



**AGENDA**

**Special Meeting**

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

**May 3, 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 at 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. NEW BUSINESS

a) PRELIMINARY PROPOSED BUDGET FY2010/11 REVIEW AND DISCUSSION  
**(DISCUSSION/ACTION)**

b) STAFF ASSOCIATION BUDGET REQUEST FOR FY2010/11 **(DISCUSSION/ACTION)**

c) REVIEW AND APPROVAL OF (1) THE PROPOSED LIBRARY ORGANIZATION CHART AND (2) PROPOSED REVISIONS TO THE HR/FINANCE DIRECTOR'S AND LIBRARY ASSOCIATE JOB DESCRIPTIONS; AND (3) PROPOSED JOB DESCRIPTION OF LIBRARY ASSOCIATE II; (4) AND PROPOSED REVISIONS TO THE PERSONNEL POLICIES AND PROCEDURE MANUAL SECTIONS V AND VI AND THE FINANCE POLICIES AND PROCEDURES' MANUAL SECTION XVIII; AND (5) ELIMINATION OF HR/FINANCE ASSISTANT POSITION; AND ESTABLISHMENT OF LIBRARY ASSOCIATE II POSITION; AND (6) APPOINTMENT OF A PART-TIME, 19 HR/WEEK LIBRARY ASSOCIATE POSITION FOR ACCOUNTS PAYABLE – DISTRICT DIRECTOR **(DISCUSSION/ACTION)**

7. ADJOURNMENT OF SPECIAL MEETING

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