



MINUTES

Regular Meeting

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

March 28, 2011

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: Dale E. LaCasella
David Tuck
Thomas Hubbard
Gwendolyn McMullins

Staff: Roberta Lauderdale Erica Buss
Cassandra Stearns Pauli Dutton

Guests: Tricia Cruz, VP, Chase
Christine Herrera, Senior Banker, J.P. Morgan
Linda Bates
Tangulifu Annis

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 (LaCasella) to Adopt the Agenda as presented.

It was Moved (LaCasella), Second (Hubbard) to Adopt the Agenda with Item 9b to be discussed after Item 4.

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.

None.

Item 9b discussed after Item 4 – see below for details

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

None.

6. FINANCIAL REPORTS

- a) Altadena Library District for month of February 2011

Received for file.

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 February 28, 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

It was Moved (Hubbard), Second (McMullins) 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.

None.

9. OLD BUSINESS

- a) ACCEPTANCE OF U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT GRANT B-10-SP-CA0007 IN THE AMOUNT OF \$400,000 INCLUDING CWA REVISED BUDGET DATED 3-2-11 AND AUTHORIZATION TO EXPEND FUNDS

It was Moved (Tuck), Second (McMullins) to Accept the U.S. Department of Housing and Urban Development Grant B-10-SP-CA0007 in the Amount of \$400,000 including CWA Revised Budget dated 3-2-11 and Authorization to Expend Funds

Discussion ensued regarding hazmat issues; RFP and issuing a thank you letter to Congressman Schiff.

PASSED

- b) CONSIDERATION AND APPROVAL OF CONTRACTING WITH CHASE BANK FOR BANKING SERVICES FOR THE DISTRICT

Discussed after Item 4

Introduction of Ms. Cruz and Ms. Herrera. Discussion ensued

It was Moved (LaCasella), Second (Tuck) to change banking services from Bank of America to Chase Bank.

PASSED

Brief recess to handle banking documents for the changeover.

10. NEW BUSINESS

- a) DECLARATION OF LISTED ITEMS AS SURPLUS (EDUCATION CODE, ARTICLE 3, SEC. 19461) AND DISPOSITION IN ACCORDANCE WITH ALTADENA LIBRARY DISTRICT'S GIFT POLICY

It was Moved (McMullins), Second (Hubbard) to Approve Disposition of the Surplus Items.

PASSED

- b) REVIEW AND APPROVAL OF REQUEST FROM CHRISTMAS TREE LANE ASSOCIATION TO USE LIBRARY PARKING LOT ON SATURDAY, DECEMBER 10, 2011 FOR THEIR CHRISTMAS TREE LIGHTING CEREMONY AND WINTER FESTIVAL

Brief presentation by Ms. Elizabeth Nelson.

It was Moved (Hubbard), Second (LaCasella) to Approve the Request from the Christmas Tree Lane Association to use Library Parking Lot on Saturday, December 10, 2011 with the same terms from 2010.

PASSED

- c) REVIEW AND APPROVE AGREEMENT WITH CHARLES Z. FEDAK & COMPANY, FOR PROFESSIONAL AUDITING SERVICES FOR THE FISCAL YEAR ENDING JUNE 30, 2011 IN THE AMOUNT OF \$10,300

Discussion ensued. Tabled to next month.

It was Moved (LaCasella), Second (Tuck) to authorize Director Pearson to contact Charles Z. Fedak & Company to agree to conduct the 2011 audit for the 2010 fee amount; the amended proposal will be approved. If they do not agree, then an RFP will be initiated immediately.

PASSED

- d) OVERVIEW OF LITERACY SERVICES

Brief presentation by Literacy Coordinator Roberta Lauderdale.

11. CORRESPONDENCE

- a) CLA LEGISLATIVE UPDATE ACTION ON LIBRARY FUNDING DATED 3/3/11

Information only.

- b) CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT C

No action.

- c) CLA LEGISLATIVE CALL TO ACTION - LEGISLATURE PASSES "CUTS" BUDGET – STILL NEEDS VOTES ON REVENUE PACKAGE, ETC.

Information only.

12. REPORTS OF TRUSTEES

- a) REPORT OF ALTADENA LIBRARY FOUNDATION -CAPITAL CAMPAIGN FUNDRAISING COMMITTEE

Trustee LaCasella and Literacy Coordinator Roberta Lauderdale attended the Rotary Club meeting on March 24, 2011.

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

Brief report by Dale LaCasella.

- c) OTHER

- (1) **Caltac Workshop held on March 12th - brief report by Trustee McMullins and Trustee Tuck.**

- (2) **President Datz scheduled to attend the April Town Council meeting.**

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

14. ADJOURNMENT

It was Moved (LaCasella), Second (Tuck) to Adjourn the meeting at 6:10 p.m.