



ALTADENA LIBRARY DISTRICT

AGENDA

Regular Meeting

Board of Library Trustees
Altadena Library District
Community Room – Main Library

November 28, 2011

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. OATH OF OFFICE ADMINISTERED TO REAPPOINTED TRUSTEE MEMBERS – DAVID DATZ, THOMAS HUBBARD AND GWENDOLYN McMULLINS, TERM ENDING DECEMBER 4, 2015
(ACTION)

3. ROLL CALL:

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

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

- a) Appointment of Sean Finley as Finance Director effective October 17, 2011.

7. FINANCIAL REPORTS

- a) Altadena Library District for month of October 2011
(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 October 24, 2011
- 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 2012 **(DISCUSSION/ACTION)**
- e) CONSIDERATION AND APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2012 **(DISCUSSION/ACTION)**

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) SUMMARY OF DISTRICT'S PARTICIPATION IN THE OCTOBER 6, 2011 **READ FOR THE RECORD** EVENT **(RECEIVE AND FILE)**
- b) APPROVAL OF REFUND FOR THE BENEFIT ASSESSMENT PER PARCEL TAX ON PARCEL NUMBER 5844-026-027 FOR MR. WILLIAM D. HUTCHINSON, 1515 CREST DRIVE, ALTADENA, CA 91001 IN THE AMOUNT OF \$47.26 **(DISCUSSION/ACTION)**
- c) REVIEW OF RFP RESPONSES FOR BOB LUCAS BRANCH LIBRARY INTERIOR/EXTERIOR IMPROVEMENTS TO ACHIEVE ADA COMPLIANCE AND AWARD OF CONTRACT TO LOWEST RESPONSIBLE BIDDER, PK CONSTRUCTION, ALTADENA, CA IN THE AMOUNT OF \$20,500 FOR OPTION B **(DISCUSSION/ACTION)**

11. NEW BUSINESS

- a) SUBMITTAL OF ANNUAL CERTIFICATION TO RECEIVE FUNDS FROM THE PUBLIC LIBRARY FUND (PLF), FY 2011-12 TO THE CALIFORNIA STATE LIBRARY
(INFORMATION)
- b) ALTADENA LIBRARY DISTRICT TO FACILITATE DISTRIBUTION OF COMMUNITY INFORMATION – TRUSTEE DATZ **(DISCUSSION/ACTION)**
- c) CHRISTMAS TREE LANE ASSOCIATION TO REPLACE DEODAR ON SANTA ROSA ROAD; CTLA WINTER FESTIVAL IN LIBRARY PARKING LOT ON SATURDAY, DECEMBER 10, 2011 **(INFORMATION)**
- d) ADOPT RESOLUTION 201110 - ESTABLISHING AUTHORIZED SIGNATURES
(DISCUSSION/ACTION)

12. CORRESPONDENCE

- a) LAFCO NOMINATION OF CANDIDATE; LAFCO REPRESENTATIVE – NOMINATIONS DUE DECEMBER 22, 2011 **(DISCUSSION/ACTION)**
- b) APPRECIATION NOTE FROM ROBERTA LAUDERDALE, LITERACY COORDINATOR
(INFORMATION)
- c) APPRECIATION LETTER FROM JOSE VERDIN, LITERACY STUDENT
(INFORMATION)
- d) NEWS FROM THE CAPITOL DATED 11/8/11 – LIBRARY FUNDING IN JEOPARDY
(INFORMATION)
- e) NEWS FROM THE CAPITOL DATED 11/16/11 – LAO REVENUE FORECAST COULD MEAN “TRIGGER CUTS” **(INFORMATION)**

13. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN - NEXT MEETINGS SCHEDULED FOR DECEMBER 12, 2011 AND JANUARY 9, 2012, 6 P.M.
(INFORMATION)
- b) REPORT BY ART ON MILLIONAIRE’S ROW COMMITTEE – JUNE 9, 2012
NEXT MEETINGS SCHEDULED FOR DECEMBER 13, 2011 AND
JANUARY 10, 2012, 6:30 P.M. **(INFORMATION)**
- c) OTHER

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.