adjourn to Closed Session.**

**Passed unanimously.**

- a) DIRECTOR'S ANNUAL PERFORMANCE EVALUATION AND APPROVAL OF DIRECTOR'S STEP INCREASE**

**15. ADJOURNMENT OF CLOSED SESSION**

**16. RETURN TO REGULAR MEETING - REPORTABLE ITEMS FROM CLOSED SESSION**

**It was reported that the Director's Step Increase was Approved; the Director's evaluation to be continued to the next Regular Board meeting.**

**17. ADJOURNMENT**

**It was Moved (Hubbard), Seconded (Datz) to Adjourn the meeting at 6:20 p.m.**

**Passed unanimously.**