



# ALTADENA LIBRARY DISTRICT

*Honoring the past, cultivating the present, empowering the future*

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

**January 27, 2014**

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 5:00p.m.
2. ROLL CALL:

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

Staff: Pauli Dutton, Acting District Director                      Laureen McCoy  
 Tina Wallin, Finance Director  
 Melloney Collier  
 Roberta Lauderdale

Guests: Linda Demmers, Strategic Planning Consultant

OATH OF OFFICE ADMINISTERED TO DAVID TUCK– BOARD OF LIBRARY TRUSTEES

**Melloney Collier administered and notarized the Oath of office to re-elected Trustee, David Tuck**

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.

**It was Moved (Hubbard) Second (McMullins) to Amend item 10d to state: SELECTION OF AN INDEPENDENT SPECIAL DISTRICT LAFCO REPRESENTATIVE – ALTERNATE**

**PASSED**

**It was Moved (McMullins) Second ((Hubbard) to Approve the Amended Agenda.**

**PASSED**

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.*

**Linda Demmers spoke about the passing of Barbara J. Pearson and expressed her condolences.**

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

**Sarah Bowman, Accounts Payable Library Associate resigned December 15, 2013.**

6. FINANCIAL REPORTS

- a) Altadena Library District for the month of November and December 2013  
**(DISCUSSION/POSSIBLE ACTION)**

**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 25, 2013. AND SPECIAL BOARD MEETING HELD DECEMBER 19, 2013
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR NOVEMBER AND DECEMBER 2013
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR NOVEMBER AND DECEMBER 2013

**It was Moved (Tuck) Second (Hubbard) to Adopt the Consent Calendar.**

**PASSED**

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

9. OLD BUSINESS

- a) APPROVAL OF ALTADENA LIBRARY DISTRICT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2013 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, CHARLES FEDAK, LLC  
**(DISCUSSION/POSSIBLE ACTION)**

**It was Moved (McMullins) Second (Tuck) to Approve the Altadena Library District Audit for Fiscal Year Ending June 30, 2013**

- b) REVIEW AND APPROVAL ALTADENA LIBRARY DISTRICT STRATEGIC PLAN, FY 2014/15 TO 2018/19 **(DISCUSSION/POSSIBLE ACTION)**

**It was Moved (McKenzie) Second (Hubbard) to Amend the 3<sup>rd</sup> sentence under the heading "Facilities" in the Strategic Plan to read: Only half of the available floor area is accessible to the public with 13,000 square feet on the lower level serving as staff support and storage space.**

**APPROVED**

**It was Moved (McKenzie) Second (McMullins) to Approve the Strategic Plan for FY 2014/15 to 2018/19 as Amended.**

**APPROVED**

- b) **OFFICIAL CANVASS CERTIFICATE AND OFFICIAL STATEMENT OF VOTES CAST BY PRECINCT FOR THE ALTADENA LIBRARY DISTRICT ELECTION HELD ON NOVEMBER 5, 2013 (RECEIVE AND FILE)**

**RECEIVED**

- d) **STATEMENT OF ECONOMIC INTEREST FORM 700 FILING FOR 2013/14. RETURN TO MELANIE TO FORWARD TO LA COUNTY BY FEBRUARY 28TH 2014. IF YOU RECEIVE A REQUEST FROM THE COUNTY FOR ELECTRONIC FILING, LET MELANIE KNOW AND SEND A COPY OF THE SIGNED FORM 700 FOR ADMIN FILES BEFORE YOU FILE IT WITH THE COUNTY (INFORMATION)**
- e) **EAGLE SCOUT PROJECT BENCH INSTALLATION UPDATE/POCKET PARK DEDICATION (DISCUSSION/POSSIBLE ACTION)**  
**Members of the Board had several favorable comments on the attractive benches constructed by Robby Snodgrass for his Eagle Scout project. Both Dale LaCasella and Felipe Avila had suggested to Pauli that the grassy area be named the Barbara J. Pearson Memorial Park.**

**It was decided to table this item until the February meeting.**

- f) **VOTING JURISDICTIONS IN OUR AREA (DISCUSSION/POSSIBLE ACTION)**

**There is some conflicting information in the report as to whether or not PCC pays the County or the City of Pasadena for its election. David Datz requested that staff check into this again.**

10. **NEW BUSINESS**

- a) **MID-YEAR REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT OPERATING BUDGET FY 2013/14 WITH ADJUSTMENTS (DISCUSSION/POSSIBLE ACTION)**

**Finance Director, Tina Wallin stated that we have received balance of the CLLS grant which was not include during budget preparation because it was not clear we were going to receive it. CLLS Grant monies will be utilized to staff Literacy and provide for programming and supplies. Trustee Datz confirmed that we were on track with the budget and we would not have to adjust down as in previous years.**

**It was Moved (Hubbard) Second (McMullins) to Approve the Mid-Year Review and Approval of Altadena Library District Operating Budget FY 2013/14 with Adjustments**

**APPROVED**

- b) **APPROVAL OF RESOLUTION No. 201401 ESTABLISHING AUTHORIZED SIGNATURES WITH CHASE BANK (DISCUSSION/POSSIBLE ACTION)**

**SIGNED**

- (c) DEDICATION CEREMONY FOR THE BARBARA J. PEARSON COMMUNITY ROOM  
(DISCUSSION/POSSIBLE ACTION)

**It was Moved (McKenzie) Second (Hubbard) to table until the February meeting.**

**PASSED**

- (d) SELECTION OF AN INDEPENDENT SPECIAL DISTRICT LAFCO REPRESENTATIVE -  
ALTERNATE (DISCUSSION/POSSIBLE ACTION)

**It was Moved (Hubbard) Second (Tuck) to select Altadena resident Melvin L. Mathews as the Special District LAFCO Representative Alternate.**

**PASSED**

- e) STRATEGY FOR SELECTION OF A NEW DISTRICT DIRECTOR  
(DISCUSSION/POSSIBLE ACTION)

- f) APPROVAL TO APPLY FOR PASADENA COMMUNITY FOUNDATION CAPITAL GRANT TO BE  
APPLIED TO THE PURCHASE OF A NEW CIRCULATION DESK  
(DISCUSSION/POSSIBLE ACTION)

**Pauli Dutton stated that on several occasions Barbara Pearson had been heard to say that she intended to obtain a grant to help pay for an ADA compatible circulation desk. Acting District Director Pauli Dutton found a Pasadena Community Foundation Capital Grant begun by Ms. Pearson in her files. Altadena Library Foundation President Sharon Sand volunteered to work on the grant.**

**It was Moved (Tuck) Second (McKenzie) to Approve submitting an application for a Pasadena Community Foundation Capital Grant to be Applied to the Purchase of a New Circulation Desk.**

**APPROVED**

- g) CPLA CALIFORNIA PUBLIC LIBRARY ADVOCATES MEMBERSHIP  
(DISCUSSION/POSSIBLE ACTION)

**It was Moved (Hubbard) Second (McMullins) to Accept Membership to CPLA for Trustees and Friends**

**PASSED**

- h) AUGUST VACATION OF ACTING DISTRICT DIRECTOR  
(DISCUSSION/POSSIBLE ACTION)

**No approval was necessary. Lauren McCoy will make decisions while Pauli is out for the month of August and attend the Friends meeting that month. Cassandra Stearns will attend the August Board meeting on Pauli's behalf.**

- (i) BOARD OF LIBRARY TRUSTEES INDIVIDUAL PHOTOS  
(DISCUSSION/POSSIBLE ACTION)

**Pauli Dutton announced that Margaret Gruesbeck, a professional photographer, has volunteered to take photographs of each of the Board members. The date and time suggested for the Board photos is Saturday, February 8, from 1p-4p.**

11. CORRESPONDENCE

- a) ALA NEWS- ALA RECEIVES GRANT TO ADVANCE LIBRARY-LED COMMUNITY ENGAGEMENT:  
GRANT FROM THE BILL & MELINDA GATES FOUNDATION SUPPORTS LIBRARIES

TRANSFORMING COMMUNITIES INITIATIVE **(INFORMATION)**

The Libraries Transforming Communities project has tools and resources to support to librarians to engage with their communities in new ways. Free digital resources are accessible through the project website at <http://www.ala.org/transforminglibraries/libraries-transforming-communities>.

- b) CALIFORNIA PUBLIC LIBRARY – CSL INFO: UPDATE ON BROADBAND ASSESSMENT IN CALIFORNIA PUBLIC LIBRARIES **(INFORMATION)**

12. REPORTS OF TRUSTEES

- (b) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED FEBRUARY 10, 2014, 7:00 P.M. **(INFORMATION)**

**Gwen McMullins reported that she attended the meeting on January 21, 2014, there was a visitor Doug Morseburg. A spring fundraiser with an architecture speaker is in the works. Also under consideration is a speaker from the Skeptics Society. ALF member, Kimberley Valentine will present a talk on “Planned Giving” scheduled for May 17<sup>th</sup> at 2p at the Senior Center. The Senior Center is not charging us to use the center.**

- a) REPORT BY ART ON MILLIONAIRE’S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR FEBRUARY 11, 2014 7:30P **(INFORMATION)**

**Trustee McMullins reported that the theme is “On the Road to Altadena.” A map design will reflect the theme. The Salon and Reception is on Friday June 13, 2014, and the Festival is scheduled for Saturday June 14, 2014**

- a) REPORT ON THE LIBRARY PARCEL TAX COMMITTEE MEETING. NEXT MEETING SCHEDULED FOR JANUARY 28, 2014. **(INFORMATION)**

**David Datz gave a report on the coming Parcel Tax Committee meeting.**

- d) REPORT ON THE WHY I LOVE THE ALTADENA LIBRARIES VIDEO **INFORMATION)**

**Meredith McKenzie reported on the video taping of community members who spoke on tape about why they love Altadena.**

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

- a). **Recruitment for District Director. The Board suggested having Jan Sanders and Linda Demmers on the search committee**
- b) **Re-consideration of naming the Community Center the Barbara J. Pearson Community Center and naming the Pocket Park in her honor**

14. ADJOURNMENT

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

**It was Moved (Hubbard) Second (McMullins) to Adjourn at 6:22p.**