



MINUTES

Special Meeting

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

May 3, 2010

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 by President LaCasella at 5:00 p.m.

2. ROLL CALL:

Present: Dale E. LaCasella
David Datz
David Tuck
Thomas Hubbard
Excused Absence: Shirlee Smith
Staff: Barbara J. Pearson
Susan Olmstead-Bowen

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), Seconded (Tuck) to Adopt the Agenda as presented.

Under OLD BUSINESS, 5a should read REVISED Preliminary Proposed Budget FY2010/11 Review and Discussion – Director Pearson stated that the Board may wish to table addressing these two items until the next meeting considering she may have additional revisions to Item 5c.

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.

None.

5. OLD BUSINESS

a) PRELIMINARY PROPOSED BUDGET FY2010/11 REVIEW AND DISCUSSION

Finance Director reviewed the revised cash flow analysis that she distributed at the meeting.

Discussion ensued on the cash flow analysis, revenue and expenditures.

Trustee Datz commented that the Board must have a balanced budget to move forward.

Discussion ensued on suggestions to help balance the budget.

The Board instructed staff to return with scenarios to bring help balance the budget.

It was Moved (Datz), Seconded (Tuck) to discuss this item at the next regular Board meeting.

PASSED

It was the consensus of the Board that the Finance Director needed to inform/warn the Board much earlier about the structural deficit.

b) STAFF ASSOCIATION BUDGET REQUEST FOR FY2010/11

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

Trustee Hubbard expressed his distress at learning that the Library is at this point; it may be hurtful to programs and possibly to some individuals to resolve this problem. He would have been grateful if the Library could have seen this coming earlier and have more time to work on it.

Trustee Datz commented that the Library was facing possible problems, and the Finance Director provided frequent updates stating that the Library was doing OK because basically conservative.

Finance Director stated that the Library was doing OK in regard to the budget percentage of what had been approved. When the budget was done there was a \$250,000 deficit; there always has been a deficit.

Trustee Datz stated that he does not remember passing a budget with a \$250,000 deficit.

Finance Director stated that \$2,792,879 in expenditures in the 2009/10 budget and estimated \$2,543,819 in revenues. At that time it was known that some items might need to be adjusted. It was suggested to review the budget on a quarterly basis and compare budget to budget. No election took place. \$136,000 in the budget is really not that much and could be absorbed for one year; but there is a concern moving forward because the Library is continuing on this path. Continuing to add staff and continuing to spend money instead of conserve money because there were areas where money could have been conserved during the year and it was not.

President LaCasella asked about projected deficit on the cash flow analysis for 2005/6-2010/11 \$576,647; where does this number come from and where does it go.

Finance Director stated that the Library had money in 2005/6 in reserves and spent it on capital expenditures; spending from reserves is different than having a structural deficit. When the salaries were increased 6% that is when the structural deficit started. Last year money was saved from databases and put into books; doing this all year instead of trying to be conservative and save the money. It is the decision of the Board.

Trustee Datz commented that the Finance Director knows that the budget must balance and he stated that the Finance Director should have warned the Board earlier.

President LaCasella also commented that a clear warning from the Finance Director needs to be made.

Finance Director stated she understands that and stated she was sorry.

It was Moved (Datz), Seconded (Tuck) to table Items 5b and 5c to the next regular Board meeting.

PASSED

It was the consensus of the Board to appoint a Budget sub-committee with Trustee Datz as Board representative to work with Staff on providing scenarios to resolve balancing the budget and have this info ready for discussion at the next regular Board meeting.

6. ADJOURNMENT OF SPECIAL MEETING

It was Moved (Hubbard), Seconded (Datz), to adjourn the Special Meeting at 5:38 p.m.