



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

January 23, 2012
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 at 5:00 p.m.
- 2. OATH OF OFFICE ADMINISTERED TO REAPPOINTED TRUSTEE MEMBER GWENDOLYN McMULLINS, TERM ENDING DECEMBER 4, 2015 **(ACTION)**

Oath of Office administered to Gwendolyn McMullins by Public Notary Melloney Collier.

- 3. ROLL CALL:

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

Guests: Paul Kaymark, Charles Fedak, LLC
 Mark Goldschmidt
 Tricia Cruz, Chase Bank

Staff:	Barbara J. Pearson	Kathleen Lancaster	Tina Wallin
	Robert Housley	Laureen McCoy	Pauli Dutton
	Lucy Molina	Melloney Collier	

- 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).

It was Moved (LaCasella), Second (Hubbard) to Amend the Agenda by moving Item 12a follow Item 6.

PASSED

- 5. ELECTION OF OFFICERS BY BALLOT

It was Moved (LaCasella), Second (Hubbard) to nominate David Datz for President. It was Moved (McMullins), Second (Tuck) to nominate Thomas Hubbard for Secretary

PASSED

6. 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.

Move to Item 12a for discussion and action.

7. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

- (a) **Resignation of Trinidad Komai, secretary**
- (b) **Resignation of Heather Firchow, Librarian**
- (c) **Resignation of Sean Finley, Finance Director**
- (d) **Robert Housley to continue as Interim Finance Director**

8. FINANCIAL REPORTS

- a) Altadena Library District for month of November and December 2011

Received for file.

9. 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 (LaCasella) to Approve the Consent Calendar as presented.

PASSED

- a) APPROVAL OF MINUTES - Regular meeting held November 28, 2011
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR NOVEMBER AND DECEMBER 2011
- c) DEPARTMENTAL MONTHLY REPORTS - ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR NOVEMBER AND DECEMBER 2011

10. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

None.

11. OLD BUSINESS

- a) BRANCH LIBRARY ADA RENOVATION PROJECT – UPDATE

Report by Director Pearson. It is planned to close the Branch January 30 to March 2, 2012.

12. NEW BUSINESS

- a) REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT ANNUAL AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2011, CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR CHARLES FEDAK, LLC

Discussed after Item 6a.

Presentation by Mr. Paul Kaymark, Charles Fedak, LLC.

It was Moved (Tuck), Second (McMullins) to Approve the Altadena Library District Annual Audit for Fiscal Year ending June 30, 2011, conducted by Independent Certified Auditor Charles Fedak, LLC.

PASSED

- b) APPROVE AND ADOPT RESOLUTION NO. 20121 – RESOLUTION PERMITTING THE DISTRICT TO REPORT THE VALUE OF EMPLOYER PAID MEMBER CONTRIBUTIONS TO CalPERS AS ADDITIONAL COMPENSATION

It was Moved (Tuck), Second (LaCasella) to Approve and Adopt Resolution No. 20121 – Resolution Permitting the District to Report the Value of Employer Paid Member Contributions to CalPERS as Additional Compensation

PASSED

- c) ADOPT RESOLUTION NO. 20122 - ESTABLISHING AUTHORIZED SIGNATURES

It was Moved (McMullins), Second (Hubbard) to Approve and Adopt Resolution No. 20122 – Establishing Authorized Signatures

PASSED

It was Moved (LaCasella), Second (Hubbard) to recess at 5:45 p.m. to sign the Resolution.

The meeting reconvened at 5:50 p.m.

- d) ALTADENA CHAMBER OF COMMERCE CITIZEN OF THE YEAR AND BUSINESS OF THE YEAR AWARD BANQUET TO BE HELD ON FRIDAY, JANUARY 27, 2012, 6 P.M. AT THE ALTADENA COUNTRY CLUB

Trustees Datz, LaCasella, and Tuck will attend the event.

13. CORRESPONDENCE

- a) SDRMA RESULTS OF THE 2011 BOARD OF DIRECTORS NOMINATIONS AND ELECTIONS

Information only.

- b) LAFCO INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE MR. DONALD DEAR REQUESTING SUPPORT IN HIS RE-ELECTION TO THE COMMISSION

Information only.

- c) CLA NEWS FROM THE CAPITOL DATED 12/13/11 –DEPARTMENT OF FINANCE SAYS BUDGET “TRIGGER” WILL BE PULLED

Information only.

- d) CLA NEWS FROM THE CAPITOL DATED 1/5/12 – GOVERNOR BROWN RELEASES 2012-13 BUDGET EARLY, DUE TO MIX-UP

Information only.

- e) CSDA E-NEWS – NEW REQUIREMENTS FOR AGENCIES WITH WEBSITES – ALTADENA LIBRARY DISTRICT IS IN COMPLIANCE

Information only.

- f) CA. STATE LIBRARY – UNDERSTANDING CALIFORNIA’S DEMOGRAPHIC SHIFTS – ALTADENA LIBRARY DISTRICT

Information only.

- g) CALTAC WORKSHOP IN LIBRARY LEADERSHIP, MARCH 10, 12, BUENA VISTA BRANCH LIBRARY AT A COST OF \$18 PER PERSON

Trustees to advise Director Pearson’s office of their interest to attend the workshop.

- h) APPRECIATION NOTE FROM THE FAMILY OF DR. PEYTON WILLIAMS, JR.

Information only.

- i) APPRECIATION LETTER FROM THE STAFF ASSOCIATION

Information only.

14 REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING

- (1) FEASIBILITY STUDY

Brief report by Trustee Datz.

- (2) NEXT FOUNDATION MEETING SCHEDULED FOR FEBRUARY 13, 2012, 6 P.M.

Information only.

- (3) WINE AND CHEESE RECEPTION SCHEDULED FOR MARCH 25, 2012, 4 – 6:30 PM

Brief report by Trustee LaCasella. The wine and cheese reception will be a fundraiser.

b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE

- (1) RECEPTION FOR SALON ARTISTS SCHEDULED FOR JUNE 8, 2012, 7-9 PM

Information only.

- (2) FESTIVAL SCHEDULED FOR JUNE 9, 2012, 10 AM – 6 PM

Information only.

- (3) NEXT COMMITTEE MEETING SCHEDULED FOR FEBRUARY 14, 2012, 6:30 PM

Information only.

c) OTHER

- (1) **Los Angeles County has been contacted regarding the flood channel safety issue.**

15 AGENDA ITEMS FOR FUTURE AGENDAS

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

None.

16. ADJOURNMENT

It was Moved (Hubbard) Second (McMullins) to adjourn the meeting at 6:05 p.m.