



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

July 26, 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
Thomas Hubbard

Staff: Barbara J. Pearson, District Director
Susan Olmstead-Bowen, Finance Director
Pauli Dutton Roberta Lauderdale
Laureen McCoy Casandra Stearns

Guests: Loretta Keller Ira Bershatsky
Prakvash Shrivastava Laura McMullins
Jim Vitale Linda Bates
MaryAnn Montanez Leticia Montanez

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 (Datz) to Adopt the Agenda as presented.

PASSED

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.

Introduction of individuals interested in the vacant Trustee seat: Loretta Keller, Ira Bershatsky, Prakvash Shrivastava, Laura McMullins, MaryAnn Montanez and Leticia Montanez.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

None.

6. FINANCIAL REPORTS

- a) Altadena Library District for month of June 2010

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 June 28, 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 (Hubbard) to Adopt the Consent Calendar as presented.

Trustee Datz requested the following Amendments/corrections:

- **MINUTES, page 2, Item 6, Financial Reports, a)**
...."Operating supplies are below budget. Variances continue in services; \$183,000 in training and education, mileage is over."

Trustee Datz commented that the number does not make any sense to him; he does not remember the discussion like that; where does the \$183,000 come from.

Trustee Datz requested that the sentence be stricken from the record because it does not make any sense.

- **MINUTES, page 5, Item 10 New Business, c) Selection to be made at the August 16, 2010 Special meeting not at the August 23, 2010 meeting.**

It was Moved (Datz), Second (Tuck) Adopt the Consent Calendar with Amendments listed above.

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 BUDGET FY 2010/11

Received for file.

- b) DISTRIBUTION OF APPROVED MASTER CALENDAR FOR BOARD OF LIBRARY TRUSTEES FY 2010/11

Received for file.

- c) BOARD VACANCY – PRESIDENT LA CASELLA

At the June meeting, Trustee Datz requested information on how and where the Board vacancy was publicized. Director Pearson provided a list with the requested information. In addition Director Pearson provided a list of interested applicants as of this date; A final list will be provided after the July 30th deadline.

10. NEW BUSINESS

- a) REVIEW AND APPOINTMENT OF LIASION TO THE FRIENDS BOARD

It was Moved (Tuck), Second (Hubbard) to appoint Trustee Datz to continue as the liaison to the Friends Board.

PASSED

- b) PASSPORT SERVICES AUDIT SCORECARD CONDUCTED BY MR. CHANS CHIV, PROGRAM ANALYST WEST REGION-LA, ACCEPTANCE FACILITY OVERSIGHT PROGRAM, OFFICE OF INTEGRITY AND INTERNAL CONTROLS, BUREAU OF CONSULAR AFFAIRS U.S. DEPARTMENT OF STATE

Altadena Passport Acceptance facility received a high rating from the State Department's audit; only minor improvements suggested.

- c) REPORT ON CAS_p LIMITED SITE SURVEY (PRO-BONO) FOR ADA & CBC 11B T-II COMPLIANCE BY MR. JAMES A VITALE, AIA, CSI, LEEP AP, CAS_p,RCI

Presentation by Mr. James Vitale.

President LaCasella requested this item be placed on the September 27, 2010 meeting for further discussion.

- d) CSDA 2010 BOARD ELECTIONS – REPRESENTATIVE TO THE CSDA BOARD OF DIRECTORS IN REGION 5, SEAT B –BALLOT DUE AUGUST 6, 2010

It was Moved (Datz), Second (Tuck) to vote for the incumbent.

PASSED

- e) CSDA PROPOSED BYLAW AMENDMENTS – BALLOT DUE JULY 30, 2010

It was Moved (Hubbard), Second (Tuck) to vote in favor of the CSDA Proposed Bylaw Amendments.

PASSED

11. CORRESPONDENCE

- a) NEWS FROM THE CAPITOL – BUDGET STALLS – BILLS CONTINUE TO MOVE DATED JULY 2, 2010

Information only, no action.

- b) LETTER FROM MS. BANKS, SENIOR DIRECTOR, L.A. COUNTY COMMUNITY & SENIOR SERVICES - JOINT PARKING LOT WITH THE ALTADENA SENIOR CENTER AND ALTADENA LIBRARY

Letter reaffirms their decision to decline joint parking lot project.

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION

Brief presentation on fundraising efforts by the Foundation.

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

- a) **BRANCH LIBRARY ADA RENOVATION – September, 2010**

14. ADJOURNMENT

It was Moved (Hubbard), Second (Datz) to adjourn the meeting at 5:58 p.m.

PASSED