



**MINUTES**

**Regular Meeting**

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

**May 23, 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 in the District Administration offices.

1. CALL TO ORDER by President Datz at 5:00 p.m.

2. ROLL CALL:

Present: David Datz, President  
Thomas Hubbard, Secretary  
David Tuck  
Dale E. LaCasella  
Gwendolyn McMullins

Staff:	Barbara J. Pearson	Erica Buss
	Cassandra Stearns	Steve Marsh
	Kathleen Lancaster	David Butler
	Roberta Lauderdale	Pauli Dutton
	Michelle Hoskins	Heather Firchow

Guests:	Jim Vitale	Linda Bates
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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 (McMullins) to Adopt the Agenda as presented.**

**PASSED**

4. EMPLOYEE RECOGNITION

**Trustee Hubbard read a poem he created for this special occasion.**

**President Datz presented certificates to the following employees in recognition of their years of service to the Altadena Library:**

**35 Years: Kathleen Lancaster**

**Michelle Hoskins announced that she has completed 31 years of service not 20 as noted. Director Pearson indicated that the certificate will be corrected.**

**25 Years: Pauli Dutton  
24 Years: Laureen McCoy  
20 Years: Steve Marsh  
31 Years: Michelle Hoskins  
14 Years: Roberta Lauderdale  
10 Years: David Butler**

**The following employees were not in attendance but will receive their certificate from the Director later this week.**

**22 Years: Felipe Avila  
21 Years: Victoria Escobar  
20 Years: Simeon Chavez; Melloney Collier; Lucy Molina;  
15 Years: Gerardo Avila  
13 Years: Anthony Green  
12 Years: Ly Ear  
11 Years: Antonia Aguilar; Erma Washington**

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.*

**None.**

6. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

**Information only.**

7. FINANCIAL REPORTS

a) Altadena Library District for month of April 2011

**Received for file.**

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.

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

**It was Moved (Hubbard), Second (LaCasella) to Approve the Consent Calendar as presented.**

**PASSED**

9. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

Items removed from the Consent Calendar will be discussed individually at this time.

**None.**

10. OLD BUSINESS

- a) REVIEW OF REVISED PRELIMINARY PROPOSED BUDGET FOR FY 2011/12

**Presentation by Interim Finance Director.**

**Discussion ensued.**

**It was Moved (LaCasella), Second (McMullins) to form a committee consisting of two Trustees to work together with Director Pearson and Interim Finance Director Housley on the issue of the CalPers possible retirement options. It was the consensus of the Board to appoint President Datz and Trustee LaCasella to the committee.**

**PASSED**

- (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

**Director Pearson explained that County Counsel directed Altadena to work with this firm since the County does not work with CalPers and the County would need to conduct extensive research at a higher cost than working with this firm on this particular opinion.**

(2) STAFF ASSOCIATION REQUEST

**Brief statement by Staff Association President Stearns on behalf of the members relative to the budget.**

**President Datz commented that the Board would appreciate hearing from the Staff Association before the final budget submittal.**

b) REPORT ON FEASIBILITY OF ESTABLISHING A BOOK DISPOSIT PROGRAM FOR COMMUNITY ORGANIZATIONS AS PART OF THE LIBRARY'S OUTREACH SERVICES

**Presentation by Director Pearson. This inquiry was brought to the Board by Foundation member Prakash Shrivastava to provide service to the LaVina Homeowners Association, the Seventh Day Adventist Church and the Boys/Girls Club of Pasadena. Mr. Shrivastava provided contact information for the Boys/Girls Club of Pasadena only.**

**Currently the Library has in place a Teacher Loan Program whereby teachers are provided book packets that can be checked out for about one month. The main responsibility falls to the teachers to receive the packets and return the packets to the Library. This program has grown from its inception. Due to staff cutbacks, etc. the level of service has been cutback.**

**The Boys/Girls Club of Pasadena was contacted and they are very enthusiastic about this service but cannot guarantee that they could track books, etc. They are very interested in the Library providing programs at their facility, library cards, etc. especially during the summer. At the present, it is not feasible for the Library to commit to this type of outreach service given priorities here at the Library and the current staffing situation.**

**It was the consensus of the Board that this outreach service is not feasible at the current time.**

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

**It was Moved (McMullins), Second (Hubbard) to Accept the Pasadena Community Foundation Grant in the amount of \$23,500 and Authorization to Expend Funds in accordance with the Award.**

**Discussion ensued that Mr. Jim Vitale will provide his volunteer service to assist/oversee the Library with plans for this project.**

**PASSED**

11. NEW BUSINESS

- a) CONSIDERATION OF ESTABLISHING FEES FOR DVD COLLECTION CHECK OUT

**It was Moved (McMullins), Second (LaCasella) not to Establish Fees for the DVD Collection Check Out.**

**PASSED**

- b) AUTHORIZATION TO CLOSE THE LIBRARY AT 2 P.M. ON FRIDAY, JUNE 10, 2011 FOR SALON ARTISTS' RECEPTION AT 6 P.M.

**It was Moved (Tuck), Second (LaCasella) to Authorize Closure of the Library at 2 p.m. on Friday, June 10, 2011 for the Salon Artists' Reception at 6 p.m.**

**Signs are to be posted and fines will be reviewed.**

**PASSED**

- c) REVIEW OF E-BOOKS – PRESIDENT DATZ

**President Datz inquired relative to the info that some ebook companies will be selling books to libraries. Currently the Library will avoid purchasing ebooks from that particular vendor.**

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

- (1) ADOPT RESOLUTION 20116 – ESTABLISHING CANDIDATE STATEMENT POLICIES

**It was Moved (Hubbard), Second (Tuck) to Adopt Resolution 20116 – Establishing Candidate Statement Policies**

**PASSED**

- (2) APPROVAL OF ROSTER OF OFFICEHOLDERS FOR LOCAL JURISDICTIONS

**It was Moved (Tuck), Second (LaCasella) to Approve the Roster of Officeholders for Local Jurisdictions**

**PASSED**

- (3) NOVEMBER 8, 2011 GENERAL ELECTION

**Information only.**

- e) APPROVAL OF REVISED PROPOSED JOB DESCRIPTIONS OF DISTRICT DIRECTOR AND FINANCE DIRECTOR

**It was Moved (LaCasella), Second (Hubbard), to Approve the Revised Proposed Job Descriptions of the District Director and the Finance Director**

**Discussion ensued.**

**PASSED**

- f) REVIEW AND APPROVAL OF REVISED ALTADENA LIBRARY DISTRICT POLICY TO DISPLAY PROMOTIONAL LITERATURE PROVIDED BY COMMUNITY ORGANIZATIONS

**It was Moved (McMullins), Second (Tuck), to Approve the Revised Altadena Library District Policy to Display Promotional Literature provided by Community Organizations**

**Discussion ensued.**

**PASSED**

- 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

**It was Moved (Hubbard), Second (Tuck), to Approve the District's Participation in the 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**

**PASSED**

12. CORRESPONDENCE

- a) LAFCO –FISCAL YEAR 2011-2012 PROPOSED BUDGET AND ALLOCATION OF NET OPERATING COSTS

**Information only.**

13. REPORTS OF TRUSTEES

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

**Foundation member LaCasella reported that the Foundation is applying for a Local Heroes Grant in the amount of \$5,000 through Merrill Lynch. Also applying for a Neighborhood Empowerment Grant in the amount of \$200,000 through Bank of America; earmarked for operating expenses. The \$200,000 would enable the Foundation to hire a part-time Administrator for clerical work and help pay for the feasibility study which the HUD grant pays for the start of the feasibility study.**

**Foundation member, Dave Curkendall, passed away this month; details to follow from his family for his memorial service in June.**

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

**Committee member LaCasella reported on details of the Salon and Festival portions of the event.**

14. AGENDA ITEMS FOR FUTURE AGENDAS

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

**None.**

15. ADJOURNMENT

**It was Moved (Tuck), Second (Hubbard) to adjourn the meeting at 6:25 p.m.**

**PASSED**