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

May 23, 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 in the District Administration offices.

1. CALL TO ORDER

2. ROLL CALL:
   David Datz, President
   Thomas Hubbard, Secretary
   David Tuck
   Dale E. LaCasella
   Gwendolyn McMullins

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. EMPLOYEE RECOGNITION (DISCUSSION/ACTION)
   Pursuant to the Board of Library Trustees Bylaws, Section J, Awards and Honors Policy, the Board is pleased to recognize the following employees for their years of service to the Library.

   Presentation of a Certificate of Recognition to the following:

   35 Years: Kathleen Lancaster
   25 Years: Pauli Dutton
   24 Years: Lauren McCoy
   22 Years: Felipe Avila
   21 Years: Victoria Escobar
   20 Years: Simeon Chavez; Melloney Collier; Steve Marsh; Lucy Molina; Michelle Hoskins
   14 Years: Roberta Lauderdale
   15 Years: Gerardo Avila
   13 Years: Anthony Green
   12 Years: Ly Ear
   11 Years: Antonia Aguilar; Erma Washington
   10 Years: David Butler
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.

6. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS (INFORMATION)

a) Resignations
   Doreen Barnes, Library Clerk I/part-time
   Jonathan Deering, Page/part-time
   Nerida Zuniga, Page/part-time

b) Appointments
   Charlene Chiu, Library Clerk I/part-time (recalled from layoff list)
   Mirna Hijjali, Page/part-time
   Gweneth McKinley, Page/part-time

7. FINANCIAL REPORTS

a) Altadena Library District for month of April 2011  
   (DISCUSSION/POSSIBLE ACTION)

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

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.

   **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 April 25, 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

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) REVIEW OF REVISED PRELIMINARY PROPOSED BUDGET FOR FY 2011/12 (DISCUSSION/ACTION)

(1) LIEBERT CASSIDY WHITMORE, PROFESSIONAL LAW CORPORATION – LEGAL OPINION: REDUCTION IN EMPLOYER CONTRIBUTION AMOUNTS TOWARD HEALTH BENEFITS OF EMPLOYEES AND RETIREES CLIENT-MATTER: AL100-001 (DISCUSSION/ACTION)

(2) STAFF ASSOCIATION REQUEST (DISCUSSION/ACTION)

b) REPORT ON FEASIBILITY OF ESTABLISHING A BOOK DISPOSIT PROGRAM FOR COMMUNITY ORGANIZATIONS AS PART OF THE LIBRARY’S OUTREACH SERVICES (DISCUSSION/ACTION)

c) ACCEPTANCE OF PASADENA COMMUNITY FOUNDATION GRANT IN THE AMOUNT OF $23,500 AND THE AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH THE AWARD (DISCUSSION/ACTION)

11. NEW BUSINESS

a) CONSIDERATION OF ESTABLISHING FEES FOR DVD COLLECTION CHECK OUT (DISCUSSION/ACTION)

b) AUTHORIZATION TO CLOSE THE LIBRARY AT 2 P.M. ON FRIDAY, JUNE 10, 2011 FOR SALON ARTISTS’ RECEPTION AT 6 P.M. (DISCUSSION/ACTION)

c) REVIEW OF E-BOOKS – PRESIDENT DATZ (DISCUSSION/ACTION)

d) PRE-ELECTION REQUIREMENTS FOR CONSOLIDATED ELECTION ON NOVEMBER 8, 2011

(1) ADOPT RESOLUTION 20116 – ESTABLISHING CANDIDATE STATEMENT POLICIES (DISCUSSION/ACTION)

(2) APPROVAL OF ROSTER OF OFFICEHOLDERS FOR LOCAL JURISDICTIONS (DISCUSSION/ACTION)

(3) NOVEMBER 8, 2011 GENERAL ELECTION (INFORMATION)

e) APPROVAL OF REVISED PROPOSED JOB DESCRIPTIONS OF DISTRICT DIRECTOR AND FINANCE DIRECTOR (DISCUSSION/ACTION)

f) REVIEW AND APPROVAL OF REVISED ALTADENA LIBRARY DISTRICT POLICY TO DISPLAY PROMOTIONAL LITERATURE PROVIDED BY COMMUNITY ORGANIZATIONS (DISCUSSION/ACTION)

g) REVIEW AND APPROVAL OF DISTRICT PARTICIPATION IN SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM THROUGH WORK TRAINING PROGRAMS, INC. AND AUTHORIZATION FOR THE DISTRICT DIRECTOR TO ENTER INTO THE SSAI SCSEP (SENIOR SERVICE AMERICA SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM) HOST AGENCY AGREEMENT, JULY 1, 2011 TO JUNE 30, 2012
12. CORRESPONDENCE
   a) LAFCO – FISCAL YEAR 2011-2012 PROPOSED BUDGET AND ALLOCATION OF NET OPERATING COSTS (DISCUSSION/ACTION)

13. REPORTS OF TRUSTEES
   a) REPORT OF ALTADENA LIBRARY FOUNDATION – CAPITAL CAMPAIGN FUNDRAISING (INFORMATION)
   b) REPORT ON THE ART ON MILLIONAIRE’S ROW EVENT SCHEDULED FOR JUNE 11, 2011 (INFORMATION)

14. AGENDA ITEMS FOR FUTURE AGENDAS
   This is an opportunity for Board members to request that items be placed on future agendas.

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