



AGENDA
Regular Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library

April 26, 2010

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. ROLL CALL:

Dale E. LaCasella
David Datz
David Tuck
Thomas Hubbard
Shirlee Smith

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).

Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.

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
(INFORMATION)

None.

6. FINANCIAL REPORTS

a) Altadena Library District for month of March 2010
(DISCUSSION/POSSIBLE ACTION)

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

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.

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 March 22, 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

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) REPORT ON JOINT PARKING LOT PROJECT AND POSSIBLE WITHDRAWAL OF GRANT APPLICATION TO PASADENA COMMUNITY FOUNDATION – PRESIDENT LaCASELLA (**DISCUSSION/ACTION**)
- b) UPDATE ON FY2011 APPROPRIATIONS REQUEST (**DISCUSSION/ACTION**)

10. NEW BUSINESS

- a) QUARTERLY REVIEW AND APPROVAL OF FY2009/10 BUDGET (**DISCUSSION/POSSIBLE ACTION**)
- b) REVIEW AND APPROVAL OF (1) THE PROPOSED LIBRARY ORGANIZATION CHART AND (2) PROPOSED REVISIONS TO THE HR/FINANCE DIRECTOR'S AND LIBRARY ASSOCIATE JOB DESCRIPTIONS; AND (3) PROPOSED JOB DESCRIPTION OF LIBRARY ASSOCIATE II; (4) AND PROPOSED REVISIONS TO THE PERSONNEL POLICIES AND PROCEDURE MANUAL SECTIONS V AND VI AND THE FINANCE POLICIES AND PROCEDURES' MANUAL SECTION XVIII; AND (5) ELIMINATION OF HR/FINANCE ASSISTANT POSITION; AND ESTABLISHMENT OF LIBRARY ASSOCIATE II POSITION; AND (6) ESTABLISHMENT OF .75 FTE LIBRARY ASSOCIATE POSITION FOR ACCOUNTS PAYABLE – DISTRICT DIRECTOR (**DISCUSSION/ACTION**)
- c) REVIEW AND APPROVAL OF PRELIMINARY PROPOSED BUDGET FOR FY2010/11 – FINANCE DIRECTOR (**DISCUSSION/ACTION**)
- d) STAFF ASSOCIATION BUDGET REQUEST FOR FY2010/11 (**DISCUSSION/ACTION**)

- e) APPROVAL OF PARKING LOT CLOSURE FOR THE FRIENDS ANNUAL BOOK SALE, MAY 14-16, 2010 **(DISCUSSION/ACTION)**
 - f) FOSTER CHILD LIBRARY CARD PROGRAM – TRUSTEE SMITH **(DISCUSSION/ACTION)**
 - g) REPORT ON THE DISTRICT LIBRARY SERVICES TO SCHOOLS IF PUSD SCHOOL LIBRARIES ARE CLOSED – DIRECTOR PEARSON **(DISCUSSION/ACTION)**
 - h) CLOSURE OF LIBRARY DURING THE FIRST WEEK IN MAY FOR FILMING OF TELEVISION SHOW 'PARKS AND RECREATION' \$5,000 DONATION OFFER **(DISCUSSION/ACTION)**
 - i) CLAIM FOR REIMBURSEMENT OF STATE MANDATED COSTS IN ASSOCIATION WITH THE OPEN MEETINGS ACT/BROWN ACT REFORM **(DISCUSSION/ACTION)**
 - j) ANNOUNCEMENTS – UPCOMING EVENTS **(INFORMATION)**
 - (1) VOLUNTEER LUNCHEON, APRIL 28, 11:30 AM TO 1 PM
 - (2) FRIENDS OF THE LIBRARY - ZANE GREY PLAY READING OF "SURPRISE VALLEY" BY MARY CASEY, MAY 1, 2010, 4 P.M., ZANE GREY MANSION
 - (3) FRIENDS OF THE LIBRARY – ANNUAL MEETING ON JUNE 7, 2010, GUEST SPEAKER, PAUL SAMMON
11. CORRESPONDENCE
- a) LEGISLATIVE UPDATE – BUDGET SUBCOMMITTEES BEGIN MEETING AT CAPITOL – CALL TO ACTION **(INFORMATION)**
 - b) CERTIFICATE OF APPRECIATION FROM THE U.S. DEPARTMENT OF COMMERCE/CENSUS 2010 **(INFORMATION)**
12. REPORTS OF TRUSTEES
- a) REPORT ON ALTADENA LIBRARY FOUNDATION – PRESIDENT LaCASELLA **(INFORMATION)**
 - b) REPORT ON ART ON MILLIONAIRES' ROW – PRESIDENT LaCASELLA **(INFORMATION)**
13. AGENDA ITEMS FOR FUTURE AGENDAS
This is an opportunity for Board members to request that items be placed on future agendas.
14. ADJOURNMENT

Recommended Action: There being no further business to come before the Board, the meeting is adjourned.