



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

April 27, 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 (Smith), Seconded (Hubbard) to Adopt the Agenda; It was Moved (Datz), Seconded (Hubbard) to amend the Agenda to address Item 9a after Item 4.

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.

****Item 9a – see comments under Item 9a below.**

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

None.

6. FINANCIAL REPORTS

- a) Altadena Library District for month of March 2009

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 March 23, 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 Approve the Consent Calendar with the correction requested by Trustee Smith.
Passed unanimously.**

**At the May 18, 2009 Board meeting:
It was moved (Smith), Seconded (Tuck) to AMEND for a second time the March 23, 2009 Minutes, Item 9b: Trustee Smith indicated she did not withdraw her name from consideration for the fundraising committee and she wanted that deleted that from the official record.**

Passed unanimously.

**At the April 27, 2009 Board meeting:
It was Moved (Datz), Seconded (Hubbard) to AMEND the March 23, 2009 Minutes, Item 9b to add the following sentence: Trustee Smith did indeed volunteer to serve on this committee. The March 23, 2009 Minutes now read "discussion regarding the membership of the sub-committee ensued. Trustee Smith volunteered to serve on the sub-committee. It was noted that Secretary Datz and President LaCasella were currently sitting on the sub-committee. Discussion regarding Trustee appointments on the sub-committee ensued. It was the consensus of the Board to appoint Secretary Datz and President LaCasella to the sub-committee. President LaCasella then called upon Board members to suggest names of individuals that would be good candidates to also serve on the fundraising sub-committee."**

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) FINAL PRESENTATION OF MASTER FACILITY PLAN - CWA, AIA, INC.

Presentation by Mr. Jim Nardini of CWA.

It was Moved (Datz), Seconded (Tuck) to Adopt the homage approach to the Master Facility Plan presented by CWA, AIA, Inc. (page 39).

Passed unanimously.

It was Moved (Datz), Seconded (Hubbard) to commend CWA, AIA, Inc. for their exemplary work throughout this process.

Passed unanimously.

Trustee Datz suggested displaying the approved plan in the Main Library for review by patrons. CWA will prepare the approved plans and return them to Altadena Library District for display.

Brief informational discussion by CWA on the joint parking lot with the Senior Center. Preliminary costs: \$8,000

Brief informational discussion by CWA on the Branch renovation project and related costs. Preliminary costs: \$39,000

- b) UPDATE ON ALTADENA LIBRARY DISTRICT'S ADDITION AND RENOVATION PROJECT CONGRESSIONAL APPROPRIATIONS REQUEST

Director Pearson reported on the acknowledgement from Congressman Schiff's office regarding the Library's appropriations request. A copy of the Current California Public Library Modernization Construction Projects Summary was distributed to the Board for their information.

10. NEW BUSINESS

- a) INTRODUCTION OF PROPOSED PRELIMINARY BUDGET AND DATES SUGGESTED FOR SPECIAL MEETING TO REVIEW THE BUDGET

Presentation by Finance Director Olmstead-Bowen.

Recommendations

- **Delay the Branch strategic plan and needs assessment - \$37,000**
- **Delay the driveway plan - \$8,000 (will reduce projected deficit to \$282,575)**
- **Be prepared to make additional cuts during the Mid-Year Review depending on election costs and the property tax bill**
- **Quarterly Budget Review versus Mid-Year Review**

It was Moved (Datz), Seconded (Hubbard) to instruct Staff to prepare a Quarterly Budget Review during this economic crisis period.

Passed unanimously.

- b) APPROVAL OF PARKING LOT CLOSURE FOR THE FRIENDS ANNUAL BOOK SALE, MAY 15-17, 2009

It was Moved (Tuck), Seconded (Datz) to Approve the Parking Lot Closure for the Friends Annual Book Sale, May 15-17, 2009.

- c) DIA CALIFORNIA PROJECT GRANT (\$500) –LITERACY PROGRAM CELEBRATING CHILDREN, BOOKS, LIBRARIES, CULTURE AND BILINGUAL LITERACY

Reported by Children’s Librarian Stearns.

- d) DISTRICT EMPLOYEE DISASTER PREPAREDNESS TRAINING

Reported by Finance Director Olmstead-Bowen. Staff members Felipe Avila and Anthony Green have attended training classes. One request has been to procure a walkie-talkie system for the Library to use during any disaster event. In the near future the manual will be available on the computer and in hard copy for all employees to review.

- e) PRE-ELECTION REQUIREMENTS FOR CONSOLIDATED ELECTION ON NOVEMBER 3, 2009

- (1) ADOPTION OF RESOLUTION 2901 – ESTABLISHING CANDIDATE STATEMENT POLICIES

It was Moved (Datz), Seconded (Hubbard), to Adopt Resolution 2901- Establishing Candidate Statement Policies

Passed unanimously.

- (2) APPROVAL OF ROSTER OF OFFICEHOLDERS FOR LOCAL JURISDICTIONS

It was Moved (Hubbard), Seconded (Datz), to Approve the Roster of Officeholders for Local Jurisdictions

Passed unanimously.

- f) REVIEW AND APPROVAL OF RESOLUTION 2901 – ESTABLISHING CANDIDATE STATEMENT POLICIES

See 10e) (1) above.

- 11. CORRESPONDENCE

None.

- 12. REPORTS OF TRUSTEES

- a) FUNDRAISING SUB-COMMITTEE – TRUSTEE LaCASELLA AND TRUSTEE DATZ

Reported by Trustee LaCasella. Trustee Datz reported that he will revise the outline he previously submitted to the committee.

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 (Hubbard), Seconded (Datz) to adjourn the meeting at 6:45 p.m.