



**AGENDA**  
**Regular Meeting**  
Board of Library Trustees  
Altadena Library District  
Community Room – Main Library  
**September 28, 2009**  
5:00 p.m.

**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

2. ROLL CALL:

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).

**Recommended Action:** The Board of Library Trustees hereby adopts the Agenda as presented.

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.*

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS  
**(INFORMATION)**

- a) Suzanne Im was accepted to the University of Illinois Masters of Library & Information Science Program and has resigned her part-time Clerk II position in Technical Services.
- b) Helen Milner hired as part-time Clerk II, Cataloging Technical Services, replacing Suzanne Im.
- c) Tramel Clipper assigned to Circulation Services and Tyree Mills assigned to Children's Services are two high school graduates working under the Archdiocese of Los Angeles Youth Work Program. Each student is scheduled to begin undergraduate work this September.

6. FINANCIAL REPORTS

- a) Altadena Library District for month of August 2009  
**(DISCUSSION/POSSIBLE ACTION)**

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

## 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 August 24, 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

## 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) ALTADENA LIBRARY DISTRICT **ANNUAL REPORT TO THE PUBLIC, FY 2008/09 (REVISED), APPROVED AUGUST 24, 2009 (RECEIVE AND FILE)**
- b) NOTIFICATION TO SDRMA OF THE JUNE 30, 2009 INCIDENT AT THE MAIN LIBRARY (**INFORMATION**)
- c) STAFF REPORT ON PLACEMENT OF TRASH BIN AT THE BRANCH LIBRARY (**INFORMATION**)
- d) ROBERT'S RULES OF ORDER -HOW TO RECORD A MOTION (**INFORMATION**)

## 10. NEW BUSINESS

- a) ACCEPTANCE OF DONATIONS OF \$14,406 AND \$8,000 FROM THE FRIENDS OF ALTADENA PUBLIC LIBRARY AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH STIPULATED GIFT PURPOSES (**DISCUSSION/ACTION**)
- b) APPROVAL OF FY 2009/10 STATE LIBRARY LSTA FAMILY PLACE GRANT APPLICATION SUBMITTED AUGUST 26, 2009 (**DISCUSSION/ACTION**)
- c) REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT'S PARTICIPATION IN THE PROPOSITION 1A LOAN SECURITIZATION PROGRAM (**DISCUSSION/ACTION**)
- d) REVIEW AND APPROVAL TO ALLOW THE CHRISTMAS TREE LANE ASSOCIATION'S USE OF THE LIBRARY PARKING LOT ON SATURDAY, DECEMBER 12, 2009 (**DISCUSSION/ACTION**)
- e) READ FOR THE RECORD – A NATIONWIDE LITERACY AWARENESS EVENT ON OCTOBER 8, 2009 (**INFORMATION**)

11. CORRESPONDENCE

- a) NOTIFICATION OF 2009/10 CLLS GRANT FOR ADULT LITERACY SERVICES PROGRAMS IN THE AMOUNT OF \$10,000 **(INFORMATION)**
- b) OFFICIAL NOTIFICATION FROM THE COUNTY OF L.A. REGISTRAR-RECORDER/COUNTY CLERK – ELECTION SCHEDULED FOR THE 3<sup>rd</sup> DAY OF NOVEMBER, 2009 SHALL NOT BE HELD FOR THE ALTADENA LIBRARY DISTRICT **(INFORMATION)**

12. REPORTS OF TRUSTEES

- a) REPORT OF CAPITAL CAMPAIGN FUNDRAISING COMMITTEE – SECRETARY DATZ AND PRESIDENT LaCASELLA **(DISCUSSION/ACTION)**
- b) REPORT ON THE DISTRICT/FRIENDS ARTS & CRAFTS COMMITTEE – AMAZING ALTADENA – PRESIDENT LaCASELLA **(INFORMATION)**
- c) DISCUSSION OF RESERVED PARKING FOR TRUSTEES ON BOARD MEETING DAYS – TRUSTEE SMITH

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

14. ADJOURNMENT

**Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.