



Honoring the past, cultivating the present, empowering the future

**AGENDA
Regular Meeting**

Board of Library Trustees – Altadena Library District
Community Room – Main Library
January 25, 2016 – 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 Administration 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. **ROLL CALL:**

Meredith McKenzie, President
David Tuck
Gwendolyn McMullins, Secretary
Adalila Zelada-Garcia
John McDonald

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).

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.

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

- a) HIRING OF CHRISTOPHER KELLERMEYER, FULL-TIME IT MANAGER IN TECHNICAL SERVICES, EFFECTIVE NOVEMBER 1, 2015
- b) HIRING OF KYLYNN CHANEY, TEMPORARY FULL-TIME ADMINISTRATIVE ASSISTANT IN ADMINISTRATION, EFFECTIVE 12/22/2015

6. **FINANCIAL REPORTS**

- a) ALTADENA LIBRARY DISTRICT FOR THE MONTHS OF NOVEMBER/DECEMBER
(DISCUSSION/POSSIBLE ACTION)
- b) DISTRIBUTION OF ALTADENA LIBRARY DISTRICT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2015 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, THE PUN GROUP **(INFORMATION)**

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

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.

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 NOVEMBER 23, 2015
- b) STATISTICAL REPORTS – NOVEMBER / DECEMBER 2015
- c) DEPARTMENTAL MONTHLY REPORT – NOVEMBER / DECEMBER 2015

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**
Items removed from the Consent Calendar will be discussed individually at this time.
9. **DIRECTOR'S REPORT**
- a) REVIEW OF OPERATING PLAN PROGRESS AT SIX MONTHS
 - b) ABOVE AND BEYOND AWARD – 4TH QUARTER 2015
 - c) PHOTOGRAPHS FOR TRUSTEES
10. **OLD BUSINESS**
- a) CONSIDERATION TO ADD A FLEXIBLE HOLIDAY TO THE ALTADENA LIBRARY DISTRICT HOLIDAY CALENDAR FOR 2016 AND FUTURE FISCAL YEARS
(DISCUSSION / POSSIBLE ACTION)
11. **NEW BUSINESS**
- a) ALTADENA CHAMBER OF COMMERCE 92ND ANNUAL AWARD DINNER - PURCHASE OF TABLE
(DISCUSSION/POSSIBLE ACTION)
 - b) APPROVAL OF ALTADENA LIBRARY DISTRICT ANNUAL REPORT TO THE PUBLIC FY 2014/15
(DISCUSSION/POSSIBLE ACTION)
 - c) REVIEW AND APPROVAL OF COLLECTION DEVELOPMENT MANAGER JOB DESCRIPTION IN TECHNICAL SERVICES **(DISCUSSION/POSSIBLE ACTION)**
 - d) REQUEST FOR LATE OPENING ON MARCH 4TH FOR STAFF TRAINING AND DEVELOPMENT
(DISCUSSION/POSSIBLE ACTION)
 - e) ACCEPTANCE OF CLLS GRANT AWARD IN THE AMOUNT OF \$25,165.00 FOR FY2015/16 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT REGULATIONS
(INFORMATION)
 - f) CALIFORNIA MINIMUM WAGE INCREASE, EFFECTIVE JANUARY 1, 2016 AND UPDATED ALTADENA LIBRARY DISTRICT SALARY SCHEDULE, FY2015-16 **(INFORMATION)**
 - g) MID-YEAR REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICTS OPERATING BUDGET FY2015/16 WITH ADJUSTMENTS **(DISCUSSION/POSSIBLE ACTION)**
 - h) RE-ISSUANCE OF RFP FOR ARCHITECTURAL SERVICES - REMODEL OF MAIN LIBRARY
(DISCUSSION/POSSIBLE ACTION)
 - i) YOUR LIBRARY LOVES YOU - FINE FORGIVENESS **(INFORMATION)**
12. **CORRESPONDENCE & PRESS**
- a) PRESS CLIPPINGS **(INFORMATION)**
13. **REPORTS OF SUPPORT GROUPS**
- a) ALTADENA LIBRARY FOUNDATION
 - b) FRIENDS OF THE ALTADENA LIBRARY
14. **REPORTS OF TRUSTEES**
15. **AGENDA ITEMS FOR FUTURE AGENDAS**
This is an opportunity for Board members to request that items be placed on future agendas.
16. **ADJOURNMENT**

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