



## 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  
**October 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:**

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**

HIRING OF PERLA VOGEL, PART-TIME PAGE, SEPTEMBER 1, 2015

6. **FINANCIAL REPORTS**

a) ALTADENA LIBRARY DISTRICT FOR THE MONTH OF SEPTEMBER 2015  
**(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 SEPTEMBER 28, 2015
- b) STATISTICAL REPORTS – SEPTEMBER 2015
- c) DEPARTMENTAL MONTHLY REPORT – SEPTEMBER 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**

10. **OLD BUSINESS**

- a) DISCUSSION AND APPROVAL OF POLICY REGARDING A NAMING POLICY FOR THE LIBRARY DISTRICT (**DISCUSSION/POSSIBLE ACTION**)
- b) BOARD OF LIBRARY TRUSTEES CALENDAR 2015/2016 (**DISCUSSION/POSSIBLE ACTION**)

11. **NEW BUSINESS**

- a) REQUEST TO AMEND JOB DESCRIPTION FOR ADMINISTRATIVE EXECUTIVE SECRETARY (**DISCUSSION/POSSIBLE ACTION**)
- b) ABOVE & BEYOND AWARD – 3<sup>RD</sup> QUARTER (**INFORMATION**)
- c) REVIEW OF INTERNET SAFETY POLICY (**DISCUSSION/POSSIBLE ACTION**)
- d) CHRISTMAS TREE LANE (**DISCUSSION/POSSIBLE ACTION**)
- e) CONSIDERATION OF A BONUS FOR ALTADENA LIBRARY DISTRICT STAFF (**DISCUSSION/POSSIBLE ACTION**)

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.