



Honoring the past, cultivating the present, empowering the future

**MINUTES
Regular Meeting**

Board of Library Trustees – Altadena Library District
Community Room – Main Library
January 25, 2016 – 5:06 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.

Adopted. Moved by Zelada-Garcia, Seconded by McDonald.

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**

Wallin reported on the hiring of Christopher Kellermeyer in November as Full-Time IT Manager, and Klynn Chaney in December as Full-Time Temporary Administrative Assistant.

6. **FINANCIAL REPORTS**

- a) **ALTADENA LIBRARY DISTRICT FOR THE MONTHS OF NOVEMBER/DECEMBER (DISCUSSION/POSSIBLE ACTION)**

Wallin presented the financials per the Staff Report and indicated the most current LA County interest report is .70%, that the District has received \$27,000 to date for the Teen DIY grant, and \$25,165 from the CLLS grant. Director Kittay noted that the CLLS grant was up \$3,000 from the previous year. Wallin also mentioned that the current provider for Staff Life Insurance, AIG, will no longer be covering groups the size of the District and that a transfer to Hartford was in process to take effect March 1st, 2016.

- b) DISTRIBUTION OF ALTADENA LIBRARY DISTRICT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2015 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, THE PUN GROUP **(INFORMATION)**
Wallin presented the Final Audit to the Board.

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

Moved by Tuck and seconded by McMullins. Approved

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

Director Kittay and Finance Director Wallin provided an update to the Operating Plan progress at six months.

- b) ABOVE AND BEYOND AWARD – 4TH QUARTER 2015

Trustee McKenzie presented Vicky Escobar with the District's Above and Beyond Award for the 2015 4th Quarter. Director Kittay noted that many staff members nominated Vicky for the award.

- c) PHOTOGRAPHS FOR TRUSTEES

Director Kittay informed the Trustees of the need to schedule the Photo shoot for new Trustee Photos. It was discussed that the Trustees could possibly schedule the photos to be done immediately prior to the February Board Meeting. The date and time were to be determined with Director Kittay coordinating with the 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)**

Board was notified that the Staff will be surveyed for their preference on the Flexible Holiday.

11. **NEW BUSINESS**

- a) ALTADENA CHAMBER OF COMMERCE 92ND ANNUAL AWARD DINNER - PURCHASE OF TABLE **(DISCUSSION/POSSIBLE ACTION)**

Trustee McKenzie noted that she would like the Board Members to reserve a table at the dinner to represent the District collectively. She noted that this invitation should extend to Director Kittay, as well as a representative from the Friends and a representative of the Foundation. Moved by Tuck. Seconded by Zelada-Garcia. Approved. Trustee McMullins recommended an Amendment to the Motion that the District pay for a total of four (4) seats at the Dinner, one of which is reserved for Director Kittay. Moved by Tuck. Seconded by Zelada-Garcia. Approved.

- b) APPROVAL OF ALTADENA LIBRARY DISTRICT ANNUAL REPORT TO THE PUBLIC FY 2014/15
(DISCUSSION/POSSIBLE ACTION)

**Director Kittay presented the draft of the Annual Report to the Public for FY 2014/2015 and recommend the Board Approve the report for the Public.
Moved by Tuck. Seconded by Zelada-Garcia. Approved**

- c) REVIEW AND APPROVAL OF COLLECTION DEVELOPMENT MANAGER JOB DESCRIPTION IN TECHNICAL SERVICES **(DISCUSSION/POSSIBLE ACTION)**

**Wallin presented the Job Description for the Collection Development Manager.
Seconded by McMullins. Approved**

- d) REQUEST FOR LATE OPENING ON MARCH 4TH FOR STAFF TRAINING AND DEVELOPMENT
(DISCUSSION/POSSIBLE ACTION)

**Director Kittay noted the need for Staff Training to be conducted and the possible need for a late opening at the March Staff Meeting, with the opening time to be determined.
Moved by McMullins. Seconded by Zelada-Garcia. Approved.**

- 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)

**Finance Director Wallin reported that the District received the final payment for the Grant.
Moved by McMullins. Seconded by Zelada-Garcia. Approved.**

- f) CALIFORNIA MINIMUM WAGE INCREASE, EFFECTIVE JANUARY 1, 2016 AND UPDATED ALTADENA LIBRARY DISTRICT SALARY SCHEDULE, FY2015-16 **(INFORMATION)**

Finance Director Wallin reported on the increase to the California Minimum Wage, and noted that this only affects the Page classification. The Board was presented with an updated Salary Schedule. Wallin also noted the impact on the Salaries budget was approximately \$850.

- g) MID-YEAR REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICTS OPERATING BUDGET FY2015/16 WITH ADJUSTMENTS **(DISCUSSION/POSSIBLE ACTION)**

**Finance Director Wallin presented a review of Operating Budget, noting the information received from the Los Angeles County Auditor-Controller's office regarding projections and increases to Property Tax Revenues and Parcel Tax Revenues. Wallin reported on the Total Increase to Revenue by \$53,160 and the subsequent Expense Adjustments to the Budget. Trustee McKenzie noted that the Budget Committee had met and reviewed the Budget and recommended it's approval to the Board.
Moved by McDonald and Seconded by McMullins, Approved.**

- h) RE-ISSUANCE OF RFP FOR ARCHITECTURAL SERVICES - REMODEL OF MAIN LIBRARY
(DISCUSSION/POSSIBLE ACTION)

**Trustee McDonald noted the Building Committee had met and discussed the need for a new RFP due to the previous RFP being dated and the need for modifications and a new budget. McDonald mentioned that the previous architects, CWA would most likely bid again with Adjustments. Director Kittay also noted that the District hopes to work with the Department of Housing and Development regarding the Grant that remains for the District, mentioning that HUD would require a new and updated RFP.
Moved by McDonald and Seconded by Zelada-Garcia, Approved.**

- i) YOUR LIBRARY LOVES YOU - FINE FORGIVENESS **(INFORMATION)**

**Director Kittay presented to the Board a program that would give Patrons an opportunity to reduce their fines owed to the District by participating in an 'Inspiration Station' at the Main Library. The Patron will write a positive note for a friend, family member, or to leave in a Library Book, show it to the Staff, and have up to \$5.00 of fines reduced. The program will run for the entire month of February.
Moved by Zelada-Garcia and Seconded by Tuck, Approved.**

12. **CORRESPONDENCE & PRESS**

a) **PRESS CLIPPINGS (INFORMATION)**

Director Kittay presented the Press Clippings to the Board, noting that although the District does pay for Advertising, a majority of the Press was provided at no charge, and that the Library was included in many local Newspapers recently, in many different sections. Pasadena Weekly was a particular paper that Highlighted in the Art's Section the District's events multiple times.

13. **REPORTS OF SUPPORT GROUPS**

a) **ALTADENA LIBRARY FOUNDATION**

Foundation President Dave Herman reported on the Foundations current Fundraising efforts and the desire for the Foundation to meet with the Board members to discuss the Capital Campaign.

b) **FRIENDS OF THE ALTADENA LIBRARY**

Ira from the Friends reported on the current communications of the Friends and Attorney Kevin Moore regarding the Friends 501(c)(3) status, noting that a letter was sent to the Attorney regarding the status of the matter.

14. **REPORTS OF TRUSTEES**

Trustee McMullins reported that she is continuing her outreach in the community.

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

Trustee McKenzie noted that the Election of Officers should be placed on the Agenda for February.

16. **ADJOURNMENT**

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

Moved by McMullins and Seconded by McDonald. Adjourned at 6:45 P.M.