



AGENDA
Regular Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library
February 25, 2008
4:00 p.m.

AND

Teleconference Location at:

University of Southern California
700 Childs Way
John Hubbard Hall, Room 216
Los Angeles, CA 90089
213-740-0153

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, Secretary
David Datz
David Tuck
Thomas Hubbard
Katharine Harrington - at teleconference location

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. ORIENTATION TO SERVICES OF METROPOLITAN COOPERATIVE LIBRARY SYSTEM BY MS. ROSARIO GARZA, MCLS EXECUTIVE DIRECTOR **(INFORMATION)**
6. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS **(INFORMATION)**

7. FINANCIAL REPORTS

- a) Altadena Library District for month of November and January 2008
(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
 - (1) Regular meeting held January 28, 2008
 - (2) Special meeting held February 11, 2008
- 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) REVIEW OF REVISED AFD PERSONNEL POLICIES AND RULES AND AUTHORIZATION TO FORWARD TO COUNTY COUNSEL FOR FINAL APPROVAL AS TO FORM AND CONFORMANCE TO STATE/FEDERAL LAWS –TO BE DISTRIBUTED AT MEETING **(DISCUSSION/ACTION)**
- b) APPROVAL OF AMENDED BOARD OF LIBRARY TRUSTEES' BYLAWS, SECTION G, 1, CHANGE IN STARTING TIME FOR REGULAR MEETINGS **(DISCUSSION/ACTION)**
- c) CONSIDERATION AND APPROVAL OF REVISED FINES AND FEES SCHEDULE **(DISCUSSION/ACTION)**
- d) CSDA AB1234 ETHICS TRAINING MATERIAL –TO BE DISTRIBUTED AT MEETING **(DISCUSSION/ACTION)**
- e) AWARD OF CONTRACT TO ARCHITECTURAL FIRM FOR CONSULTING SERVICES TO DEVELOP MASTER PLAN **(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) REVIEW AND APPROVAL OF RFP FOR INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT SERVICES **(DISCUSSION/ACTION)**
- c) MID-YEAR BUDGET REVIEW AND APPROVAL OF REVISED BUDGET, FY2007/08 **(DISCUSSION/ACTION)**
- d) INFORMATIONAL REPORT ON THE LIBRARY'S INTERNET POLICY AND FILTERING SOFTWARE **(DISCUSSION/POSSIBLE ACTION)**
- e) CALTAC TRUSTEE TOOL KIT FOR LIBRARY LEADERSHIP **(RECEIVE AND FILE)**
- f) 2007/2008 ANNUAL STATEMENTS OF ECONOMIC INTERESTS - FORM 700 – DUE TO DISTRICT DIRECTOR'S OFFICE BY MARCH 24, 2008 **(DISCUSSION/ACTION)**

12. CORRESPONDENCE

- a) LETTER DATED 2/4/08 FROM MICHAEL LEHRER RE ARCHITECTURAL CONSULTING SERVICES **(DISCUSSION/POSSIBLE ACTION)**
- b) E-MAIL DATED 2/20/08 FROM DONALD HOLTZ RE ARCHITECTURAL CONSULTING SERVICES **(DISCUSSION/POSSIBLE ACTION)**
- c) LEGISLATIVE UPDATE FROM CLA – THE "SPECIAL SESSION ON THE BUDGET" **(INFORMATIONAL)**
- d) LEGISLATIVE UPDATE FROM CLA – LEGISLATIVE ANALYST RELEASES CRITICAL ANALYSIS OF 2008-09 BUDGET DEFICIT RISES TO \$16 BILLION **(INFORMATIONAL)**

13. REPORTS OF TRUSTEES

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.