



MINUTES

Regular Meeting

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

May 24, 2010

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1. CALL TO ORDER at 5:00 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 Erica Buss
Laureen McCoy Cassandra Stearns
Steve Marsh

Guests: (signed in)
Mark Hasa Tony & Maureen Ward Janet Vega
Warren Wolf Ellie Anderson Sharon Meiselman
Claudia Curry Scott Van DerKar Herbert Meiselman
Wayne Crabb Sylvia Kernel Lenna M. Ewing
Kim Dorman Mary Nelson Anna Marie Reed
Kathy Crabb Brooke Crabb Robin Williams
Brooke VanDerKar Jon Crabb Karin Meiselman
Karen Crabb Mark Goldschmidt Leon Leuiss
Sharon Sand Ryan Hudson Phil Levy

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 (Tuck) to Adopt the Agenda as presented.

It was Moved (Datz), Second (Hubbard) to MOVE Item 10a, Ms. Ewing’s request, for discussion after Publication Communication.

PASSED

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.

President LaCasella welcomed the audience. Individuals intending to speak were asked to stand up and state their name; there is a 3 minute rule for each speaker.

Comments by

Mark Goldschmidt, Altadena Heritage

Re-stated that about 2 years ago, Altadena Heritage listened to the architectural presentation and they were in favor of the project since they felt their concerns were heard. Altadena Heritage supports enlarging the stack area and handicap accessibility but the plans seem too ambitious for this community; want to avoid underground parking; want to facilitate with County bureaucracy.

Trustee Smith stated she is new to the Board; she asked Mr. Goldschmidt if he had been contacted during the planning phase.

Mr. Goldschmidt stated that he did make his views known at that time; that the project was overly ambitious.

President LaCasella commented that extensive public surveys; a feasibility study and a needs study conducted prior to the architects ever picking up a pencil. The amount of space in the proposed library reflects the space the community indicated they needed for various functions. As far as the underground parking being tied to the space is not exactly true since we are already under parked. In order to comply with the regulations that were not grandfathered in the Library would have to tear down part of the building since we do not have enough parking. Underground parking is an option it is not planned per se but it still would not change anything.

Steven Bailer (lives a block away)

Has lived here for 18 years and did not receive any mailed information about the public input for this project. How did the Library supposedly inform the community about these plans.

President LaCasella stated that Library card patrons were sent announcements via emails; announcements were hand delivered to neighborhood mailboxes; announcements in newspapers; announcements posted on the Library doors; three or four design camps were held where the public was invited to view different iterations of the plan; about 150 public members came through and made comments; the architects were available to discuss the plan at each design camp. This is only a plan. In order to fund any expansion that is not going to come out of your property tax or parcel tax, the Library will raise independently. If money is not raised then the building plan will not happen. A fundraising feasibility study will be conducted to find out if it is possible to raise the money to fund this plan.

Mr. Bailer asked if an EIR had been conducted.

President LaCasella stated that an EIR has not been conducted yet; we are not at that point yet.

Trustee Datz stated that what the Library has is not a plan; just to get a plan would cost more money than is available. The Library has sketches and ideas. Wanted to explain why the public may have heard that the Library has had to change course recently; the Library does not have alternative sketches only alternative ideas. The L.A. County enforces a rule that for every thousand square feet of footage you must have four parking spaces. Right now the Library is way below that, but if the Library were to expand then the County might not allow the parking lot increase. The Library considered that maybe the County would grandfather the Library in because there was an idea to share the parking lot with the Senior Center by knocking down a portion of the wall. Although the Senior Center did approach the Library about this idea, the Senior Center changed their thinking and informed the Library that they were not in favor of this idea. The architect informed the Library that even if the Library had the money for this project, it could not be done because the Library does not have enough parking spaces. That is why the Library is considering alternative plans. Nothing is cast in concrete until the construction company pours it. Right now the Library does not have engineering documents, EIR none of that. That in itself is going to cost a lot of money.

Michele Zack, Altadena Heritage – speaking as an individual

As Altadena Historian, pointed out that the population has been pretty much fixed for the last fifty years, between 42-46,000 although for the Library purposes the number used is higher. While the Library is well used it is clear that the stacks need to be expanded and the bathrooms are kind of a mess and all these kinds of things she supports. But she does not think the space needs to be doubled; in the needs study which is sort of a wish list where people say what they would like and if everybody is given everything then the space needs to be doubled; she does not feel it is realistic in terms of what is needed in the community.

Trustee Datz commented that the sketches found upstairs increase the space by 50% not 100%, from about 23,000 to about 36,000. Back in 2006 the Library became aware that we were not ADA compliant and decided that if due diligence was not applied then we were a lawsuit waiting to happen not to mention that handicapped people could not get in. The Library hired a company to outline deficiencies. This firm submitted an 89-page report which indicated additional space requirements. The bathrooms with the current space cannot become ADA compliant unless they are changed to only one stall. The elevator does not stop at this level; the only way a wheelchair can enter this meeting room is to through the emergency door and then they cannot get up, they can get in this meeting room or from the street to the bridge; the stacks are too narrow and too high, if the Library is going to retain the same number of books and make those stacks compliant more space is needed. The stairways are inadequate, the corridors are inadequate nothing in this building is adequate for ADA. The Library brought together a citizens committee and they came up with ideas on functions that the Library should fulfill which was way beyond book repository; meeting spaces like this one that needs improvement, small meeting space like for homework, etc. Then a public opinion survey was available at the check-out counters and some of you may have filled it out. Interestingly and independently the public

opinion survey results came up with basically the same ideas as the citizens committee –involved more space. The architect firm hired by the Library are experts in Library buildings, they took all the functions that people were asking for and said this is the square footage needed for this and for that and all the ADA requirements and that is where the 36,000 square footage came from. Perhaps the Library will need to back off of the space and be more modest. At the same time this is a 40 year old building that has hardly been touched during this time; the only changes have been a new roof and new wiring for computers. A lot of study and thought was put into this plan; it may have to be changed for a variety of reasons.

President LaCasella commented that the plans preserve the current building, it will look the same from the outside and pretty much the same on the inside; the reading court, windows, skylights, the front and side facade will be preserved. It would be much cheaper to knock the whole thing down and build a new building, but this Board knows that the community has made it clear they do not want that. This Board, the Friends, the Foundation and the staff all love this Library.

Scott Van Der Kar, Trustee for the Van Der Kar family; owners of the carriage house; niece and her family live next door to the Library
He grew up in the house, 1954 to 1970; has not lived there for about 40 years. Commends the Board members for their service and commends the Library. Was around when the Library was built, he feels it is a beautiful building always admired it; it blends well, it is unusual. The Library was placed in the middle of a residential area and efforts to make it blend in were achieved because of the landscaping because of the low profile, etc. He is out of touch because he has not lived in the area for some time and apologizes but has questions that may be helpful to others in the audience. With regard to the notification, being the taxpayer, being the trustee, being basically the owner of the property he received no notification. He found out about it because a flyer was placed in the mailbox and his niece told him about it and that is how he found out about it. He does not think this would be considered proper notification when talking about tax rolls and true landowners and especially absentee landowners. With regard to the upgrades and ADA compliance it seems absolutely necessary and makes sense and thinks the Library is going in the right direction for that. The plans he has seen definitely get his attention because of the immensity of the parking structures and how they would basically shadow their property and obliterate the mountain view and maybe even beyond that just that boxed in feeling that they never felt before in having basically wide open spaces and having them disappear which is the main point of concern that got his attention. He wonders about the zoning since the property is in a residential area; is it a conditional use permit or is it actually zoned for a library and do you have an obstacle there if it is a conditional use permit.

President LaCasella stated that the Library owns the property. This is an independent library district; not part of the County or City or State system but an independent government entity; the only government entity in Altadena. The Library owns the property; zoned to be a library. The new plans do not increase the height of the building it does increase the width but not the height. Zoning is not a problem for the architect. As far as permits we are not there yet.

Mr. Van Der Kar stated that a lot of libraries have closed due to the economy and lack of use. He asked for the Board's response to this and to those who say that libraries are obsolete with computers accessing everything; seeing the price tag of \$24 million that could purchase a lot of computers or is it money well spent looking down the road five or ten years and this type of library is no longer going to be needed.

President LaCasella re-stated that because this is an independent district and this Main and the Branch are the only libraries in the area; we are not going anywhere. We have some budget problems but they are being handled we are going to be here for the public. Usage has increased in the last year: Librarian Cassandra Stearns stated that circulation in Children's Services has increased by 11-13% and there are several articles that show that libraries overall because of the economic downturn are increasing patronage; many using the computers to look for jobs and prepare resumes. So while the money is disappearing the people are using the library as lot more.

Audience member: 13 or 14% increase on my taxes will really hurt.

President LaCasella re-stated that this audience member was not in the room earlier and this will not be funded by his taxes. There is a \$47 a year parcel tax; that parcel tax goes until 2014 at that time if we choose to run another parcel tax then he may vote against it. The parcel tax is operating money; that does not have anything to do with the expansion. The expansion will be self-funded; the Library will raise the money or the expansion will not take place. If he does not want to donate that is his choice. Use is up; computers here are in use every minute the library is open. There are a lot of people in this community that cannot afford their own computer; they are here and most of the time we have a line for computer use.

Audience member: Why can't there be a computer center somewhere else like the building on Altadena Drive.

President LaCasella commented that that building does not belong to the Library.

Trustee Smith called for a point of order; this is out of hand; this should not be a back and forth event. This should be more orderly; more structure; not a debate.

Mr. Van Der Kar allowed to finish his comment:
The new project will be 100% Library and not a combination of community center or something like that.

Trustees Datz and LaCasella commented that it will be a Library.

Trustee Hubbard commented that the Library will have a meeting room like this one that will be used on occasion and will be used by the community.

Mr. Van Der Ker asked if as far as where the Library is in their planning process has anything been submitted to the County; would a planner be assigned to the project.

President LaCasella stated that the Library is not at that point yet.

Ms. Ewing commented on the current challenges presented to individuals requiring walking assistance; she commented that the possibility of using a walk through between the Senior Center and the Library would be very helpful.

Leon Lewis

Attended the meeting at the Community Center where the parking lot project was presented to the Senior Center members. Asked if the Library was moving forward with the same architectural design to redo the Library.

President LaCasella re-stated that there is a plan, a drawing, a concept. Nothing in stone yet, nothing submitted to the County. The Library would like to move forward but changes may occur; going to have a fundraising feasibility study to find out if the Library can afford to move forward. If the Library can then we will move forward but if the Library cannot then changes will need to be made. It is premature to make announcements right now.

Mr. Lewis commented that whatever is decided that the Library and the Senior Center will work together for a feasible solution.

President LaCasella commented that volunteers are welcome to work together with the committee to be a part of this plan.

Elizabeth Nelson, Christmas Tree Lane

Wants to discuss maintenance of trees by the Library staff and notes that this item is not on today's agenda.

Director Pearson commented that she notified Tony Ward that the item was received too late to be placed on today's agenda but it will be on the June agenda.

Karen Crabb

A huge fan of libraries in general especially this one; in here at least once a week. She sees the computers are full; the children's area is being monopolized; book study here and there; people checking out movies; feels she might be the only one reading books but hopes that is not the case.

Has there been any discussion to innovatively expand services without expanding space. People should have access to material.

Trustee Datz commented that he is delighted to have this turnout, never had this many people here at a Board meeting; thanked everyone for attending; encouraged everyone to stay involved. Included as part of the Agenda you will find departmental monthly reports outlining activities offered to the community.

President La Casella commented that statistics are also available for information and review.

Ms. Crabb re-stated her question on any discussion to innovatively – outside the box – instead of expanding the space. For example, in terms of getting more books, can interlibrary loan services be expanded; incredibly cost effective. Getting books available on a kindle list; does not increase space but increases service for those who want it.

Trustee Datz commented that these services have been considered. The interlibrary borrowing does carry a cost.

Ms. Crabb commented if it is \$24 million.

Trustee Datz commented that there are two pots of money; operating revenues and if everyone stays for the entire meeting, it will be very interesting since this is the budget meeting. There are operating funds and funds for modernizing/expanding the library providing we can raise the money; but, they do not mix. Some money was used from the Capitol budget for the drawings and for the architectural services but the parcel tax money cannot be spent on this. Parcel tax money is used to run the library.

Ms. Crabb stated if the answer was no that discussion on innovative services has not taken place.

Trustee Datz commented that discussions are held constantly.

**Heather Firchow – Librarian and resident of Altadena
Staff is always considering innovative ways but cannot hold onto the building in its present condition and keep everything the way it is. The building could be changed completely, but then the community groups would be unhappy. The space is not big enough for the community numbers Altadena is serving which covers Altadena, Pasadena, and surrounding communities.**

President LaCasella commented that the answer is yes; the staff is doing everything creative that they can to keep the population served with the space available and will continue to do so.

Trustee Datz encouraged everyone to continue attending the Board meetings.

Ms. Crabb commented that the reason this meeting is filled today is because this is the first time the community was made aware of this meeting.

Trustee Datz commented that was not true. He proposed another community meeting with the architects to discuss this plan. Commented that Ms. Crabb's family was definitely notified/invited to participate in the design camps and community meetings to discuss this plan.

Ms. (name inaudible) – has a house across the street but does not live there She stated that she was not notified; heard from the neighbors about today's meeting.

Trustee Datz commented that this is a regularly scheduled meeting.

**Sharon Meiselman – lives with her parents on Santa Rosa
First time her family heard about the plans was at the carriage house tour; they did not receive any notification.**

Trustee Smith commented that as a Board member she is personally offended by the attitude and tenor of the people who are sitting at the table with her. She wants it on the record. She thinks that when a large number of the public show up and have something on their mind, have given up whatever they would be doing at home, and come and express that... maybe they are not offended – good. But I am because I do not feel the members of the public have been treated courteously. I think I hear a very defensive attitude, I guess I would understand that other than if people say they were not notified, I am given to believe that they were not notified. Flyers on my door, I don't know about other people, I just pick them up because they are trash. So when somebody is supposed to properly notify me ..I will ..for proper notification so I want to say to people who are sitting out here that say they were not notified, I for one believe that you were not notified and believe that you would expect to have a better notification.

Audience applause.

Trustee Tuck commented that there might be a misunderstanding about notification; the notification people are talking for this meeting is one thing; the notification for the plans that have been in the works for three years is another thing.

Scott Van Der Kar

Comments have been spoken from the heart no doubt; emotions get in there. Communication is so important. If emotions get too high then the lawyers get involved and we do not want that. His point is that he did not receive proper notification; he lives out of town; it is very difficult for him to make regular meetings but does know other avenues that he does not want to go to. His point is be businesslike, be friendly, be a community, answer questions as given and when the answer is unknown or more work needing to be done then say you need to work on it.

Audience applause.

Audience member:

How can the notification be expanded; how to get in touch with those out of the area or those that do not have a library card.

President LaCasella commented that the Library now has a copy of the County Recorders database showing registered property owners and those people with be sent notification; if a tenant lives on the property the owner will receive notification using the County Recorders database and the property address.

Audience member:

Suggested providing a sign-in sheet listing name, address, email, etc. to assist with proper notification.

President LaCasella commented that that suggestion will be utilized.

Trustee Datz commented that he is delighted that everyone is involved and interested. The Board could have produced a very nice mailer to every resident and non-resident owner that we could find but frankly we did not have the money. We sent out emails and flyers, some people ignore flyers. Now you know and we want your input. Sometimes to get the most information you have to look for it and that is what you are doing now. We did our best. As President LaCasella said the Board loves the library as much as you do; we don't put in all the hours that we do on this Board on the Friends or the Foundation – many hours -- to help the library, to help the Foundation; we do not get paid. He encouraged all to get involved; the Friends meet the first Monday of the month at 7:30p; the Foundation meets the second Tuesday of the month at 7p; the fourth Monday of the month the Board meets at 5p. He again called for another community meeting.

Michelle Zack

Commented the good way to reach people is via other community organizations who will help get the word out.

Claudia Curry, Senior Center

Commented they have a bi-monthly newsletter and display flyers and will be happy to help distribute library information, i.e. another community meeting.

Jon Crabb

Capitol expenditures and building for the future; you are trying to guess the library use for ten to twenty years from now so using today's data is not necessarily the most appropriate thing; trying to guess the usage for the future is the most appropriate thing. It seems the overall trend although going up a little bit in an economic downturn is decreasing except for children's and computes those areas seem to be going up. Other areas seem to be decreasing, books and other usage. We have a community center a couple blocks away as well. Those are some thoughts, perhaps the children's section could be on the bottom level where the passport and other offices are now and it would separate it from the adult's section there; perhaps expand the computers by taking away some of the children's area upstairs and then some of the stacks could perhaps be housed offsite and have them come here. That is an option that will cause some money but certainly cheaper than the plans.

President LaCasella commented that two members of the committee are experts in the field who conduct studies and project using formulas, etc. Book usage is not down here; suggested volunteering to learn first hand about the level of usage. Also commented that it was considered to place children's services downstairs but a bad idea because the adults/parents could not keep an eye on their children.

MaryAnn Stevenson, Executive Director, Altadena Arts Council

Presented on behalf of The Altadena Arts Council Board of Directors, Certificate of Special Recognition to the Altadena Library District for its exemplary history of serving the literary, educational and research needs of this community.

The Board also received a Certificate of Appreciation on behalf of Assemblymember Anthony Portantino for its commitment and support of the arts.

Ms. Andhar:

Site across the street from the bank is empty and could it be utilized as a satellite. Also asked for the name of the library on Lincoln; could that library be added on to. People that want to donate money might think of different parts of Altadena; looking at books at a different way even at college level that people are not buying books in bookstores but are buying things that are more computer orientated. To have a center in separate parts of town to care for handicap, invalid, small children and talk about raising monies she suggests about other places in Altadena that can benefit from this rich and wonderful library and keep this just the way it is.

President LaCasella suggested that Ms. Andar contact Ms. Sand to volunteer with fundraising.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

None.

5a Item 10a –REQUEST FROM MS. EWING RE CEMENT WALK AT THE BOB LUCAS BRANCH LIBRARY

Ms. Ewing stated she lives near the Branch Library. She wrote the Board with her concern/request to provide a sidewalk from the north Branch parking lot into the Branch. Also from Ventura steps are not wheelchair accessible. She noted that there is a senior facility nearby and with these changes perhaps the Branch would become more accessible to them too.

Ms. Ewing suggested that reading to seniors would be a very positive program to consider.

President LaCasella commented that a local architect who specializes in ADA compliance is donating his time to review this request.

Ms. Ewing inquired about a community room at the Branch where presenters could provide information to seniors.

Librarian Erica Buss stated that the Branch does not have a meeting room but programs are scheduled and notification is posted for the public.

Ms. Ewing commented that it is good that the Library is reaching out to the children, but it would also be good to reach out to the seniors.

Literacy Coordinator Roberta Lauderdale commented that tutors do go out to homes of patrons and will work with Ms. Ewing on her suggestion to reach out to the seniors.

Question: is there feasibility about the walkway.

President LaCasella again stated that the architect will be looking at the Branch and will report his findings to the Board.

Trustee Datz stated that budget talks will be reviewed at this meeting, but ADA compliance may not be possible this year due budget constraints.

6. FINANCIAL REPORTS

- a) Altadena Library District for month of April 2010

Brief report by Finance Director Olmstead-Bowen; Cash: \$85,000 less than last year because of book purchasing phase at this time of year; salaries at 84% and 84% of total year and at 81% of total benefits; page D/right column – what the Board approves as the budget; On target to finish the year with the approved budget.

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.

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

It was Moved (Datz), Second (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.

None.

9. OLD BUSINESS

- a) REVIEW OF REVISED PROPOSED PRELIMINARY BUDGET-BUDGET REDUCTIONS SCENARIOS 1, 2, AND 3

Brief presentation by Finance Director Olmstead-Bowen.

As discussed at last meeting, revenues continue to go down and it has to do with property taxes. In the past the Library relied on supplemental to backfill whatever was missing in the budget but supplemental taxes happen only when property values go up and lots of sales. Supplemental taxes have gone away and regular property taxes have been reduced more than 5%; it was 4% last year and 2% so six percent over the last 2 years. People have been requesting reassessments of their property taxes, refunds have been given out. With all of that involved we have to live within our means.

Trustee Smith stated that this is the first time she has seen a refund request in the packet where a resident requested a refund; where are all the other requests.

Finance Director Olmstead-Bowen stated that when a homeowner goes to the County of Los Angeles and asks for their property to be assessed lower because there are paying too much property tax, the County administers the refund to the homeowner and they take our portion out of that. The Library does not handle any of the tax work here.

A Finance Committee consisting of Trustee Datz, Director Pearson, Finance Director Olmstead-Bowen, Senior Librarian Stearns, compiled five budget scenarios and ended up with 3 scenarios to present to the Board for review.

Presentation by Finance Director Olmstead-Bowen.

**Actual Property tax \$1,800,000 in 08/09; estimating \$1,679,000
Revenue has gone from \$2,700,000 to \$2,500,000
This is a big cut in the budget.**

Scenario #1

**3% is a give back to CalPers by the salaried employees
Additional cuts in part-time staff
Closure on Sundays
Remove tuition reimbursements
Office furniture reduced to zero**

Trustee Datz commented that the information is very well summarized in the memoranda; perhaps Finance Director could just go point by point for the benefit of the public.

Finance Director Olmstead-Bowen –

**Reduction of custodian hours from 28 to 20 - 2 custodians
Elimination of 2 15/hr/wk Library Clerk positions in Circulation Services
Elimination of 1 15/hr/wk Library Clerk II position at Branch Services
Elimination of 10 hr/wk Library Clerk in Passport Services
Elimination of Sunday Library Associate on-call hours
Elimination of all other on-call hours**

Trustee Datz commented that elimination of the on-call hours is what kills off Sunday; losing the on-call.

Finance Director responded yes, because there are 2 on-call Librarians for Sunday.

Trustee Tuck commented that in the past it had been possible to facilitate this.

Trustee Smith asked what exactly is on-call.

Finance Director explained that on-call is used when a Library employee calls in sick then the on-call person is asked to come in to cover.

**Reduction of \$3,000 from tuition reimbursement
Reduction of \$6,000 from electronic databases
Reduction of \$800 from employee recruitment
Reduction of \$3,100 from meetings and travel
Reduction of \$1,000 from mileage
Reduction of \$1,800 from the volunteer luncheon
Reduction of \$1,200 from the Trustee CLA
Reduction of \$300 from State Legislative Day
Reduction of \$8,000 from outside professional services; elimination of interns from SCLC**

Almost \$13,000 in excess of revenues if this Scenario is accepted.

Trustee Datz commented that he did not recall the reduction of custodial hours at the committee meeting.

Director Pearson commented that the discussion of the reduction of custodial hours did take place; they are two part-timers with a little over 20 hours per week right now.

**Scenario #2 exactly like Scenario #1 except
Employees would kick in 2% to CalPers Retirement – contribute to their own retirement**

\$300 Revenues over Expenditures

**Scenario #3 Saves \$272,452
Reduces all salaried employees by 20%
Furlough Friday - employees would be off every Friday
Zero reduction in part-time**

Major impact on the salaried employees and closure every Friday

All three scenarios will give the District a balanced budget so the Revenues will exceed the Expenditures; but unfortunately everyone will have to make sacrifices.

President LaCasella asked if the Board had questions on this information.

Trustee Tuck

Of the three it appears the third one is the most hurtful and not necessarily is the one that will help us in the long run but will get us by a little faster maybe.

Finance Director stated the third one is the one that impacts our service to the public the most.

**Trustee Tuck stated that everyone will suffer from the third one.
The second one is about the same as the first one.**

District Director commented that they are exactly the same; the difference is that the salaried staff in Scenario #1 will contribute 3% and in Scenario #2 they will contribute 2%.

Trustee Tuck stated that everyone would be working their regular schedule except part-time.

Trustee Hubbard

Asked to hear whether Staff prefers 2% or 3%.

District Director Pearson stated that two letters from the Staff were received; one expressing dismay over this current situation and the second from the Staff Association requesting of the Board that any reductions made now once the budget is made whole again or restored that those reductions be rescinded.

Cassandra Stearns commented that at the Thursday all staff meeting was the first time the staff saw the three scenarios; she doesn't know if there was a consensus of one over the other. She was on the committee and provided her input. The letter does not address one scenario over the other; they just saw it on Thursday; not enough time.

District Director Pearson commented she felt that the consensus of the staff, although not stated, is that they would prefer the least amount of impact on their salary and livelihoods as possible. Which would mean they would prefer the 2% rather than the 3% contribution that they would have to make for retirement. One thing to clarify, after checking with Librarian Erica Buss at the Branch and talking about some of the impacts that reductions would have on various departments, it was determined that it would not be necessary to close the Branch at all. The Branch hours could be maintained with the reduced staffing level.

Trustee Smith

Asked when the committee met and came up with the three scenarios; does the committee have a recommendation or just the three scenarios.

Trustee Datz commented that the District Director and Finance Director came up with five scenarios; the committee reduced it down to three.

President LaCasella

Under Scenario #1 and #2 - explanation on Insurance

Difference of \$19,000 and \$18,000 for SDRMA – does this take up where the multiple peril/errors and omissions were dropped, is it absorbed here and that is why it is higher. In Expenditure Detail – on the insurance, Worker's comp went up; the liability was non-existent before but went up; the multiple peril/errors and omissions did this get rolled up into the Liability and is that why this went up.

Finance Director commented that before several insurance companies were used; now they are consolidated; using SDRMA covering liability, multiple perils/errors and omissions and Golden Bear for earthquake.

Why did routine maintenance go up in bathroom sanitizing; why did this go up so much.

Finance Director commented that Cintas performs sanitizing every other week also provides supplies which cost less than when the Library was purchasing supplies on their own. Also the installation of the security system is included in Building Maintenance.

Trustee Smith asked if the janitorial positions are getting limited/reduced hours but the janitors do not service the bathrooms.

Finance Director commented they do limited service on the bathrooms.

President LaCasella reminded the audience that this is the business portion of the meeting and public comment is not allowed; but thanked the audience for their concern.

Trustee Datz

Commented that he participated in the committee and expressed his appreciation to the District Director, the Finance Director and Librarian Stearns for their contributions. Also wanted to add that Librarian Stearns was a wonderful asset and thanked Librarian Buss for the suggestion to have the staff represented.

He stated that in his personal opinion, he does not like Option #3, closing one day of the week and hitting the staff really hard. Scenarios #1 and #2 are painful still, but he thinks they are not as bad. He favors Scenario #1 because the ways things are going; if Scenario #2 – it gives a \$300 edge and that could disappear.

Trustee Smith asked about Trustee Datz's statement 'that it could disappear'.

Trustee Datz responded that more declines in Revenue could happen; it is only \$300 now.

Trustee Smith stated that she just wanted clarification when people say 'hopefully'.

Trustee Datz asked if he did say 'hopefully'.

Trustee Smith stated that he did not say 'hopefully'; she, the Finance Director, said 'hopefully'.

District Director wanted to clarify that whatever Scenario the Board selected would be the Budget and it would be returned to the Board in June for approval.

It was Moved (Datz), Second (Hubbard) to Adopt Scenario #1 of the three budget adjustments.

Trustee Tuck commented that the Board is keeping it mind that this will be rescinded when the Library becomes healthy again.

President LaCasella commented that this is the FY2010/11 Budget; should things get better the following year.

Trustee Hubbard stated that if there is a windfall it could be amended.

President LaCasella commented that this can be amended as necessary.

Trustee Datz commented that a month to month watch on the budget will be conducted to make sure what is going on.

Trustee Smith inquired as to the expected windfall; at what month or amount would staff be restored.

Trustee Hubbard commented that he could not give a number; if there were a significant amount maybe something could be done for the remainder of the year; if an incredible amount maybe retroactive.

President LaCasella commented that significant would be equal to what we are saving.

Trustee Datz commented that even if there was a windfall, the Library needs to be careful about using it because we cannot live on a windfall. If a grant is received and makes it possible to rescind some cuts for the year, then there is next year.

Trustee Smith commented her issue is simply false hope to the staff; we get x amount of money and tell them that isn't a windfall so it doesn't really apply to you.

President LaCasella commented that the Staff Association's letter will be discussed.

ROLL CALL: Yes Trustee Tuck; Trustee Datz; Trustee Smith; Trustee Hubbard; President LaCasella

PASSED

Trustee Hubbard expressed his personal appreciation for the reasonableness of the staff in helping the Board solve this very embarrassing problem.

b) **STAFF ASSOCIATION BUDGET REQUEST LETTER DATED APRIL 1, 2010 FOR FY2010/11**

District Director stated that this is a request for an additional holiday in lieu of a COLA.

President LaCasella asked if the Staff Association would like to withdraw this request in view of has just happened.

Staff Association President Stearns commented that no one told her they wanted to withdraw it but knows that the request was submitted based on other information they had; she can ask them but feels it kind of got lost in discussions of other things.

Trustee Datz stated for the public in attendance that staff holidays would be increasing by one additional day, a total of 11 and one-half days. One less day the library would be open to the public. He asked for the short and long term financial implications of this request.

District Director stated if it is Veteran's Day, November 11. If it occurs on a Sunday, does not affect staff; if it occurs on a Saturday, reflects a few full time staff but mostly part-time staff savings.

Trustee Datz commented savings because part-time staff would not get paid.

Trustee Smith commented Saturday or Sunday, isn't Veteran's Day generally celebrated

Traditionally, the library is opened on Veteran's Day.

Discussion ensued relative to small savings because part-time staff would not get paid; a few full time staff would get paid depending on what day of the week the holiday occurs.

District Director commented that the electricity must continue because of the air conditioning for computers.

Trustee Smith asked if the Staff had a recommendation for either Veteran's Day or Caesar Chavez Day.

Librarian Stearns commented that more libraries close on Veteran's Day than Caesar Chavez Day; PUSD take Veteran's Day not Caesar Chavez Day.

Trustee Datz asked the public in audience whether they had a preference on which holiday.

Ms. Elizabeth Nelson commented that Veteran's Day might be the preferred holiday.

Ms. Ryan Hudson commented that she attends Cal State LA and they get both holidays plus furlough days.

Trustee Smith asked whether MLK day was observed. The answer was yes, closed on MLK day; a little ethnic conflict here.

It was Moved (Datz), Second (Hubbard) to Adopt the Veteran's Day holiday.

**ROLL CALL: Yes Trustee Datz; Trustee Hubbard; President LaCasella
No Trustee Tuck; Trustee Smith**

PASSED

c) LETTER FROM STAFF ASSOCIATION DATED MAY 12, 2010

District Director stated that this was received after the last Board meeting expresses dismay over the recent budget revelations.

President LaCasella commented that everyone was dismayed over the recent budget revelations. The Board cannot guarantee that this will never happen again, but the Board will try to keep staff in the loop as much as possible.

Staff Association President Stearns stated that it is understood that times are hard and that is not what dismayed the staff; not expecting times not to get hard.

President LaCasella commented that everyone was blindsided by the budget when the information came out.

It was Moved (Datz), Second (Tuck), to direct senior staff to come up with a plan for reaching out information communication wise to the staff and present a report to the Board at the next meeting.

Trustee Smith asked what was being presented.

Trustee Datz responded that a plan for reaching out and communicating better with the staff.

District Director commented that if this is in relation to the budget information, she was not aware of the budget information to communicate it at the managers prior to any of this.

Trustee Datz read from the 5/12/10 letter – there is a perceived lack of support and transparency that has had a negative affect on staff morale. He commented he does not know what the Director has been doing or not.

Comment from unidentified individual: doesn't this extend to the Board.

Trustee Smith commented that she had not heard of the deficit; had not noted it anywhere; transparency needed all around.

Trustee Datz commented that the Finance Director will be reporting to the Board on a monthly basis on how we are doing budget-wise.

Trustee Smith stated that the Finance Director always provides monthly reports; she has stacks of reports.

Trustee Datz commented that may be in a different presentation and the Finance Director is aware of this. As a Board member he feels that he bears some responsibility for maybe not paying as close attention as he should have.

Trustee Smith commented that the Board bears that responsibility; but if there is a deficit she did not expect it to be couched in a bunch of other things; she just wants a piece of red type across the page: you are all in a trouble.

Trustee Datz restated that the Finance Director should use an alternative way to communicate.

Finance Director stated that this year we really are not in trouble, but if we continue at the same pace with the salary increases and the benefit increases, this year it \$138,000 and next year it will be \$200,000. If you continue year after year, someone had to scream 'stop the spending'.

Trustee Datz restated that he made the Motion because of the third/fourth paragraph of the letter. Also wanted to let fellow Board members that at the Budget Committee meeting Director Pearson mentioned, and he is in favor of it, looking to alternative places to buy medical benefits other than CalPERS and there might be a long term savings there and still receive the same benefits. Staff is now looking at long term.

President LaCasella restated the Motion by Trustee Datz, Second by Trustee Hubbard – senior staff to establish a policy to keep the Staff Association in the loop with regard to all items that come before the Board so that the Staff Association is aware of what is going on.

Motion restated: Trustee Datz asking senior staff to come up with a plan and report to the Board at the next meeting to improve communication with the rest of the staff. Second by Trustee Hubbard

PASSED

- d) LETTER FROM STAFF ASSOCIATION DATED MAY 18, 2010 REQUESTING CUTS AS TEMPORARY MEASURES

President LaCasella commented that she wasn't sure this could be addressed at this time. If next year's budget is better things will be restored as much as possible but cannot make any promises. Asked members of the Board if they wanted to address this; no response by other Board members. President LaCasella stated the letter will be taken under advisement and keep the Staff Association advised.

Staff Association President Stearns commented they did not expect somebody to say yes; just thinking about this.

President LaCasella commented that hopefully they know how much they support and love the staff; they do not want hurt the staff any more than absolutely mandatory.

- 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

Director Pearson commented that the first organization chart reflects the current situation; the second organization charts reflects the cuts in Scenario #1; does reflect current situation in relation to staff placement. The HR/Finance Assistant employee was transferred to another department last November. The responsibilities assumed in that new position are basically Library Associate and administrative support functions. In order to be consistent with the actual situation it is necessary to eliminate the job description for HR/Finance Assistant and basically re-classify the position to a Library Associate II position to reflect the current reality. In addition, last November an Accounts Payable Clerk was hired 19 hours a week for the Finance Department. Approval is needed to revise the generic Library Associate job description to include accounts payable functions.

Trustee Smith asked if these things are already in place.

Director Pearson responded yes.

Finance Director requested that Safety and Emergency be taken out of the Library Associate II because it is a Finance function; risk management belongs to Finance.

Director Pearson commented that Library Associate positions are maintained in departments throughout the Library. This merely incorporates that function into that pay range.

It was Moved (Tuck), Second (Smith) to accept changing the language in the Library Associate job description as presented.

PASSED

It was Moved (Datz), Second (Tuck) to accept the Library Associate II job description with the removal of the second bullet (risk management).

PASSED

It was Moved (Hubbard), Second (Datz), to delete the HR/Finance Assistant position description.

Finance Director stated she would prefer the HR/Finance Assistant job description remain in tact since HR is back in the Finance Department it would limit what she could assign the Finance/HR Assistant to do because if it is only an Accounts Payable person.

Director Pearson stated that the position cannot remain because the person that held the position is still employed full time in another position.

Finance Director stated that the position could be made part-time.

Director Pearson commented that it is part-time.

President LaCasella asked if the two positions are in conflict; the Human Resources/Finance Assistant position with the other two positions other than having a description in the book.

Not in conflict.

Trustee Datz stated in view of the budget cuts; this is independent of the budget scenario approved cut several part-time positions.

Director Pearson stated that the 19 hour per week Accounts Payable Assistant that is in that department right now is not cut because AR and AP need to be separated.

Trustee Datz asked why the position/description needs to be eliminated.

Director Pearson stated that the position does not exist now.

Trustee Datz asked if anyone is in this spot.

Director Pearson stated that the person in that spot is now the Library Associate II.

Trustee Datz stated that the Human Resource/Finance Assistant is being replaced by the Library Associate II.

Finance Director stated that the person in that position is a Library Associate and she is doing some of the functions; if she can only do AP then the Finance Director cannot assign the Library Associate to do payroll or any other functions within the Finance Department.

Director Pearson commented that maybe the other assistant in Finance can be assigned to do that other work.

Trustee Datz stated that it is possible to have a job description without filling that job.

Director Pearson commented that it is possible to have a position that remains vacant but when you have a position that is filled and basically has been re-classified to another classification you must eliminate one or the other; otherwise you have two full time on the books and not funding one.

Trustee Smith asked what the Finance Director is asking for.

Finance Director stated that she would like the HR/Finance Assistant be changed from full time to part-time so that they do all those functions because that is what it was before.

Director Pearson commented that we do not have job descriptions for part-time employees.

Trustee Datz commented that the Library Associate is intended to replace this position.

Director Pearson commented that the Library Associate II replaces this position. The Accounts Payable assistant whether they maintain the HR files or not is a function of the Library Associate job description.

Trustee Datz asked the Finance Director if it mattered to her whether it is the Library Associate II or the HR/Finance Assistant.

Finance Director commented that the Library Associate II is not the position in her department, it is the Library Associate. That description says may perform accounts duties but does not include the extent of the Human Resources/Finance Assistant. Previous to the full time position this is what the part-time position did when Robert was here.

Trustee Datz commented that what is bothering the Finance Director about the Library Associate is the “may” instead of “does or performs”.

Finance Director commented that she cannot perform all the duties in the department; she may only perform accounts payable; she also does bank reconciliation and other functions.

Trustee Smith asked if this needs to be decided tonight; she indicated that she may need additional information; she may need to abstain.

Trustee Datz commented that if this is not decided it will nullify the two previous votes because it is all in one package.

Director Pearson commented that the problem is resolved in the Finance Policy and Procedures Manual recommendation that maintaining the personnel files is the responsibility of the District Director, the Finance Director or his/her designee rather than specifying a series of particular classifications.

Director Pearson commented that the Finance Director wants this person to be able to maintain and do HR functions in the 19 hours per week that she is also doing accounts payable. The way the Finance Policy Procedure Manual reads right now she cannot do that; suggested change allows her to do that.

Director Pearson commented that there is no HR/Finance Assistant position; there is a Library Associate position to whom the Finance Director can designate responsibility for certain functions.

Finance Director commented that her problem is that if she asks that person to do things that are not on the job description does it put her in a new classification.

Trustee Smith asked if this goes back to an earlier compliant; this is what she senses.

Trustee Datz commented that as a Trustee he does not feel competent to fine tune the work assignments at this level; he is not familiar enough with the work at this level as it gets done. He would like it if the District Director and Finance Director could work this out together and figure out a solution that is agreeable to the two that encompasses not only this package but Item 10g, Finance/HR Director job description revisions, etc.

It was Moved (Datz), Second (Smith) to rescind the two previous votes.

President LaCasella commented that these two items need to be together.

Director Pearson stated that Trustee Datz asked that these two items be separated; one issue is completely unrelated to the other.

Trustee Datz commented that he still wants the District Director and the Finance Director agree.

Director Pearson stated that she does not think they will at all.

Finance Director commented that on Item 10g; these are Financial Policies and Procedures, they are supposed to be evaluated and done. On May 25, Trustee Hubbard, the District Director and the Finance Director are scheduled to meet with the auditors; if the auditors say this is fine, then she does not care.

Trustee Datz asked if she was talking about 10g. He again stated that the two need to resolve this.

Director Pearson stated that two things absolutely need to be resolved; one is that a person was moved from the Finance Department to the Adult Services Department and given administrative and Adult/YA reference responsibilities. That position needs to be validated in a Library Associate II position – this must be done. The HR/Finance Assistant position no longer exists; it has to be eliminated. If the issue with the Finance Director is that the Accounts Payable part-time person be able to do HR filing it has been resolved in the Finance Policy.

Trustee Datz asked the Finance Director if she agreed with that analysis.

Finance Director responded that she does not agree. She wants to add a few other things in the Library Associate position that fully encompasses what is going on.

Trustee Smith asked what is the real backdrop of this.

No response.

Trustee Hubbard stated that if this can be resolved by the auditor agreeing that this is not offensive would it be appropriate to table this until the next meeting after which we will have an opinion from the auditor.

Trustee Datz asked if this is for Item 10g; parliamentarian.

Read by someone in audience: votes cannot be rescinded or amended, a motion to rescind and to amend something previously adopted are not in order under the following circumstances; when it has previously been moved to reconsider the vote on the main motion and the question can be reached by calling up the motion to reconsider.

When something has been done as a result of a vote on a main motion that is impossible to undue.

Trustee Smith commented that it does not resolve the third issue.

President LaCasella stated that this does not deal with the HR/Finance Assistant.

Director Pearson commented that the position does not exist.

Trustee Datz asked the Finance Director if that is her understanding; that specific point that the Director made; the full time position does not exist.

Trustee Smith added that the point is the full time position does not exist.

Finance Director stated that the full time position does not exist.

Trustee Datz stated that part-time positions do not have job descriptions.

Director Pearson agreed that it is correct that part time positions do not have job descriptions.

Trustee Datz commented that if in fact substantively were they to vote to eliminate the HR/Finance Assistant they would not be changing in substantive. He asked the Finance Director if she agreed.

The Finance Director agreed with his statement.

It was Moved (Datz), Second (Hubbard) to eliminate the HR/Finance Assistant job description.

PASSED

10. NEW BUSINESS

- a) REQUEST FROM MS. EWING RE CEMENT WALK AT THE BOB LUCAS BRANCH LIBRARY

Discussed under Item 5a; see above.

- b) REQUEST FOR REFUND FOR THE BENEFIT ASSESSMENT PER PARCEL TAX ON PARCEL NUMBER 5844-026-027 FOR MR. WILLIAM D. HUTCHINSON

Discussion ensued as to whether or not Staff was prepared to receive additional requests for per parcel tax refunds. The Finance Director receives these requests and submits them to the Board for their review.

The Board requested the Finance Director to provide a copy of the parcel map for Mr. Hutchinson's request. President LaCasella stated that she would send Mr. Hutchinson a letter letting him know the status of his request.

It was Moved (Hubbard), Second (Datz) to table this item to the next meeting.

PASSED

- c) REVIEW AND APPROVAL OF STATE LIBRARY LSTA FAMILY PLACE GRANT APPLICATION – DEADLINE JUNE 25, 2010

It was Moved (Datz), Second (Hubbard) to Approve submittal of the State Library LSTA Family Place Grant Application.

PASSED

- d) REVIEW AND APPROVAL OF THE LSTA'S OUT-OF-SCHOOL-TIME (OST) ONLINE HOMEWORK HELP GRANT FOR 2010/2011

It was Moved (Tuck), Second (Datz) to Accept the LSTA Out of School Time Online Homework Help Grant for 2010/2011.

PASSED

- e) MAIL-IN BALLOT CONSIDERATION FOR 2011 AND FUTURE ELECTIONS

No action on the information provided by Director Pearson.

- f) REVIEW AND APPROVAL GASB 45 IMPLEMENTATION AND SELECTION OF VENDOR TO CALCULATE THE DISTRICT'S OTHER POSTRETIREMENT EMPLOYEE BENEFITS (OPEB) LIABILITY

Finance Director stated that this must be done before the October/November financials; the recommended company (a licensed CPA) come in as the lowest bid; the auditor wants to make sure we receive the report and is reviewed by the auditor before payment is made.

It was Moved (Tuck), Second (Smith) to hire the James Morta Company to perform the GASB 45 Implementation to Calculate the District's Other Post Retirement Employee Benefits (OPEB) Liability. Finance Director is instructed to contact the James Morta Company.

PASSED

- 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

It was Moved (Datz), Second (Hubbard) to table Item 10g to the next meeting after the auditor's meeting with the Finance Committee.

PASSED.

11. CORRESPONDENCE

- a) LAGERLOF SENECA GOSNEY & KRUSE, LLP – ELECTION RESULTS; LAFCO REPRESENTATIVE AND LAFCO ALTERNATE

No action; information only.

- b) ALTADENA HISTORICAL SOCIETY – LETTER REGARDING INCIDENT AT CARRIAGE HOUSE TOUR

No action; information only.

- c) THIRTY YEARS OF CALIFORNIA LIBRARY BALLOT MEASURES (1980-2009) BY RICHARD B. HALL, LIBRARY CONSULTANT, CALIFORNIA STATE LIBRARY

No action; information only.

- d) NEWS FROM THE CAPITOL – GOVERNOR UNVEILS DEEP, DIFFICULT CUTS IN “MAY REVISION” BUDGET: LIBRARY PROGRAMS SPARED

No action; information only. The Governor has spared library programs from cuts so far.

- e) **FREE SUPPLEMENT TO SUSPENSE MAGAZINE**

Received by President LaCasella who turned the information over to Staff.

12. REPORTS OF TRUSTEES

- a) REPORT OF CAPITAL CAMPAIGN FUNDRAISING COMMITTEE

President LaCasella reported that the Foundation meets the second Tuesday of each month. In the process in looking to hire a consultant to conduct a financial feasibility study to see what the potential for fundraising for the capital campaign. Foundation President Sand and President LaCasella have been attending the Annenberg Alchemy Workshops for non-profit leadership and are now applying for the second round which will include a \$10,000 grant for the organization. Also starting the Board membership drive; looking for influential people from the community or people who have an interest in the library and would like to work on the Foundation as a volunteer or as a Board member; will contact people in the area to tour the library and discuss the expansion and asking if they have an interest in participating in the committee. Any one in the public that may have an interest in the committee, the committee meets the second Tuesday of each month at 7 p.m.

Trustee Smith stated that at the last meeting President LaCasella reported that the Foundation was not going to be able to meet if donor based goal did not meet \$100,000 by June 30th. Her question is how did the Foundation calculate that \$100,000.

President LaCasella commented that they picked the number out of the air; they thought maybe able to meet it but they did not. The Foundation has raised about \$7,500 to date. The public can donate via the website; there have been three fundraising events and one coming up in June.

b) REPORT ON THE DISTRICT/FRIENDS AMAZING ALTADENA ART COMMITTEE

The June 5th one day Art Festival consists of thirty local artists selling their work here; a juried art show in this room; local food vendors selling refreshments; interactive art project for children which will turn the bridge into the Golden Gate Bridge; balloons, face painting, book sale. This is a free activity to the community and everyone is welcome.

b) FOSTER CARE MONTH

Trustee Smith expressed her appreciation to Librarian Dutton, Stearns and Firchow who moved forward on her Foster Care Month request at the last Board meeting. Also, foster care information on the website; selection of books on foster care. Librarian Dutton has provided letters to foster youth to apply for a library card. A program is scheduled for May 25th for Foster Caregivers and their foster youth to come and find out about the Library. Supervisor Antonovich will be sending his Foster Care Deputy Allen Broverian, the gentlemen from the Department of Children's Services who works with libraries and the foster card program will be here. Commended the Altadena Library for the Foster Card program. She congratulated Altadena Library since she found out that Altadena is one of few that actually moved forward with that program and was told that even the City of Los Angeles did not participate.

c) CHAMBER OF COMMERCE

Trustee Tuck reported that there is a Chamber of Commerce Meeting, Thursday, May 27 at 5:30p at Steve's Pet Shop.

d) Email Ms. Ruth Sendrall, a teacher from Burbank Elementary School

Letter of appreciation of Librarian Stearns, Children's Services, class visits by students from Burbank Elementary School.

e) Pasadena Schools may be closing their libraries and Altadena should be expecting in the near future more school children coming through the library.**f) Trustee Smith commented that she would like to see Board members have a more accepting attitude toward what the public has to say. She said they did not hear themselves but she listened and she said that they were extremely defensive. At the next public meeting she will sit at the back.**

Trustee Datz and President LaCasella thanked Trustee Smith for her comments.

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

a) Senior staff plan on reaching out to improve communication to staff.**b) Request for Refund for the Benefit Assessment Per Parcel Tax on Parcel Number 5844-026-027 by Mr. William D. Hutchinson.**

- c) **Trustee Datz stated the Budget Committee requests a leaflet explaining the budget cuts should be prepared and be available at the Circulation Desk.**

Director Pearson stated that since Scenario #1 was approved for the final budget; then two to three weeks notice to the public is needed, can the notice be sent via email to the Board for review so that it can be prepared and distributed before the June 28 Board meeting.

Trustee Datz commented that the information sheet explaining the budget cannot be distributed before the budget is approved and finalized; needs to be ready for Board review at the June 28 Board meeting.

President LaCasella commented that a notice can be placed on the website and here at the Library that the final budget meeting will take place next month if the public would like to attend.

Closure may not be implemented until mid July.

- d) **Scheduling future community meetings to discuss the Renovation and Expansion Project.**

14. **ADJOURN TO CLOSED SESSION at 7:34 pm**

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**

15. **ADJOURNMENT OF CLOSED SESSION 7:57 p.m.**

16. **RETURN TO REGULAR MEETING - REPORTABLE ITEMS FROM CLOSED SESSION at 8:00 p.m**

The report from the Closed Session is that Board heard the personnel matter and it was resolved.

17. **ADJOURNMENT**

It was Moved (Datz), Seconded (Hubbard) to adjourn at 8:05 pm.