



**MINUTES**

**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 by President LaCasella at 5 p.m.

2. ROLL CALL:

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

Staff: Barbara J. Pearson Pauli Dutton  
Susan Olmstead-Bowen Laureen McCoy  
Erica Buss Cassandra Stearns

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), Seconded (Smith) to Adopt the Agenda as presented.**

**It was Moved (Datz) Seconded (Hubbard) to Amend the Agenda, to table Item 10b to the May 24, 2010 Board meeting.**

<b>ROLL CALL:</b>	<b>DATZ</b>	<b>YES</b>	<b>TUCK</b>	<b>NO</b>
	<b>HUBBARD</b>	<b>YES</b>	<b>SMITH</b>	<b>NO</b>
	<b>LaCASELLA</b>	<b>YES</b>		

**PASSED - Amend the Agenda to table Item 10b to the May 24, 2010 meeting.**

**It was Moved (Tuck), Seconded (Datz) to Adopt the Agenda as Amended.**

**PASSED - Adopt the Agenda as Amended.**

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.**

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

**None.**

6. FINANCIAL REPORTS

- a) Altadena Library District for month of March 2010

**Receive 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 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

**It was Moved (Datz), Seconded (Hubbard) 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.

9. OLD BUSINESS

- a) REPORT ON JOINT PARKING LOT PROJECT AND POSSIBLE WITHDRAWAL OF GRANT APPLICATION TO PASADENA COMMUNITY FOUNDATION – PRESIDENT LaCASELLA

**Brief review of the April 6, 2010 presentation to the Senior Center Board members; they are not in favor of the joint parking lot project.**

**It was Moved (Datz), Seconded (Hubbard) to Approve and send the Withdrawal of Grant Application Letter to the Pasadena Community Foundation.**

**PASSED**

- b) UPDATE ON FY2011 APPROPRIATIONS REQUEST

**Notification from Congressman Schiff that this request for \$100,000 to replace Adult and Children's stacks would not be taken forward by his office.**

10. NEW BUSINESS

- a) QUARTERLY REVIEW AND APPROVAL OF FY2009/10 BUDGET

**Brief presentation by the Finance Director.**

**It was Moved (Tuck), Seconded (Smith) to Approve the FY2009/10 Third Quarter Budget.**

**PASSED**

- 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

**TABLED TO THE MAY 24, 2010 BOARD MEETING.**

- c) REVIEW AND APPROVAL OF PRELIMINARY PROPOSED BUDGET FOR FY2010/11 – FINANCE DIRECTOR

**The Finance Director stated that the Library is in a deficit position; negative \$214,000; not sure how long the Library can continue to operate at a deficit. This is a structural deficit meaning unless something is changed, i.e. number of employees, materials purchased or one of the operating costs, this will be the deficit every year.**

**Trustee Datz asked how this deficit was being covered – Reserves?**

**The Finance Director stated that the Library should have six months operating expenses which include cash and assets. Last year \$110,000 was set aside. In this budget \$55,000 is being set aside for the election which will fully fund the Reserve at this time. Last year the Board recommended \$55,000 (\$110,000 every year) be set aside every year into Capital Expenses but only recommending \$10,000 because we do not have \$55,000. A total of \$15,000 is recommended to be spent on computers. Big hit is salaries and Calpers benefits next year will go up from 11% to 12% for the employer contribution. Need Board direction as to where to take it; right now at 75% for salary and benefits for this recommended proposed budget for 2010/11, last year at 72%.**

**Trustee Datz stated that upon his review of Revenues and Expenditures, a \$214,000 difference which is a little less than 10% would jump out.**

**Finance Director stated that it is not all the Revenues minus Expenses. Consideration must be given to six months Operating Expenses Reserves; every time you increase expenditures that also increases and includes the Reserves. Looking at the Fund Balance from the audit of \$1,680,784; and adding all expected Revenues you get \$4, 217,542 which includes non-cash assets such as the collection, artwork, and the building. Then take out \$217,772,393 Expenditures, Capital Reserves \$178,939; by law must have \$1,367,696, then \$112,650 Reserve for general election; making the financing requirement \$4,431,678.**

**Trustee Datz requested this summary as a separate report on a purely cash flow basis excluding the assets such as the artwork, etc.**

**Finance Director stated that the actual cash revenue is \$2,536,758 and if you look at Total Expenditures of \$2,815,393 that is actually about \$200,000.**

**District Director stated that Revenue projections are low; this is not actual.**

**Trustee Datz stated that he felt a bit stunned because he did not understand that the Library has been financing ahead a \$200,000 deficit year by year. The Board agreed that they were not aware of this deficit.**

**Finance Director stated that this is the third year the Library has operated under a deficit. The County projected 3%, but the Finance Director took 2% since the Library does not go with the County property tax figures.**

**Trustee Datz stated that for three years the Library has been paying this year's bills with next year's revenue.**

**Finance Director provided explanation on Expenditures/Revenues-Reserves; the Library does have \$178,000 to use in the case of a catastrophic event not covered by insurance.**

**Trustee Datz stated that the Finance Director has painted a very dire picture for the Board.**

**Finance Director stated that all economists are saying that next year will be worse or stable. If it is stable the Library will be OK and then it will start going up again.**

**Trustee Datz stated that the Library has not experienced a Revenue hit anywhere near 10% but now a 10% deficit hit. Even if the economy recovered the Library will still have this problem.**

**Trustee Datz asked if the Finance Director could email the cash flow analysis to the Board members as soon as it is available for their review; it would be included in the May 24, 2010 Board packet.**

**No vote taken.**

d) STAFF ASSOCIATION BUDGET REQUEST FOR FY2010/11

**Presentation by Staff Association President, Cassandra Stearns. The Staff Association is requesting a paid holiday on either Veteran's Day, Columbus Day or Caesar Chavez Day with the idea that it could possibly have some savings for the Library. This request was submitted before today's budget information was known to the Staff Association.**

**It was Moved (Tuck), Seconded (Hubbard) to Approve the Staff Association's request for Veteran's Day as an added paid holiday.**

**Brief discussion as to whether to table this request until the budget is finalized.**

**It was Moved (Tuck), Seconded (Hubbard) to table this budget request until the next meeting.**

**PASSED**

e) APPROVAL OF PARKING LOT CLOSURE FOR THE FRIENDS ANNUAL BOOK SALE, MAY 14-16, 2010

**It was Moved (Tuck), Seconded (Datz), to Approve the Closure of the Parking Lot for the Friends Annual Book Sale, May 14-16, 2010.**

**PASSED**

f) FOSTER CHILD LIBRARY CARD PROGRAM – TRUSTEE SMITH

**Brief presentation by Trustee Smith requesting that the Foster Child Library Card Program be more prominent on the Library's website. Noted that May is Foster Care Month. Discussion ensued covering potential outreach efforts to foster care facilities located in Altadena.**

**Discussion ensued.**

**Director Pearson shared that Altadena Library uses a modified program that was originally developed by the Los Angeles County Public Library who worked very closely with DCFS. Through DCFS Altadena Library received a listing of foster homes here in Altadena and are not permitted to reveal those addresses. The County in their experience found that the foster parents who had to accept liability for children under the age of 18 for any fines they incurred would not bring them to the library for cards unless they did not have to pay for fines.**

**Children's Librarian indicated that various children's programs grant submittals include foster care outreach components. A program is waiting to be funded to serve the foster care families.**

**Discussion ensued that the Library needs to make efforts to make the public aware of the foster card program and outreach programs.**

- g) REPORT ON THE DISTRICT LIBRARY SERVICES TO SCHOOLS IF PUSD SCHOOL LIBRARIES ARE CLOSED – DIRECTOR PEARSON

**Director Pearson stated that she has made several attempts to communicate with PUSD on this subject. Dr. Onoye, Executive Director of Elementary Education of PUSD has indicated some interest, however, they want to wait and see what happens with the election.**

- h) CLOSURE OF LIBRARY DURING THE FIRST WEEK IN MAY FOR FILMING OF TELEVISION SHOW 'PARKS AND RECREATION' \$5,000 DONATION OFFER

**It was Moved (Tuck), Seconded (Hubbard), to Approve Closure of the Library during the First week in May for Filming of the Television Show 'Parks and Recreation' \$5,000 donation offer.**

**Yeas: three Abstain: one**

**PASSED**

- i) CLAIM FOR REIMBURSEMENT OF STATE MANDATED COSTS IN ASSOCIATION WITH THE OPEN MEETINGS ACT/BROWN ACT REFORM

**Brief presentation by the Finance Director.**

**It was Moved (Hubbard), Seconded (Tuck), to submit the Claim for Reimbursement of State Mandated Costs in Association with the Open Meetings Act/Brown Act Reform**

**PASSED**

- j) ANNOUNCEMENTS – UPCOMING EVENTS
  - (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

**Information only.**

11. CORRESPONDENCE

- a) LEGISLATIVE UPDATE – BUDGET SUBCOMMITTEES BEGIN MEETING AT CAPITOL – CALL TO ACTION

**Information only.**

- b) CERTIFICATE OF APPRECIATION FROM THE U.S. DEPARTMENT OF COMMERCE/CENSUS 2010

**Information only.**

- c) LETTER FROM MS. EWING REGARDING ENTRANCE ACCESS TO THE BRANCH LIBRARY READ BY PRESIDENT La CASELLA

**Discussion ensued placing this request on the May 24, 2010 Board agenda and extend an invitation to Ms. Ewing to attend the meeting.**

12. REPORTS OF TRUSTEES

- a) REPORT ON ALTADENA LIBRARY FOUNDATION – PRESIDENT LaCASELLA

**Brief presentation by President LaCasella.**

- b) REPORT ON ART ON MILLIONAIRES' ROW – PRESIDENT LaCASELLA

**Brief presentation by President LaCasella.**

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

- a) **STAFF ASSOCIATION BUDGET REQUEST FOR FY2010/11**

- b) **LETTER FROM MS. EWING REGARDING ENTRANCE ACCESS TO THE BRANCH**

14. ADJOURNMENT

**It was Moved (Smith), Seconded (Hubbard) to adjourn the meeting at 6:30 p.m.**