



ALTADENA LIBRARY DISTRICT

MINUTES

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 at 5:00 p.m.
2. OATH OF OFFICE ADMINISTERED TO REAPPOINTED TRUSTEE MEMBERS – DAVID DATZ, THOMAS HUBBARD AND GWENDOLYN McMULLINS, TERM ENDING DECEMBER 4, 2015

Oath of Office administered to David Datz and Thomas H. Hubbard by Public Notary Roberta Lauderdale.

Trustee McMullins is absent (excused) today. She will be sworn in at the January 23, 2012 Board meeting.

3. ROLL CALL:

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

Absent: Gwendolyn McMullins – excused

Staff: Barbara J. Pearson Roberta Lauderdale
Lucy Molina Lauren McCoy

Guest: Paul King

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).

It was Moved (Hubbard), Second (LaCasella) to Adopt the Agenda as presented.

PASSED

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.

None

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

Received for file.

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.

It was Moved (LaCasella), Second (Hubbard) to Adopt the Consent Calendar as presented.

PASSED

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
- e) CONSIDERATION AND APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2012

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

Received for 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

It was Moved (Hubbard), Second (LaCasella) to Approve the 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

PASSED

- 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

It was Moved (Tuck), Second (Hubbard) to Award the Contract to the Lowest Responsible Bidder, PK Construction, Altadena, CA in the amount of \$20,500 for Option B for the Bob Lucas Branch Library Interior/Exterior Improvements to Achieve ADA Compliance project.

PASSED

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

Brief discussion ensued. Received for file.

- b) ALTADENA LIBRARY DISTRICT TO FACILITATE DISTRIBUTION OF COMMUNITY INFORMATION – TRUSTEE DATZ

Brief presentation by Trustee Hubbard. Discussion ensued.

- 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 only.

- d) ADOPT RESOLUTION 201110 - ESTABLISHING AUTHORIZED SIGNATURES

It was Moved (LaCasella), Second (Hubbard) to Adopt Resolution 201110 – Establishing Authorized Signatures

PASSED

12. CORRESPONDENCE

- a) LAFCO NOMINATION OF CANDIDATE; LAFCO REPRESENTATIVE – NOMINATIONS DUE DECEMBER 22, 2011

Brief discussion ensued.

- b) APPRECIATION NOTE FROM ROBERTA LAUDERDALE, LITERACY COORDINATOR

Information only.

- c) APPRECIATION LETTER FROM JOSE VERDIN, LITERACY STUDENT

Information only.

- d) NEWS FROM THE CAPITOL DATED 11/8/11 – LIBRARY FUNDING IN JEOPARDY

Information only.

- e) NEWS FROM THE CAPITOL DATED 11/16/11 – LAO REVENUE FORECAST COULD MEAN “TRIGGER CUTS”

Information only.

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.

- (1) **Brief report by Foundation member LaCasella on the Feasibility Study.**
- (2) **The Foundation has scheduled a wine and cheese reception for March 25, 2012.**

- 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.

- (1) **Wine and cheese reception for the Salon artists scheduled for June 8, 2012.**
- (2) **The Festival and Salon event is scheduled for June 9, 2012.**

- c) OTHER

- (1) **Trustee Tuck commented that he enjoyed attending the CLA Conference.**
- (2) **Trustee Datz commented on an article from the LA Times that some larger libraries have ‘noisy’ rooms for video games and music as a way to draw kids in. The article showed that circulation was increased at those libraries.**
- (3) **Reminder of the December 2, holiday program with Paul Stein at 7p**
- (4) **Reminder of the December 14 holiday event with Assemblyman Portantino.**

14. AGENDA ITEMS FOR FUTURE AGENDAS

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

None.

15. ADJOURNMENT

It was Moved (Tuck), Second (Hubbard) to adjourn the meeting at 6: 03 p.m.