



MINUTES
Joint Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library
August 22, 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 p.m.

2. ROLL CALL:

Present:

Library Board of Trustees
David Datz, President
Thomas Hubbard, Secretary
Dale E. La Casella
Gwendolyn McMullins

Altadena Library Foundation Board
Sharon Sand, President
Ira Bershatsky, Treasurer
Dale E. LaCasella, Secretary
Prakash Shrivastava
Kimberley Valentine
Aimee Daniels
Patrick Reagan (excused absence)

Absent: David Tuck (excused absence)

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

Guests: Linda Bates
Barbara Freberg, Friends Board

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 (LaCasella) to Adopt 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.

None.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

None.

6. FINANCIAL REPORTS

- a) Altadena Library District for month of July 2011

Brief report by Director Pearson for Interim Director Housley.

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.

It was Moved (Hubbard), Second (McMullins) to Approve the Consent Calendar as presented.

PASSED

- a) APPROVAL OF MINUTES Regular Meeting July 25, 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.

None.

9. OLD BUSINESS

- a) REVIEW RESPONSES TO RFP FOR CAPITAL CAMPAIGN FEASIBILITY STUDY AND AWARD OF CONTRACT TO MOST RESPONSIBLE BIDDER

Director Pearson briefly outlined the RFP process; seven responses were received. President Datz asked the Foundation to provide their review. ALF President Sand presented the top three bidders after the Foundation reviewed the seven responses: (1) Library Strategies, (2) Metropolitan Group (3) Development Management Associates.

Discussion ensued.

ROLL CALL VOTE:

La Casella	DMA
Hubbard	DMA
McMullins	DMA
Datz	DMA

It was PASSED by Roll Call Vote to Award the Capital Campaign Feasibility Study to Development Management Associates. Appreciation was expressed to the Foundation for their contribution to the review process. Staff was instructed to contact DMA.

- b) BRANCH CELEBRATION SCHEDULED FOR OCTOBER 21, 2011 - POSTPONEMENT

Due to the RFP process for the ADA improvements and the actual improvements at the Branch, the celebration may need to be postponed to the beginning of 2012.

- c) ESTIMATED COST FOR NOVEMBER 8, 2011 CONSOLIDATED ELECTIONS PROVIDED BY THE FISCAL OPERATIONS MANAGER, LA REGISTRAR-RECORDER/COUNTY CLERK'S OFFICE

Discussion ensued to continue the Election Reserve funds in the budget. Suggestion by President Datz to consider providing information to the public as to what it takes to be a Trustee, costs to the Library, etc.

10. NEW BUSINESS

- a) REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT ANNUAL REPORT TO THE PUBLIC, FY 2010/11

It was Moved (McMullins), Second (La Casella) to Approve the Altadena Library District Annual Report to the Public, FY 2010/11.

PASSED

- b) 2011 SUMMER READING PROGRAMS – FINAL REPORT

Received for file.

11. CORRESPONDENCE

- a) COUNTY OF LOS ANGELES, SHERIFF'S – COMMUNITY EMERGENCY RESPONSE TEAM TRAINING

Information only.

- b) PUBLIC LIBRARY FUND (PLF) FY2011/2012 ESTIMATES

Receive for file.

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED FOR SEPTEMBER 12, 2011, 6 P.M.

Foundation reviewed the seven submittals for the Capital Campaign Feasibility Study.

- b) REPORT BY ART ON MILLIONAIRES' ROW COMMITTEE –NEXT MEETING SCHEDULED FOR SEPTEMBER 13, 2011, 6:30 P.M.

Brief report by Chair Member La Casella.

- c) OTHER

(1) Brief discussion on the placement of recycle bins in the Community Room.

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

- (a) Consider reducing the amount for the Election Reserve in order to provide one-time compensation for employees.**

14. ADJOURNMENT

It was Moved (Hubbard), Second (McMullins) to Adjourn the meeting at 6:12 p.m.