



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

**February 23, 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 10¢ per page. Request forms are available at the Board meeting and at the District administration offices.

1. CALL TO ORDER

2. ROLL CALL:

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

3. OATH OF OFFICE ADMINISTERED TO SHIRLEE SMITH – BOARD OF LIBRARY TRUSTEES  
**(DISCUSSION/ACTION)**

4. 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.

5. 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.*

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

- a) Appointment of Miles Lofgren as part-time Page.
- b) Appointment of Dominic Giannini as part-time Page.
- c) FILL Intern Renee Palyo assigned to Children's Services thru May 2009.

7. FINANCIAL REPORTS

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

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

8. 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 January 26, 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

9. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

10. OLD BUSINESS

- a) FINAL PRESENTATION OF MASTER FACILITY PLAN - CWA, AIA, INC.  
**(DISCUSSION/ACTION)**
- b) ALTADENA LIBRARY DISTRICT'S ADDITION AND RENOVATION PROJECT CONGRESSIONAL APPROPRIATIONS REQUEST AND LETTERS OF SUPPORT  
**(DISCUSSION/POSSIBLE ACTION)**
- c) CONSIDERATION OF INITIATING BRANCH LIBRARY MASTER FACILITY PLAN PROCESS **(DISCUSSION)**
- d) CONSIDERATION AND APPROVAL OF REVISED FINES AND FEES SCHEDULE, EFFECTIVE MARCH 1, 2009 **(DISCUSSION/ACTION)**

11. NEW BUSINESS

- a) STATEMENT OF FACTS – ROSTER OF PUBLIC AGENCIES FILING (GOV. CODE SEC 53051) TO SECRETARY OF STATE, STATE OF CALIFORNIA –NOTIFICATION OF CHANGE IN BOARD MEMBERS **(RECEIVE AND FILE)**
- b) CONSIDERATION AND APPROVAL OF PROPOSED DRAFT ALTADENA LIBRARY DISTRICT INVESTMENT POLICY DATED MARCH 26, 2007 (TO BE INCORPORATED INTO ALD FINANCIAL POLICY MANUAL) **(DISCUSSION/ACTION)**
- c) REPORT ON LIBRARY’S PARTICIPATION IN THE NOVEMBER 13, 2008 LA COUNTY DISASTER DRILL AND THE LIBRARY’S EMERGENCY PLAN **(DISCUSSION/POSSIBLE ACTION)**
- d) 2008/2009 ANNUAL STATEMENTS OF ECONOMIC INTERESTS - FORM 700 – DUE TO DISTRICT DIRECTOR’S OFFICE BY MARCH 16, 2009 **(DISCUSSION/ACTION)**

12. CORRESPONDENCE

- a) ARTICLE FROM AMERICAN LIBRARIES, JANUARY 2009 ISSUE **(INFORMATION)**
- b) LETTER TO THE INTERNATIONAL PUPPETRY MUSEUM, PASADENA, CALIFORNIA FROM DALE E. LaCASELLA, PRESIDENT, LIBRARY BOARD OF TRUSTEES REGARDING PARTNERSHIP WITH THE PUPPET MUSEUM **(DISCUSSION/ACTION)**
- c) LEGISLATIVE UPDATE – AMERICAN RECOVERY AND REINVESTMENT ACT 101 DATED FEBRUARY 14, 2009 **(INFORMATION)**
- d) NEWS FROM THE CAPITOL – LATE NIGHT LEADERSHIP CHANGE IN SENATE WHILE SENATORS ARE IN BUDGET “LOCK-DOWN” DATED FEBRUARY 18, 2009 **(INFORMATION)**

13. REPORTS OF TRUSTEES

- a) SPECIAL DISTRICT ELECTIONS IN ODD YEARS – TRUSTEE TUCK **(DISCUSSION/ACTION)**

14. AGENDA ITEMS FOR FUTURE AGENDAS

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

15. ADJOURNMENT

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