



MINUTES
Regular Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library
February 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 by President Datz at 5 p.m.

2. ROLL CALL:

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

David Tuck

Staff: Barbara J. Pearson Roberta Lauderdale
Erica Buss Cassandra Stearns
Laureen McCoy Sue Colasurdo

Guest: Prakash Shrivastava

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 (LaCasella), Second (Tuck) to approve the agenda as presented.

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.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

None.

6. FINANCIAL REPORTS

- a) Altadena Library District for month of January 2011

Brief discussion ensued.

It was Moved (Hubbard), Second (McMullins) to accept the Financial Reports as presented.

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 January 24, 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

It was Moved (LaCasella), Second (McMullins) to approve the Consent Calendar with the correction to Item 7c.

PASSED

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

None.

9. OLD BUSINESS

- a) SPEAKERS BUREAU PROGRAM – INTRODUCTION OF NEW COMMUNITY OUTREACH PROGRAM, LIST ATTACHED

Trustee LaCasella indicated that she has been invited to speak at the Rotary Club on March 24, 2011.

10. NEW BUSINESS

- a) STATEMENT OF FACTS – ROSTER OF PUBLIC AGENCIES FILING (GOV. CODE SEC 53051) TO SECRETARY OF STATE, STATE OF CALIFORNIA

Receive for file.

- b) REPORT ON REPLACEMENT OF BRANCH LIBRARY MAIN ELECTRICAL WIRE

Receive for file.

- c) ATTENDANCE AT MARCH 12, 2011 CALTAC WORKSHOP IN LIBRARY LEADERSHIP AT THE MONROVIA LIBRARY, AT A COST OF \$18 EACH

Trustees Tuck and McMullins are scheduled to attend the workshop.

- d) 2010/2011 ANNUAL STATEMENT OF ECONOMIC INTERESTS - FORM 700 – DUE BY MARCH 21, 2011

Director Pearson indicated that the Trustees may respond via email directly to the County or they may submit their info to her office which will then forward to the County.

- e) SITE VISIT BY PASADENA COMMUNITY FOUNDATION REPRESENTATIVES AT BRANCH LIBRARY ON MARCH 14, 2011 AT 3 P.M. REGARDING GRANT REQUEST

Those expected to participate in the site visit will be Dale LaCasella, Barbara Pearson and Mr. Jim Vitale.

- f) REQUEST FOR APPROVAL TO CLOSE LIBRARY ON THURSDAY MAY 12, 2011 FROM 10 A.M. TO 2 P.M. FOR STAFF DEVELOPMENT WORKSHOP

It was Moved (McMullins), Second (Hubbard) to approve closure of the library on Thursday, May 12, 2011 from 10 a.m. to 2 p.m. for a staff development workshop. President Datz requested Staff to investigate the possibility of suspending fines/fees for that day.

PASSED

- g) IMPLEMENTATION OF NEW FINANCIAL AND ACCOUNTING SOFTWARE, QUICKBOOKS

It was Moved (Hubbard), Second (Tuck) to approve implementation of Quickbooks software.

Discussion ensued.

PASSED

- h) BOOK DEPOSITS FOR LOCAL ORGANIZATIONS – ALF BOARD MEMBER PRAKASH SHRIVASTAVA tabled from November 2010 meeting

Mr. Shrivastava, Altadena Library Foundation member, proposed establishing Library services with stable and viable organizations in the community. This outreach would deliver library services, i.e. books, dvd's, programs, etc. at each organization's site. Mutual beneficial agreements would be initiated between the Library and each organization. This program would be maintained by the Library staff; Friends and volunteers from each organization. Mr. Shrivastava has made initial contact with the Seventh Day Adventist Church, Boys and Girls Club of Altadena and La Vina community. All three have shown interest.

Discussion ensued regarding offsite materials often ends up as lost materials; purchasing additional copies of books; staff member needed to supervise; book drop; transportation; insurance; and selection of material all of these may add to the budget.

Staff members provided their comments on previous bookmobile experience; programs already in place with elementary schools; manhours required to select, deliver, additional copies of material and return of material.

It was Moved (LaCasella), Second (McMullins) to have Staff investigate the logistics and costs associated to provide offsite library services to interested organizations.

PASSED

- i) CHANGING FINANCIAL INSTITUTIONS – TOM HUBBARD

Discussion ensued.

It was Moved (Hubbard), Second (McMullins) to ask Staff to pursue the possibility of changing financial institutions.

Interim Finance Director Housley indicated that he has made initial contact with another bank and if the Board authorizes him, he will continue to look into what it would take to make a change.

PASSED

11. CORRESPONDENCE

- a) CLA LOBBYIST UPDATE DATED FEBRUARY 18, 2011 – LIBRARY BUDGET DEVELOPMENT – BUDGET COMMITTEES VOTE ON LIBRARY ISSUES: ASSEMBLY PROPOSED ONLY MINIMAL CUTS; THE SENATE RECOMMENDS ELIMINATION OF ALL FUNDS

Information.

- b) SDRMA NOTIFICATION OF NOMINATIONS – 2011 ELECTION, SDRMA BOARD OF DIRECTORS

Information.

- c) PUBLIC LIBRARY FUND ALLOCATIONS FOR FY2010/11

Information; funds have been received.

- d) LETTER REGARDING ELIMINATION OF FUNDING FOR PUBLIC LIBRARIES AND LITERACY IN CALIFORNIA SIGNED BY DAVID DATZ, ON BEHALF OF THE ALTADENA BOARD OF LIBRARY TRUSTEES; LIST ATTACHED

Information.

12. REPORTS OF TRUSTEES

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

Brief report by Foundation member Dale LaCasella.

- b) REPORT ON ART ON MILLIONAIRE'S ROW SCHEDULED FOR JUNE 11, 2011

Brief report by Committee member Dale 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 – Staff report

14. ADJOURNMENT

It was Moved (Hubbard), Second (McMullins) to adjourn the meeting at 6:06 p.m.