



**AGENDA**  
**Regular Meeting**  
Board of Library Trustees  
Altadena Library District  
Community Room – Main Library  
**September 27, 2010**  
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. OATH OF OFFICE ADMINISTERED TO NEW BOARD MEMBER – GWENDOLYN McMULLINS  
**(ACTION)**
3. ROLL CALL:

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

4. **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.

5. **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.*

6. **PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS  
(INFORMATION)**

7. **FINANCIAL REPORTS**

- a) Altadena Library District for month of August 2010  
**(DISCUSSION/POSSIBLE ACTION)**

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

## 8. 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 August 23, 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

## 9. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

## 10. OLD BUSINESS

- a) ALTADENA LIBRARY DISTRICT **ANNUAL REPORT TO THE PUBLIC, FY 2009/10 (REVISED), APPROVED AUGUST 23, 2010 (RECEIVE AND FILE)**
- b) BRANCH LIBRARY ADA RENOVATION **(DISCUSSION/ACTION)**
- c) RENOVATION & EXPANSION PROJECT – COMMUNITY MEETING WITH CWA, INC. – OCTOBER 2, 2010, 10a-1p **(DISCUSSION/ACTION)**
- d) ACCEPTANCE OF \$31,000 DONATION FROM THE FRIENDS OF ALTADENA PUBLIC LIBRARY AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH STIPULATED GIFT PURPOSES **(DISCUSSION/ACTION)**

## 11. NEW BUSINESS

- a) APPROVAL OF DISTRICT'S PARTICIPATION IN THE 2010 READ FOR THE RECORD (RFTR) CAMPAIGN – A NATIONWIDE LITERACY AWARENESS EVENT ON OCTOBER 7, 2010 **(DISCUSSION/ACTION)**
- b) ETHICS TRAINING FOR NEW AND RETURNING BOARD MEMBERS **(DISCUSSION/ACTION)**
- c) APPROVAL OF EMERGENCY ACTION PLAN MANUAL AND CalOSHA PROGRAMS FOR ALTADENA LIBRARY DISTRICT, SECTION I CalOSHA INJURY & ILLNESS PREVENTION PROGRAM (IIPP) AND SECTION II CODE OF SAFE PRACTICES **(DISCUSSION/ACTION)**

12. CORRESPONDENCE

- a) LEGISLATIVE UPDATE – LEGISLATURE ADJOURNS THE SESSION WITH NO BUDGET IN PLACE **(INFORMATION)**

13. REPORTS OF TRUSTEES

- a) REPORT OF ALTADENA LIBRARY FOUNDATION **(DISCUSSION/ACTION)**
- b) REPORT ON THE DISTRICT/FRIENDS ARTS & CRAFTS COMMITTEE – AMAZING ALTADENA **(INFORMATION)**

14. AGENDA ITEMS FOR FUTURE AGENDAS

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

15. ADJOURNMENT

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