



ALTADENA LIBRARY DISTRICT

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

June 28, 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, President
David Datz, Secretary
David Tuck

Absent: Thomas Hubbard - excused

Guests: Roberta Lauderdale Tony Ward, Christmas Tree Lane
Linda Bates Laureen McCoy
Cassandra Stearns Heather Firchow
Devon Pettengill – Altadenablog

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 (Datz), Second (Tuck) 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

None

6. FINANCIAL REPORTS

- a) Altadena Library District for month of May, 2010

Finance Director reported that income is exceeding the \$20,000 projection; total wages and benefits are under budget and may end up under budget because CalPers was prepaid which saved a significant amount of money. Operating supplies are below budget. The County charged more than expected; Commissions & Refunds are charges throughout the year when they do something above and beyond the property taxes. Overall total Operating Expenses, sitting at 89% and are at 82% of the year, 3% under budget. Wants to stay this way to come in on budget and having put \$110,000 into Reserves.

Trustee Datz commented that we are in the black right at this moment, page E.

Finance Director commented that is correct; in May an income net loss of \$33,000 but YTD \$28,000 in the black.

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 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

It was Moved (Datz), Second (Tuck) to Adopt the Consent Calendar as presented.

Trustee Datz commented that looking at the statistical reports that some people lately have suggested that books have lost importance. He notices that for every month compared to last year, circulation is up across the board at the Main and Branch libraries, so people like books more not less. He was interested that we have more visitors; he felt it worth it to point that people still like books.

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) REVISED HOLIDAYS AND CLOSURES FOR 2010

Incorporates new Veteran's Holiday; closed July 4 and 5.

- b) REVIEW AND APPROVAL OF PROPOSED ALTADENA LIBRARY DISTRICT
FY 2010/11 BUDGET

It was Moved (Tuck), Second (Datz) to table Resolution No. 20102 and No. 20103 until after the FY 2010/11 Budget is Approved

Finance Director commented that this is Scenario #1 and there have been no changes.

Trustee Datz pointed out library closures are all over the news right now; City of LA is cutting down to five days a week service except for the main branch and maybe one or two others, another county has a six month reprieve for some of the branches, but then closing down. We are not alone in this.

President LaCasella commented that we are very lucky to manage to keep as much of the services as we can.

It was Moved (Tuck), Second (Datz), to Adopt the Proposed Altadena Library District FY 2010/11 Budget

PASSED

- (1) ADOPTION OF RESOLUTION NO. 20102 – RESOLUTION FOR EMPLOYER PICK-UP

It was Moved (Datz), Second (Tuck) to Adopt Resolution No. 20102 – Resolution for Employer Pick-up

- (2) ADOPTION OF RESOLUTION NO. 20103 – RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

It was Moved (Tuck), Second (Datz) to Adopt Resolution No. 20103 – Resolution for Employer Paid Member Contributions

Trustee Datz stated his appreciation to the staff for being extremely cooperative and making the sacrifice.

PASSED

- c) REVIEW AND APPROVAL (1) PROPOSED REVISIONS TO THE FINANCE DIRECTOR/HR JOB DESCRIPTION, DATED 5-3-10; 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

It was Moved (Tuck), Second (Datz) to Approve (1) Proposed Revisions to the Finance Director/HR Job Description, dated 5-3-10 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.

PASSED

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

It was Moved (Datz), Second (Tuck), to Approve the Request for Refund for the Benefit Assessment Per Parcel Tax on Parcel Number 5844-026-027 for Mr. William D. Hutchinson.

PASSED

- 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; no action.

10. NEW BUSINESS

- a) REVIEW AND ACCEPTANCE OF SHIRLEE SMITH'S RESIGNATION FROM THE ALTADENA LIBRARY BOARD OF TRUSTEES, EFFECTIVE JUNE 14, 2010

Discussion ensued relative to Ms. Smith's resignation date.

It was Moved (Datz), NO Second, to Accept Ms. Smith's Resignation from the Altadena Library Board of Trustees effective June 28, 2010.

It was Moved (Tuck), Second (Datz) to Accept Ms. Smith's Resignation from the Altadena Library Board of Trustees effective June 14, 2010.

PASSED

- b) NOTICE OF VACANCY ON ALTADENA LIBRARY BOARD OF TRUSTEES TO DEAN LOGAN, REGISTRAR-RECORDER/COUNTY CLERK, LOS ANGELES COUNTY

It was Moved (Datz), Second (Tuck), to submit the Notice of Vacancy on Altadena Library Board of Trustees to Dean Logan, Registrar-Recorder/County Clerk, Los Angeles County.

PASSED

- 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 ensued to

- **Accept applications until July 30, 2010**
- **Schedule Special Meeting to conduct interviews on Monday, August 16, 2010**
- **Selection to be made at the August 16, 2010 Special Board meeting**

It was Moved (Tuck), Second (Datz) to Accept the AMENDED Press Release announcing the Vacancy

PASSED

- d) SUPPLEMENTAL QUESTIONNAIRE FOR BOARD OF LIBRARY TRUSTEES APPLICANTS

Discussion ensued relative to corrections/edits to the questionnaire.

It was Moved (Tuck), Second (Datz), to Approve the Supplemental Questionnaire for Board of Library Trustees Applicants with the corrections/edits discussed.

PASSED

- e) BOARD REPRESENTATIVE FOR NEW BOARD MEMBER ORIENTATION –PRESIDENT LaCASELLA

Discussion ensued to provide orientation to new Board Members.

- f) REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT STRATEGIC PLAN OBJECTIVES FOR FY2010/11

Brief review by the District Director. Brief discussion ensued relative to supporting PUSD with library services.

It was Moved (Tuck), Second (Datz), to Approve the Altadena Library District Strategic Plan Objectives for FY2010/11 with corrections noted.

PASSED

- 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

It was Moved (Datz), Second (Tuck) to Adopt Resolution 20104 – To Ask Auditor/Controller of Los Angeles County to Prepare New Tax Roll for Account #57.12 Altadena Library District Tax.

PASSED

h) REVIEW AND APPROVAL OF GANN APPROPRIATION LIMIT

It was Moved (Tuck), Second (Datz) to Approve the Gann Appropriation Limit using the County total.

PASSED

i) REVIEW AND APPROVAL OF MASTER CALENDAR FOR BOARD OF LIBRARY TRUSTEES FY 2010/11

It was Moved (Datz), Second (Tuck) to Approve the Master Calendar for Board of Library Trustees FY 2010/11.

PASSED

j) CORRESPONDENCE AND REQUEST FROM CHRISTMAS TREE LANE ASSOCIATION REGARDING DEODAR TREE THREATS

Director Pearson briefly outlined request from the Christmas Tree Lane Association to take steps to abate fungus around the trees and watering habits around the trees.

Brief presentation by Christmas Tree Lane Association Board Member Mr. Anthony Ward. Requesting the Library to consider turning off the sprinklers and leave a dry a 5 foot radius around the trees to help eliminate/reduce the fungus that does occur with this type of tree.

Director Pearson added that she has forwarded the Association's memo to staff and they have been cutting about a 3-foot radius around each of the trees and to redirect the sprinklers; she will check with staff again.

Trustee Datz commented if an arborist can be scheduled to review the situation, the Library should go ahead with that.

Mr. Ward wanted to make the Library aware of the impale hazard at the stone gutter area; there is rebar sticking out on the north side of the driveway.

It was Moved (Datz), Second (Tuck) to instruct Staff to contact the arborist to provide their opinion on the situation and direct Felipe to do what is necessary to make sure that the trees are not watered closer than 5 feet all the way around.

Mr. Ward will be notified when the arborist is scheduled to review this situation.

PASSED

k) RENOVATION AND EXPANSION PROJECT - COMMUNITY MEETING – SET DATE

Discussion ensued; a date in late August/September will be considered.

- l) PUBLIC STATEMENT ON THE RENOVATION AND EXPANSION PROJECT – TRUSTEE DATZ

It was Moved (Datz), Second (Tuck) to AMEND the statement to read as follows:

The Board of Library Trustees wishes to inform the community at large that to the degree possible we will refrain from planning or moving ahead on any substantive renovation issue without a five member Board.

PASSED

- m) BOOK MARK/FACT SHEET ON FISCAL YEAR 2010/11 LOSS REVENUE AND CLOSURE OF THE LIBRARY ON SUNDAYS EFFECTIVE JULY 18, 2010

It was Moved (Tuck), Second (Datz), to distribute the Book Mark/Fact Sheet on Fiscal Year 2010/11 Loss Revenue and Closure of the library on Sundays Effective July 18, 2010 with the CHANGES noted.

PASSED

11. CORRESPONDENCE

- a) STATE OF CALIFORNIA, CERTIFICATION OF POPULATION FIGURES FOR USE IN 2010-11 PUBLIC LIBRARY FUND (PLF)

Brief discussion ensued; new figure used is 55, 371.

- 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 only.

- c) LAFCO SPECIAL DISTRICT ALTERNATE REPRESENTAIVE –LETTER DATED 5/18/10

Information only.

- d) **President LaCasella submitted a report prepared by Mr. James Vitale entitled CASp Limited Site Survey (Pro-Bono) for ADA & CBC 11BT-II Compliance.**

Brief discussion ensued.

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING

Brief presentation by Foundation Board Member LaCasella.

- b) REPORT ON THE ART ON MILLIONAIRES' ROW JUNE 5, 2010 EVENT

Brief presentation by Director Pearson.

- c) **Trustee Datz requested future Minutes involving public comments in detail and have meeting as usual.**

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

- a) **Request Mr. Vitale to attend the next Board meeting to present his report.**

14. ADJOURNMENT

It was Moved (Tuck), Second (Datz) to adjourn the meeting at 6:10 p.m.