



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees
Altadena Library District
Community Room – Main Library
January 26, 2015
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. **ROLL CALL:**

David Datz, President
Meredith McKenzie, Secretary
Thomas Hubbard
David Tuck
Gwendolyn McMullins

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. **ELECTION OF OFFICERS BY BALLOT (DISCUSSION / ACTION)**

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**

- a) RETIREMENT OF KATHLEEN LANCASTER EFFECTIVE JANUARY 31, 2015
- b) PROMOTION AND TRANSFER OF ANTONIA AGUILAR FROM CIRCULATION LIBRARY CLERK II TO ADMINISTRATION LIBRARY ASSOCIATE FOR PASSPORTS & BUSINESS SERVICES

7. **FINANCIAL REPORTS**

- a) ALTADENA LIBRARY DISTRICT FOR THE MONTHS OF NOVEMBER / DECEMBER 2014 (**DISCUSSION / POSSIBLE ACTION**)

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

- b) REVIEW OF ALTADENA LIBRARY DISTRICT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2014 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, CHARLES FEDAK, LLC (**INFORMATION**)

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 NOVEMBER 24, 2014
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR NOVEMBER / DECEMBER 2014
- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR NOVEMBER / DECEMBER 2014

9. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**
Items removed from the Consent Calendar will be discussed individually at this time.

10. **DIRECTOR'S REPORT**

- a) MAIN SEWER BRACKET COLLAPSE / REPAIR **(INFORMATION ONLY)**
- b) UPDATE ON CREATION OF BUSINESS SERVICES OFFICE (PASSPORTS) AND CONSOLIDATION OF STAFF SPACE FOR ADULT SERVICES / CIRCULATION / PAGES **(INFORMATION ONLY)**
- c) ABOVE AND BEYOND QUARTERLY STAFF RECOGNITION PROGRAM – BOARD MEMBER VOLUNTEER REQUEST **(INFORMATION / ACTION)**
- d) REMOVAL OF \$0.50 CENT FEE FOR PLACING HOLDS **(INFORMATION)**
- e) LITERACY COORDINATOR **(INFORMATION)**
- f) RETREAT: LIBRARY BOARD / FOUNDATION BOARD / FRIENDS BOARD **(INFORMATION)**

11. **OLD BUSINESS**

- a) ACCEPTANCE OF CLLS GRANT AWARD IN THE AMOUNT OF \$7,877 FOR FY 2014/2015 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT REGULATIONS. **(INFORMATION ONLY)**
- b) ACCEPTANCE OF LSTA GRANT AWARD (BOOK TO ACTION 2015) IN THE AMOUNT OF \$3,000 FOR FY 2014/2015 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT APPLICATION AND REGULATIONS. **(INFORMATION ONLY)**
- c) UPDATE ON LED LIGHTING RETROFIT AT ALTADENA LIBRARY **(INFORMATION ONLY)**
- d) UPDATE ON HEAD-IN PARKING ON MARIPOSA **(INFORMATION ONLY)**
- e) UPDATE ON MEETING WITH CWA ARCHITECT REGARDING BUILDING RENOVATION **(INFORMATION)**

12. **NEW BUSINESS**

- a) REPORT ON ALTADENA BEST FEST – DIANA PHILLIPPI **(INFORMATION/POSSIBLE ACTION)**
- b) HALF DAY CLOSURE FOR CLEANING / ORGANIZATION PURPOSES – FRIDAY, MARCH 6, 2015 – 10AM TO NOON (STAFF WILL WORK 8AM TO NOON) **(DISCUSSION/ACTION)**
- c) REQUEST TO CREATE A BUDGET COMMITTEE AND PRESENT MID-YEAR BUDGET AMENDMENT AT FEBRUARY BOARD MEETING **(DISCUSSION/ACTION)**

- d) ALTADENA CHAMBER OF COMMERCE 91ST ANNUAL AWARD INSTALLATION DINNER - PURCHASE OF TABLE (**DISCUSSION/POSSIBLE ACTION**)

13. **CORRESPONDENCE**

NONE

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.