



**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:	Laureen 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.