



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

**May 24, 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 in 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)**

6. FINANCIAL REPORTS

- a) Altadena Library District for month of April 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 –
  - (1) Regular meeting held April 26, 2010
  - (2) Special meeting held April 28, 2010
  - (3) Special meeting held May 3, 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) REVIEW OF REVISED PROPOSED PRELIMINARY BUDGET-BUDGET REDUCTIONS SCENARIOS 1, 2, AND 3 (**DISCUSSION/ACTION**)
- b) STAFF ASSOCIATION BUDGET REQUEST LETTER DATED APRIL 1, 2010 FOR FY2010/11 (**DISCUSSION/ACTION**)
- c) LETTER FROM STAFF ASSOCIATION DATED MAY 12, 2010 (**INFORMATION**)
- d) LETTER FROM STAFF ASSOCIATION DATED MAY 18, 2010 REQUESTING CUTS AS TEMPORARY MEASURES (**DISCUSSION/ACTION**)
- e) REVIEW AND APPROVAL OF ORGANIZATION CHART, DATED 5/3/10, INCLUDING THE FOLLOWING CHANGES: (1) ELIMINATION OF HR/FINANCE ASSISTANT POSITION AND JOB DESCRIPTION; (2) ESTABLISHMENT OF LIBRARY ASSOCIATE II AND JOB DESCRIPTION; (3) UTILIZATION OF 19 PART-TIME HOURS PER WEEK FOR ACCOUNTS PAYABLE AND REVISED LIBRARY ASSOCIATE JOB DESCRIPTION (**DISCUSSION/ACTION**)

## 10. NEW BUSINESS

- a) REQUEST FROM MS. EWING RE CEMENT WALK AT THE BOB LUCAS BRANCH LIBRARY (**DISCUSSION/ACTION**) (**DISCUSSION/ACTION**)
- b) REQUEST FOR REFUND FOR THE BENEFIT ASSESSMENT PER PARCEL TAX ON PARCEL NUMBER 5844-026-027 FOR MR. WILLIAM D. HUTCHINSON (**DISCUSSION/ACTION**)
- c) REVIEW AND APPROVAL OF STATE LIBRARY LSTA FAMILY PLACE GRANT APPLICATION – DEADLINE JUNE 25, 2010 (**DISCUSSION/ACTION**)

- d) REVIEW AND APPROVAL OF THE LSTA'S OUT-OF-SCHOOL-TIME (OST) ONLINE HOMEWORK HELP GRANT FOR 2010/2011 **(DISCUSSION/ACTION)**
  - e) MAIL-IN BALLOT CONSIDERATION FOR 2011 AND FUTURE ELECTIONS
  - f) REVIEW AND APPROVAL GASB 45 IMPLEMENTATION AND SELECTION OF VENDOR TO CALCULATE THE DISTRICT'S OTHER POSTRETIREMENT EMPLOYEE BENEFITS (OPEB) LIABILITY **(DISCUSSION/ACTION)**
  - g) REVIEW AND APPROVAL OF (1) PROPOSED REVISIONS TO THE FINANCE/HR DIRECTOR'S JOB DESCRIPTION, DATED 5-3-10; AND (2) PROPOSED REVISIONS TO THE PERSONNEL POLICIES AND PROCEDURE MANUAL SECTION V AND VI AND THE FINANCE POLICIES AND PROCEDURES MANUAL SECTION XVIII, EACH DATED 5-3-10 **(DISCUSSION/ACTION)**
11. CORRESPONDENCE
- a) LAGERLOF SENEAL GOSNEY & KRUSE, LLP – ELECTION RESULTS; LAFTO REPRESENTATIVE AND LAFCO ALTERNATE **(INFORMATION)**
  - b) ALTADENA HISTORICAL SOCIETY – LETTER REGARDING INCIDENT AT CARRIAGE HOUSE TOUR **(INFORMATION)**
  - c) THIRTY YEARS OF CALIFORNIA LIBRARY BALLOT MEASURES (1980-2009) BY RICHARD B. HALL, LIBRARY CONSULTANT, CALIFORNIA STATE LIBRARY **(INFORMATION)**
  - d) NEWS FROM THE CAPITOL – GOVERNOR UNVEILS DEEP, DIFFICULT CUTS IN “MAY REVISION” BUDGET: LIBRARY PROGRAMS SPARED **(INFORMATION)**
12. REPORTS OF TRUSTEES
- a) REPORT OF CAPITAL CAMPAIGN FUNDRAISING COMMITTEE **(INFORMATION)**
  - b) REPORT ON THE DISTRICT/FRIENDS AMAZING ALTADENA COMMITTEE **(INFORMATION)**
13. AGENDA ITEMS FOR FUTURE AGENDAS  
This is an opportunity for Board members to request that items be placed on future agendas.
14. ADJOURN TO CLOSED SESSION  
The Board of Trustees may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section 54960, et. seq.) for the purposes of discussing matters covered under Government Code Section 54957 (Personnel) and Government Code Section 54956.9 (Potential Litigation)
- a) PERSONNEL - UNPAID LEAVE OF ABSENCE REQUEST **(DISCUSSION/ACTION)**
15. ADJOURNMENT OF CLOSED SESSION
16. RETURN TO REGULAR MEETING - REPORTABLE ITEMS FROM CLOSED SESSION
17. ADJOURNMENT

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