



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

**June 27, 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 at the District Administration offices.

1. CALL TO ORDER by President Datz at

2. ROLL CALL

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

Staff: Barbara J. Pearson Robert Housley  
Roberta Lauderdale Erica Buss  
Cassandra Stearns Laureen McCoy  
Heather Firchow Pauli Dutton

Guests: Linda Bates

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 (LaCasella), Second (Hubbard) to Adopt the Agenda as presented.**

**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. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

**Information only.**

6. FINANCIAL REPORTS

- a) Altadena Library District for month of May, 2011

**Received for file.**

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.

- a) APPROVAL OF MINUTES - Regular meeting held May 23, 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 (Tuck) 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 AND ADOPTION OF ALTADENA LIBRARY DISTRICT PROPOSED OPERATING BUDGET, FY 2011/12

**It was Moved (Tuck), Second (McMullins) to Adopt the Altadena Library District Proposed Operating Budget, FY 2011/12 as presented.**

**PASSED**

- (1) REVIEW AND APPROVAL OF GANN APPROPRIATION LIMIT - FISCAL YEAR 2011/12

**It was Moved (Hubbard), Second (LaCasella) to Approve the Gann Appropriation Limit – Fiscal Year 2011/12 as presented.**

**PASSED**

- b) REPORT FROM COMMITTEE ON RETIREMENT BENEFITS' SAVINGS MEETING HELD ON MONDAY, JUNE 20, 2011 – ROBERT HOUSLEY

**Brief report by Interim Finance Director Housley; attended by Trustee Datz, Trustee LaCasella, Director Pearson, Librarian Buss and Lucy Molina.**

**No decisions were made; the committee will provide additional information and possible options to the Board at a future meeting.**

10. NEW BUSINESS

- a) REVIEW AND ADOPTION OF RESOLUTION 20117 – TO ASK AUDITOR/CONTROLLER OF LOS ANGELES COUNTY TO PREPARE NEW TAX ROLL FOR ACCOUNT #57.12 ALTADENA LIBRARY DISTRICT TAX

**It was Moved (LaCasella), Second (Tuck) to Adopt Resolution 20117 – To Ask Auditor/Controller of Los Angeles County to Prepare New Tax Roll for Account #57.12 Altadena Library District Tax.**

**PASSED**

- b) CONSIDERATION OF RE-CARPETING OF THE BRANCH LIBRARY AND AWARD OF CONTRACT TO INTERIOR COVERINGS COMPANY IN THE AMOUNT OF \$4,900

**It was the consensus of the Board to table this item to the next Board meeting in order to request additional estimates.**

- c) REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT STRATEGIC PLAN OBJECTIVES FOR FY2011/12

**It was Moved (Hubbard), Second (McMullins) to Approve the Altadena Library District Strategic Plan Objectives for FY2011/12.**

**PASSED**

- d) REVIEW AND APPROVAL OF MASTER CALENDAR FOR BOARD OF LIBRARY TRUSTEES FY 2011/12

**It was Moved (Hubbard), Second (LaCasella) to Approve the Master Calendar for the Board of Library Trustees FY2011/12.**

**PASSED**

- e) REVIEW AND ADOPTION OF GOVERNMENTAL FUND BALANCE POLICY (GASB 54) EFFECTIVE JUNE 27, 2011

**It was Moved (LaCasella), Second (Tuck) to Adopt the Governmental Fund Balance Policy (GASB 54) effective June 27, 2011.**

**PASSED**

- f) REVIEW AND APPROVAL OF REQUEST FOR PROPOSAL FOR ALTADENA LIBRARY DISTRICT CAPITAL CAMPAIGN FEASIBILITY STUDY AND AUTHORIZATION FOR STAFF TO ADVERTIZE

**Discussion ensued.**

**It was Moved (Tuck), Second (Hubbard) to Approve the Request for Proposal for the Altadena Library District Capital Campaign Feasibility Study with suggested changes to the Scope of Work and Authorize Staff to Advertize.**

- o Page 9, Summary Statement, first paragraph- change language to ...maybe as much as \$20-23 million.....
- o Page 9, #3, delete second sentence; replace with Describe work you have done with any Altadena organizations in the past.
- o Page 10, Item 8, delete Community attitudes
- o Page 10, Item 8, Donors, delete third bullet

**PASSED**

**It was Moved (Hubbard), Second (Tuck) to allow the Altadena Library Foundation review the RFP responses and provide response together with recommendations to include no more than three finalists. The Board of Library of Trustees will review the three finalists (no more than three) selected by the Altadena Library Foundation. Trustee LaCasella will represent the Board of Library Trustees during the Altadena Library Foundation’s review process.**

**PASSED**

11. CORRESPONDENCE

- a) STATE OF CALIFORNIA, CERTIFICATION OF POPULATION FIGURES FOR USE IN 2011-12 PUBLIC LIBRARY FUND (PLF)

**Information only.**

- b) REVIEW AND ADOPTION OF RESOLUTION 20118 - A RESOLUTION OF THE GOVERNING BODY OF THE ALTADENA LIBRARY DISTRICT FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT

**It was Moved (LaCasella), Second (Hubbard) to Adopt Resolution 20118 – A Resolution of the Governing Body of the Altadena Library District for the Election of Directors to the Special District Risk Management Authority Board of Directors SDRMA’s Board of Directors Election Ballot – vote for Sandy Raffelson; Edmund K. Sprague and Ed Gray.**

**Roll call vote: for Sandy Raffelson, Edmund K. Sprague and Ed Gray**

- Tuck: No**
- LaCasella: Yes**
- Hubbard: Yes**
- McMullins – Yes**
- Datz – Yes**

**PASSED**

- c) NEWS FROM THE CAPITOL DATED JUNE 16, 2011 – GOVERNOR VETOES “PLAN B” BUDGET

**Information only.**

12. REPORTS OF TRUSTEES

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

**Report by Foundation member LaCasella.**

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

**Report by Committee Chair LaCasella.**

- c) OTHER

**None.**

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

- a) **CONSIDERATION OF RE-CARPETING OF THE BRANCH LIBRARY AND AWARD OF CONTRACT TO INTERIOR COVERINGS COMPANY IN THE AMOUNT OF \$4,900**

14. ADJOURNMENT

**It was Moved (LaCasella), Second (Tuck) to adjourn the meeting at 6:02 p.m.**