



ALTADENA LIBRARY DISTRICT

MINUTES

Regular Meeting

Board of Library Trustees
Altadena Library District
Community Room – Main Library
November 22, 2010

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 by President LaCasella at 5:00 p.m.

2. ROLL CALL:

Present: Dale E. LaCasella, President
David Datz, Secretary
David Tuck
Thomas Hubbard
Gwendolyn McMullins

Staff: Barbara J. Pearson Susan Olmstead-Bowen
Pauli Dutton Erica Buss
Roberta Lauderdale Cassandra Stearns

Guests: Paul Kaymark, Auditor, Charles Fedak, LLC
Maureen Ward, President, Christmas Tree Lane Association
Glen Hori, Third President, Publicity Chair CTLA
Linda Lane-White, Newsletter Editor, CTLA

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), Second (McMullins), to Adopt the Agenda as presented.

It was Moved (Datz), Second (Tuck) to Amend the Agenda by addressing Item No. 10a after Item 4, Public Communication.

PASSED

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.

On behalf of the California Library Literacy Services and California Library Association Literacy Section, Roberta Lauderdale, Literacy Coordinator, presented a Special Recognition Certificate to Barbara J. Pearson in appreciation of exceptional leadership and commitment in advocating for literacy in the community.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

Information only.

6. FINANCIAL REPORTS

- a) Altadena Library District for month of October 2010

It was Moved (Hubbard), Second (Tuck) to accept the October 2010 Financial Reports.

PASSED

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 October 25, 2010
- 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
- d) CONSIDERATION AND APPROVAL OF PROPOSED LIBRARY HOLIDAYS AND CLOSURES FOR 2011
- e) CONSIDERATION AND APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2011

It was Moved (Datz), Second (Hubbard) to Approve the Consent Calendar as presented.

PASSED

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) SUMMARY OF DISTRICT'S PARTICIPATION IN THE OCTOBER 7, 2010 **READ FOR THE RECORD** EVENT

Received for file.

- b) REVIEW AND APPROVAL OF SPEAKERS BUREAU LETTER AND BROCHURE (DRAFTS)

It was Moved (Hubbard), Second (McMullins) to Approve the Speakers Bureau letter and Brochure.

PASSED

- c) CHRISTMAS TREE LANE ASSOCIATION'S WINTER FESTIVAL – CLARIFICATION OF USE OF LIBRARY PARKING LOT AND FACILITY

Presentation by Christmas Tree Lane Association members on the December 11, 2010 event. The Association will provide insurance, layout, event details, and signage.

- d) ACCEPTANCE OF CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) GRANT IN THE AMOUNT OF \$17,148 AND AUTHORIZATION TO SUBMIT CLAIM FOR PAYMENT

It was Moved (McMullins), Second (Hubbard), to Accept and Authorize submitting the CLLS Grant claim for payment.

PASSED

10. NEW BUSINESS

- a) REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT ANNUAL AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2010, CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR CHARLES FEDAK, LLC

Addressed after Item 4 above.

Presentation by Paul Kaymark from Charles Fedak, LLC.

It was Moved (Datz), Second (Hubbard) to Approve the Altadena Library District Annual Audit for Fiscal Year Ending June 30, 2010, conducted by Independent Certified Auditor Charles Fedak, LLC.

PASSED

- b) BOOK DEPOSITS FOR LOCAL ORGANIZATIONS – ALF BOARD MEMBER PRAKASH SHRIVASTAVA

It was Moved (Datz), Second (Hubbard) to table this item to the January 2011 meeting.

PASSED

- c) IMPLICATIONS OF PROPOSITION 26 FOR DISTRICT'S FEES AND FINES

It was Moved (McMullins), Second (Hubbard) to table this item to the March 2011 meeting.

PASSED

- d) COMMUNITY COMMUNICATION OF BOARD MEETING AND AGENDA BY SENDING NOTICE TO LIBRARY'S ENTIRE EMAIL LIST – TRUSTEE DATZ

It was Moved (Hubbard), Second (Datz) to notify the Library's entire email list of the Board Meeting by transmitting the Agenda.

PASSED

11. CORRESPONDENCE

- a) STATE OF CALIFORNIA, ANNUAL CERTIFICATION TO RECEIVE FUNDS FROM THE PUBLIC LIBRARY FUND, FY 2010-11 (PLF)

Information only.

- b) NEWS FROM THE CAPITOL – NOVEMBER ELECTION RESULTS

Information only.

12. REPORTS OF TRUSTEES

- a) REPORT ON THE ALTADENA LIBRARY FOUNDATION - CAPITAL CAMPAIGN FUNDRAISING COMMITTEE

Brief presentation by Foundation Member LaCasella.

- b) REPORT ON AMAZING ALTADENA COMMITTEE/DISTRICT/FRIENDS/FOUNDATION ARTS & CRAFTS FAIR

Brief presentation by Committee Chair LaCasella.

- c) OTHER

None.

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

- a) **BOOK DEPOSITS FOR LOCAL ORGANIZATIONS – ALF BOARD MEMBER PRAKASH SHRIVASTAVA – January 2011 meeting**

- b) **IMPLICATIONS OF PROPOSITION 26 FOR DISTRICT'S FEES AND FINES - March 2011 meeting**

14. ADJOURNMENT

It was Moved (Datz), Second (Tuck) to adjourn at 6:35 p.m.