



# ALTADENA LIBRARY DISTRICT

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

**July 25, 2011**  
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:

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

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)**

- a) Teen Librarian, Heather Firchow transferred from Adult Services department to Children's Services.
- b) Children's Librarian, Pamela Richards transferred from Children's Services to Adult Services.
- c) Eva Rios-Alvarado was hired as Children's Services Clerk I to replace Carlene Chiu who transferred to Technical Services.
- d) Stephanie Lear, Clerk II Processing, resigned to take a position at Arcadia Public Library.
- e) Carlene Chiu was hired to replace Stephanie Lear.

6. FINANCIAL REPORTS

- a) Altadena Library District for month of June 2011  
**(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 June 27, 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

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) DISTRIBUTION OF THE DISTRICT'S ADOPTED OPERATING & CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2011/12 **(RECEIVE AND FILE)**
- b) DISTRIBUTION OF APPROVED MASTER CALENDAR FOR BOARD OF LIBRARY TRUSTEES FY 2011/12 **(RECEIVE AND FILE)**
- c) CONSIDERATION OF RE-CARPETING OF THE BRANCH LIBRARY AND AWARD OF CONTRACT TO HAGEMAN CARPET CARE COMPANY IN THE AMOUNT OF \$5,199 **(DISCUSSION/ACTION)**

10. NEW BUSINESS

- a) NOMINATION AND APPOINTMENT OF LIASION TO THE FRIENDS BOARD **(DISCUSSION/ACTION)**
- b) DISCUSSION OF INITIATING A RECYCLING PROGRAM – PRESIDENT DATZ **(DISCUSSION/ACTION)**
- c) APPROVAL OF ITEMS FOR CONSIDERATION TO BE PURCHASED BY FRIENDS OF THE ALTADENA LIBRARY FOR FISCAL YAR 2011/12 IN THE AMOUNT OF \$31,000 **(DISCUSSION/ACTION)**

- d) ACCEPTANCE OF \$1,000 GRANT AWARD FOR THE OUT OF SCHOOL TIME (OST) ONLINE HOMEWORK HELP PROGRAM FROM THE STATE LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) AND AUTHORIZATION TO EXPEND FUNDS FOR THAT PURPOSE **(DISCUSSION/ACTION)**
  - e) REQUEST FOR REFUND FOR THE BENEFIT ASSESSMENT PER PARCEL TAX ON PARCEL NUMBER 5852 004 055 FOR MR. HOVSEP JOE DEMERJIAN, 1899 E. WASHINGTON BLVD, PASAENA CA 91104-1648 IN THE AMOUNT OF \$93.69 **(DISCUSSION/ACTION)**
11. CORRESPONDENCE
- a) PASADENA COMMUNITY FOUNDATION – ARTICLE PROVIDING BACKGROUND INFORMATION ON GRANT AWARD PROCESS **(INFORMATION)**
  - b) PASADENA COMMUNITY FOUNDATION – PASADENA STAR NEWS JUNE 7, 2011 ARTICLE – LOCAL HEROS BREAKFAST **(INFORMATION)**
  - c) NEWS FROM THE CAPITOL – BUDGET UPDATE **(INFORMATION)**
  - d) STAFF ASSOCIATION LETTER DATED JUNE 28, 2011 **(DISCUSSION)**
12. REPORTS OF TRUSTEES
- a) REPORT OF ALTADENA LIBRARY FOUNDATION – CAPITAL CAMPAIGN FUNDRAISING **(INFORMATION)**
  - b) REPORT ON THE ART ON MILLIONAIRE’S ROW COMMITTEE-**(INFORMATION)**
  - c) OTHER
13. AGENDA ITEMS FOR FUTURE AGENDAS  
This is an opportunity for Board members to request that items be placed on future agendas.
14. **ADJOURN TO CLOSED SESSION**  
The Board of Trustees may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section 54960, et. seq.) for the purposes of discussing matters covered under Government Code Section 54957 (Personnel) and Government Code Section 54956.9 (Potential Litigation)
- a) DIRECTOR’S ANNUAL PERFORMANCE EVALUATION **(DISCUSSION/ACTION)**
15. ADJOURNMENT OF CLOSED SESSION
16. RETURN TO REGULAR MEETING - REPORTABLE ITEMS FROM CLOSED SESSION
17. ADJOURNMENT

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