



# 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

**October 27, 2014**

5:04 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 (absent)

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 (McKenzie) and Seconded (Hubbard) to adopt the agenda as-is.**

## APPROVED

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

## NONE

6. FINANCIAL REPORTS

a) Altadena Library District for the month of September 2014  
**(DISCUSSION/POSSIBLE ACTION)**

Financial Director Wallin reminded the Board that no revenue updates were available as disbursements are received in December and April. Wallin cited Sheet N of the Financial Report, a report received from the LA County Auditor Controller's Office for an estimate of the redevelopment property tax revenue distribution, which the District has received for the last two fiscal years. An estimate in the amount of \$17,264 will be received for the period from January – June 30, 2015. Once the final amount is provided it will appear in the budget adjustment. Wallin reported this year's disbursement is similar to amounts previously received and that funds are unrestricted.

Trustee Datz noted Trustee McMullins' participation at 5:06 p.m.

Wallin presented the quarterly report for the CERBT trust fund along with an e-mail regarding changes CALPERS made in their asset allocation, reporting an investment earnings loss of \$2,583.00 though stated that the balance remains in good standing. Per the advice of District auditors, Wallin transferred funds from the passport account to the general checking account,

citing auditor's suggestion that the passport account be changed to a general fund account to track credit card payments the district receives from its passport service to ease reconciling accounts. Wallin cited the change on the Balance Sheet of the Financial Report (Sheet A) under line item Account 1026, from "Cash & Passports" to "Cash & Savings."

**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 22, 2014
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR SEPTEMBER 2014
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR SEPTEMBER 2014

**It was Moved (McKenzie) and Seconded (McMullins) to adopt the consent calendar as-is.**

#### APPROVED

#### 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) JOINT MEETING WITH ALF TO VIEW THE PLANS FROM CWA FOR OUTSIDE ELEVATIONS MOVED TO NOVEMBER 24, 2014

Acting Director Dutton reported a preliminary upcoming meeting with CWA along with Trustees Datz, and McKenzie and herself.

- b) HUD SEMI-ANNUAL REPORT FOR THE PERIOD APRIL 1, 2014 THROUGH SEPTEMBER 31, 2014 FOR PROJECT B-10-SP-CA-0007, ALTADENA LIBRARY DISTRICT **(RECEIVE AND FILE)**

Acting Director Dutton reported this was the final report required by HUD.

- c) UPHOLSTERY DONATION COPY OF INVOICE FROM UPHOLSTERER TO DONOR FOR OUR TAX LETTER **(DISCUSSION/POSSIBLE ACTION)**

Acting Director Dutton reported a letter of appreciation and a tax-deductible record were given to the generous donors. Trustee Datz expressed his desire that a memorial plaque be displayed in the library nearby the re-upholstered furniture to serve as further acknowledgement of the donation.

#### 10. NEW BUSINESS

- a) TITAN LED LIGHTING RETROFIT PROPOSAL PRESENTATION BY JIM STRATTON **(DISCUSSION/POSSIBLE ACTION)**

Jim Stratton presented a cost-benefit analysis of Titan LED's Lighting Retrofit proposal. He confirmed, at Trustee McKenzie's behest, that the proposal would remain valid for 30-65 days. Trustee McKenzie explained her desire to ensure that the library's new director would have

adequate time to review the proposal. Trustee Datz iterated that further action on the issue is pending the passing of the parcel tax measure and requested staff expand its research on additional vendors. Trustee Datz invited Acting Director Dutton to provide a supplemental status report on the current condition of the library's lighting. At Trustee McKenzie's inquiry, Acting Director Dutton confirmed that RFPs are required for project amounts exceeding 10k.

b) ELEVATOR REPAIR AND PROGNOSIS – **(DISCUSSION/POSSIBLE ACTION)**

Acting Director Dutton reported that the elevator had been repaired. It was suggested a complete retrofit of the elevator be considered sooner than later as the elevator and its accompanying parts are extremely dated and the cause of delay for repairing the elevator in a timely manner.

c) REPLACEMENT OF PUBLIC COMPUTER PRINTER KIOSK WITH CHANGE MACHINE— **(DISCUSSION/POSSIBLE ACTION)**

Acting Director Dutton reported a new machine had been installed.

d) CENIC CORPORATION – CORPORATION ENERGY NETWORKS INITIATIVES IN CALIFORNIA. **(DISCUSSION/POSSIBLE ACTION)**

Acting Director Dutton reported that a letter of interest inquiring about potential savings for the library's broadband network will be sent to Cenic Corporation.

e) APPROVAL OF ALTADENA LIBRARY DISTRICT ANNUAL REPORT TO THE PUBLIC FY 2013/14 **(DISCUSSION/POSSIBLE ACTION)**

**It was Moved (Tuck) and Seconded (Hubbard) to approve the annual report.**

**APPROVED**

11. CORRESPONDENCE

- a) GOVERNOR TAKES FINAL ACTION ON REMAINING LEGISLATION
- b) THANK YOU NOTE FROM MARY L. SCHEER REGARDING HARVEST/HOMESTEADER FAMILY FESTIVAL

12. REPORTS OF TRUSTEES

- a) MEREDITH MCKENZIE REPORT ON WATER CONSERVATION DEMONSTRATION GARDEN AT THE ALTADENA LIBRARY. **(INFORMATION)**

Trustee McKenzie reported that initial project funding has not yet come forth though alternative funding sources are being sought and the overall sentiment remains optimistic.

- b) REPORT BY ALTADENA LIBRARY FOUNDATION NEXT MEETING SCHEDULED NOVEMBER 10, 2014, 7:00 P.M. **(INFORMATION)**
- c) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR NOVEMBER 12, 2013 7:30P **(INFORMATION)**

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

At the request of Trustee McKenzie, Dave Herman, Chair of the campaign to Save Altadena Libraries, provided a quick update on the campaign's efforts and community's receptivity.

14. ADJOURN TO CLOSED SESSION

The Board of Trustees may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section 54960, et. seq.) for the purposes of discussing matters covered under Government Code Section 54957 (Personnel) and Government Code Section 54956.9 (Potential Litigation)

Trustee Datz adjourned to closed session at 5:55 p.m.

- a) DISCUSSION AND SIGNING OF CONTRACT FOR PROSPECTIVE LIBRARY DISTRICT DIRECTOR (**DISCUSSION/ACTION**)

15. ADJOURNMENT OF CLOSED SESSION

Regular meeting resumed at 6:01 p.m.

16. RETURN TO REGULAR MEETING – REPORTABLE ITEMS FROM CLOSED SESSION

Trustee Secretary, Meredith McKenzie, reported that at 5:55 p.m. the Board Trustees unanimously approved a 3-year contract with Mindy Kittay as the Altadena Library District's District Director effective November 1, 2014.

Acting Director Dutton announced a staff welcome for Mindy on Monday, November 10, 2014 at 9 a.m.

17. ADJOURNMENT

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

**It was Moved (McMullins) and Seconded (Tuck) to adjourn the meeting at 6:04 p.m.**

**APPROVED**