



MINUTES
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 by President Datz at 5:00 p.m.

2. ROLL CALL:

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

Staff: Barbara J. Pearson Roberta Lauderdale
 Laureen McCoy Pauli Dutton
 Cassandra Stearns

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 (Hubbard), Second (McMullins) 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 June 2011

Received for file. The Board requested that future reports show page numbers and grid lines.

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.

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

It was Moved (Hubbard), Second (LaCasella) 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) DISTRIBUTION OF THE DISTRICT'S ADOPTED OPERATING & CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2011/12

Received for file.

- b) DISTRIBUTION OF APPROVED MASTER CALENDAR FOR BOARD OF LIBRARY TRUSTEES FY 2011/12

Received for 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

It was Moved (Hubbard), Second (McMullins) to award the Contract to Hageman Carpet Care Company in the amount of \$5,199.

PASSED

10. NEW BUSINESS

- a) NOMINATION AND APPOINTMENT OF LIAISON TO THE FRIENDS BOARD

It was Moved (Tuck), Second (LaCasella) to Appoint David Datz as the Liaison to the Friends Board.

PASSED

- b) DISCUSSION OF INITIATING A RECYCLING PROGRAM – PRESIDENT DATZ

It was the consensus of the Board to instruct Staff to investigate possible no cost recycling programs and provide a report at the next meeting.

- c) APPROVAL OF ITEMS FOR CONSIDERATION TO BE PURCHASED BY FRIENDS OF THE ALTADENA LIBRARY FOR FISCAL YEAR 2011/12 IN THE AMOUNT OF \$31,000

It was Moved (Tuck), Second (McMullins) to Approve the Items for Consideration to be Purchased by Friends of the Altadena Library for Fiscal Year 2011/12 in the amount of \$31,000.

PASSED

- 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

It was Moved (LaCasella), Second (Tuck) to Approve the \$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 Authorize Expending Funds for that Purpose.

PASSED

- 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, PASADENA CA 91104-1648 IN THE AMOUNT OF \$93.69

It was Moved (Hubbard), Second (McMullins) to Approve the 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, Pasadena CA 91104-1648 in the amount of \$93.69.

PASSED

11. CORRESPONDENCE

- a) PASADENA COMMUNITY FOUNDATION – ARTICLE PROVIDING BACKGROUND INFORMATION ON GRANT AWARD PROCESS

Information only.

- b) PASADENA COMMUNITY FOUNDATION – PASADENA STAR NEWS JUNE 7, 2011 ARTICLE – LOCAL HEROS BREAKFAST

Information only.

- c) NEWS FROM THE CAPITOL – BUDGET UPDATE

Information only.

- d) STAFF ASSOCIATION LETTER DATED JUNE 28, 2011

- 1) **CLA - It was the consensus of the Board that CLA attendance by Staff versus Board members was priority.**
- 2) **Communication – the Board cannot meet with Staff unless it is for personnel matters. Bylaws would need to be modified in order to accommodate this request; does not know what it would accomplish.**

The Board thanked the Staff Association for their input; the Board will continue with the status quo.

12. REPORTS OF TRUSTEES

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

Brief report by Foundation member LaCasella.

- b) REPORT ON THE ART ON MILLIONAIRE'S ROW COMMITTEE-

Brief report by Committee Chair LaCasella.

- c) OTHER

- (1) **Brief report by Trustee Tuck after attending 'Coffee with the Sheriff'.**
- (2) **Trustee Tuck notified the Board that he will not attend the September 26th meeting.**
- (3) **President Datz notified the Board that he will not attend the September 26th meeting.**
- (4) **President Datz commented that the cost of the candidate statement this year is \$700; double this cost if requesting two languages. Requested Staff to investigate the cost of the November election.**

13. **AGENDA ITEMS FOR FUTURE AGENDAS**
This is an opportunity for Board members to request that items be placed on future agendas.
 - a) **DISCUSSION OF INITIATING A RECYCLING PROGRAM – PRESIDENT DATZ**

It was the consensus of the Board to instruct Staff to investigate possible no cost recycling programs and provide a report at the next meeting.
14. **ADJOURN TO CLOSED SESSION at 5:51p.m.**
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**
15. **ADJOURNMENT OF CLOSED SESSION at 6:06p.m.**
16. **RETURN TO REGULAR MEETING - REPORTABLE ITEMS FROM CLOSED SESSION at 6:08 p.m.**

Completion of Director’s Annual Performance Evaluation.
17. **ADJOURNMENT**

It was Moved (McMullins), Second (Hubbard) to adjourn the meeting at 6:09p.m.

PASSED