



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

June 28, 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, President
David Datz, Secretary
David Tuck
Thomas Hubbard

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 May, 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 - Regular meeting held May 24, 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) REVISED HOLIDAYS AND CLOSURES FOR 2010 **(INFORMATION)**
- b) REVIEW AND APPROVAL OF PROPOSED ALTADENA LIBRARY DISTRICT FY 2010/11 BUDGET **(DISCUSSION/ACTION)**
 - (1) ADOPTION OF RESOLUTION NO. 20102 – RESOLUTION FOR EMPLOYER PICK-UP
 - (2) ADOPTION OF RESOLUTION NO. 20103 – RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS
- c) REVIEW AND APPROVAL (1) PROPOSED REVISIONS TO THE FINANCE DIRECTOR/HR JOB DESCRIPTION, DATED 5-3-1-; AND (2) PROPOSED REVISIONS TO THE PERSONNEL POLICIES AND PROCEDURE MANUAL SECTIONS V AND VI AND THE FINANCE POLICIES AND PROCEDURES' MANUAL SECTION XVIII, EACH DATED 5-3-10 **(DISCUSSION/ACTION)**
- d) REQUEST FOR REFUND FOR THE BENEFIT ASSESSMENT PER PARCEL TAX ON PARCEL NUMBER 5844-026-027 FOR MR. WILIAM D. HUTCHINSON **(DISCUSSION/ACTION)**
- e) GRANT AWARD IN THE AMOUNT OF \$4,000 FOR THE LSTA'S OUT-OF-SCHOOL-TIME (OST) ONLINE HOMEWORK HELP PROGRAM FOR 2010/2011 **(INFORMATION)**

10. NEW BUSINESS

- a) REVIEW AND ACCEPTANCE OF SHIRLEE SMITH'S RESIGNATION FROM THE ALTADENA LIBRARY BOARD OF TRUSTEES, EFFECTIVE JUNE 14, 2010
(DISCUSSION/ACTION)
- b) NOTICE OF VACANCY ON ALTADENA LIBRARY BOARD OF TRUSTEES TO DEAN LOGAN, REGISTRAR-RECORDER/COUNTY CLERK, LOS ANGELES COUNTY
(DISCUSSION/ACTION)
- c) POSTING OF VACANCY OF ONE SEAT ON THE ALTADENA LIBRARY DISTRICT'S BOARD OF TRUSTEES PURSUANT TO GOVERNMENT CODE SECTION 1780 AS OF JUNE 14, 2010 AND AUTHORIZATION FOR DISTRICT DIRECTOR TO INITIATE RECRUITMENT, INTERVIEW, AND SELECTION RECOMMENDATION PROCESS; INTERVIEW TO BE CONDUCTED AT THE REGULAR JULY 26, BOARD MEETING
(DISCUSSION/ACTION)
- d) SUPPLEMENTAL QUESTIONNAIRE FOR BOARD OF LIBRARY TRUSTEES APPLICANTS **(DISCUSSION/ACTION)**
- e) BOARD REPRESENTATIVE FOR NEW BOARD MEMBER ORIENTATION – PRESIDENT LaCASELLA **(DISCUSSION/ACTION)**
- f) REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT STRATEGIC PLAN OBJECTIVES FOR FY2010/11 **(DISCUSSION/ACTION)**
- g) REVIEW AND APPROVAL OF RESOLUTION 20104 – TO ASK AUDITOR/CONTROLLER OF LOS ANGELES COUNTY TO PREPARE NEW TAX ROLL FOR ACCOUNT #57.12 ALTADENA LIBRARY DISTRICT TAX **(DISCUSSION/ACTION)**
- h) REVIEW AND APPROVAL OF GANN APPROPRIATION LIMIT **(DISCUSSION/ACTION)**
- i) REVIEW AND APPROVAL OF MASTER CALENDAR FOR BOARD OF LIBRARY TRUSTEES FY 2010/11 **(DISCUSSION/ACTION)**
- j) CORRESPONDENCE AND REQUEST FROM CHRISTMAS TREE LANE ASSOCIATION REGARDING DEODAR TREE THREATS **(DISCUSSION/ACTION)**
- k) RENOVATION AND EXPANSION PROJECT - COMMUNITY MEETING – SET DATE **(DISCUSSION/ACTION)**
- l) PUBLIC STATEMENT ON THE RENOVATION AND EXPANSION PROJECT – TRUSTEE DATZ **(DISCUSSION/ACTION)**
- m) BOOK MARK/FACT SHEET ON FISCAL YEAR 2010/11 LOSS REVENUE AND CLOSURE OF THE LIBRARY ON SUNDAYS EFFECTIVE JULY 18, 2010
(DISCUSSION/ACTION)

11. CORRESPONDENCE

- a) STATE OF CALIFORNIA, CERTIFICATION OF POPULATION FIGURES FOR USE IN 2010-11 PUBLIC LIBRARY FUND (PLF) **(INFORMATION)**
- b) STUDY FROM THE UNIVERSITY OF WASHINGTON I SCHOOL, FUNDED BY IMLS, "OPPORTUNITY FOR ALL: HOW THE AMERICAN PUBLIC BENEFITS FROM INTERNET ACCESS AT U.S. LIBRARIES" **(INFORMATION)**
- c) LAFCO SPECIAL DISTRICT ALTERNATE REPRESENTAIVE –LETTER DATED 5/18/10 **(INFORMATION)**

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING **(INFORMATION)**
- b) REPORT ON THE ART ON MILLIONAIRES' ROW JUNE 5, 2010 EVENT **(INFORMATION)**

13. AGENDA ITEMS FOR FUTURE AGENDAS

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