



**MINUTES**  
**Regular Meeting**  
Board of Library Trustees  
Altadena Library District  
Community Room – Main Library  
**September 26, 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 **Secretary Hubbard at 5:00 p.m.**

2. ROLL CALL:

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

Absent: David Datz, President – excused absence

Staff: Barbara J. Pearson Robert Housley Lucy Molina  
Roberta Lauderdale Heather Firchow

Guests: Sean Finley Prakash Shrivastava Linda Bates  
Edwin Malonzo

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 (LaCasella), Second (Hubbard) 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. **ADJOURN TO CLOSED SESSION at 5:05 p.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) BOARD INTERVIEW OF FINALISTS FOR FINANCE DIRECTOR POSITION

6. ADJOURNMENT OF CLOSED SESSION at **5:31 p.m.**

7. RETURN TO REGULAR MEETING - REPORTABLE ITEMS FROM CLOSED SESSION

**Interviews conducted during Closed Session.**

8. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

**None.**

9. FINANCIAL REPORTS

- a) Altadena Library District for month of August 2011

**Received for file.**

10. 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 (LaCasella), Second (Tuck) to Adopt the Consent Calendar as presented.**

**PASSED**

- a) APPROVAL OF MINUTES -Regular meeting held August 22, 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

11. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

Items removed from the Consent Calendar will be discussed individually at this time.

12. OLD BUSINESS

- a) REVIEW AND APPROVAL OF REQUEST FOR PROPOSAL FOR THE BOB LUCAS BRANCH LIBRARY INTERIOR/EXTERIOR IMPROVEMENTS TO ACHIEVE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE AND AUTHORIZATION TO ADVERTISE

**It was Moved (Tuck), Second (Hubbard) to Approve the Request for Proposal for the Bob Lucas Branch Library Interior/Exterior Improvements to achieve Americans with Disabilities Act (ADA) Compliance and Authorization to Advertise**

**PASSED**

- b) ACCEPTANCE OF \$31,000 DONATION FROM THE FRIENDS OF ALTADENA PUBLIC LIBRARY AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH STIPULATED GIFT PURPOSES

**It was Moved (McMullins), Second (Tuck) to Accept the \$31,000 Donation from the Friends of the Altadena Public Library and Authorization to Expend Funds in accordance with Stipulated Gift Purposes. The Board instructed Staff to prepare a letter of appreciation to the Friends.**

**PASSED**

- c) LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK NOTIFICATION PURSUANT TO SECTION 10515 OF THE ELECTIONS CODE, NO ELECTION WILL BE HELD, THE BOARD OF SUPERVISORS WILL APOINT THE PERSONS NOMINATED TO SUCH OFFICE

**Received for file.**

- (1) REVIEW AND ADOPTION OF RESOLUTION NO. 20119 – ELECTION NOT BE HELD FOR OFFICE OF BOARD OF TRUSTEES FOR THE FULL TERM ENDING DECEMBER 4, 2015

**It was Moved (Hubbard), Second (LaCasella) to Adopt Resolution No. 20119 – Election not be held for Office of Board of Trustees for the Full Term Ending December 4, 2015.**

**PASSED**

13. NEW BUSINESS

- a) APPROVAL OF DISTRICT'S PARTICIPATION IN THE 2011 READ FOR THE RECORD (RFTR) CAMPAIGN – A NATIONWIDE LITERACY AWARENESS EVENT ON OCTOBER 6, 2011

**It was Moved (LaCasella), Second (Tuck) to Approve the District's Participation in the 2011 Read for the record (RFTR) Campaign – a Nationwide Literacy Awareness event on October 6, 2011.**

**PASSED**

- b) REVIEW AND APPROVAL OF TRANSFER OF \$39,757 FROM FY 2011/12 OPERATING BUDGET TRUSTEE ELECTION RESERVE OUT ACCOUNT TO OPERATING BUDGET FOR PURCHASE OF DOMAIN SERVER, ADA COMPLIANT LITERACY STAFF TUTORING FURNITURE AND, STEEL BOOK STACK; AND DISTRIBUTION OF MODEST STIPENDS FOR REGULAR AND PART-TIME STAFF

**It was Moved (McMullins), Second (Tuck) to Approve the Transfer of \$39,757 from the FY2011/12 Operating Budget Trustee Election Reserve Out Account to Operating Budget for Purchase of Domain Server, ADA Compliant Literacy Staff Tutoring Furniture and Steel Book Stack**

**PASSED**

**It was Moved (Hubbard), Second (McMullins) to Approve Distribution of Modest Stipend for Regular/Full Time (\$1,000) and Part-Time (\$350) Staff; taxes to be paid by the employees.**

**PASSED (3 YES 1 NO)**

14. CORRESPONDENCE

- a) NEWS FROM THE CAPITOL – LEGISLATURE WORKS IN EARNEST TO COMPLETE 2011 BUSINESS BY ADJOURNMENT DATE

**For information only.**

- b) APPRECIATION FROM THE McMULLINS FAMILY

**Information only.**

15. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED FOR OCTOBER 10, 2011, 6 P.M.

**Brief report by Foundation Member LaCasella (1) Feasibility Study with DMA and (2) two Foundation members submitted their resignations**

- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE –NEXT MEETING SCHEDULED FOR OCTOBER 11, 2011, 6:30 P.M.

**Brief report by Committee Chair LaCasella. Saturday, June 9, 2012 is the date of the 3<sup>rd</sup> Annual Art on Millionaire's Row event. Plans are underway to close a portion of Mariposa Street for the event.**

- c) OTHER

**None.**

16. ADJOURNMENT

**It was Moved (LaCasella), Second (McMullins) to adjourn the meeting at 6:12 p.m.**