



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 28, 2013

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 5:01 p.m.

2. ROLL CALL:

Present: David Datz, President
Thomas Hubbard, Secretary
Dale E. LaCasella
David Tuck
Gwendolyn McMullins

Staff:	Barbara J. Pearson, District Director	Laureen McCoy
	Tina Wallin, Finance Director	Sue Colasurdo
	Roberta Lauderdale	Cassandra Stearns
	Carrie Wilson	Pauline Dutton

Guests:
Robbie Snodgrass, Eagle Scout
Mr. and Mrs. Snodgrass
Alexia Saigh
Mrs. Saigh

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).

It was moved (LaCasella) Second (McMullins) to adopt the Agenda.

ADOPTED

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.

6th grader Alexia Saigh, who attends school at St Marks presented a work of art to the Library which Cassandra Stearns is going to hang in the Children's department. She worked on the piece 6 hours a day for two weeks.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

Carrie Wilson was hired as the new Librarian 1, Youth Services effective October 16, 2013

6. FINANCIAL REPORTS

- a) Altadena Library District for the month of September 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 SEPTEMBER 23, 2013.
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR SEPTEMBER 2013
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR SEPTEMBER 2013
- d) CONSIDERATION AND APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2014
(DISCUSSION/ACTION)
- e) CONSIDERATION AND APPROVAL OF PROPOSED LIBRARY HOLIDAYS AND CLOSURES FOR 2014
(DISCUSSION/ACTION)

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

NONE

It was moved (LaCasella) Second (Hubbard) to adopt the Consent Calendar.

ADOPTED

9. OLD BUSINESS

- (a) HEAD-IN PARKING ON MARIPOSA – DALE LACASELLA
(DISCUSSION/POSSIBLE ACTION)

Trustee LaCasella reported after making numerous proposals to the Altadena Town Council and being assured they were right behind us every step of the way, they decided not to get involved at all, and referred us back to Supervisor Antonovich's office. We will be making our presentation directly to the County to inquire if they will do this. We spoke to the streets and traffic Supervisor, Quintana, he does not seem to have a problem with it; he had a few questions. We will meet with Sussy Nemer, Field Deputy to Supervisor Antonovich and Mr. Quintana; we will make our presentation, and present a letter from Mr. Moon, Altadena Town Council member and ATC/Land Use Committee member in support of the project.

- (b) EAGLE SCOUT PROJECT, EAGLE SCOUT ROBBIE SNODGRASS
(DISCUSSION/POSSIBLE ACTION)

Eagle Scout, Robbie Snodgrass came with his parents and showed some lovely illustrations of benches and a trellis and mentioned refinishing the wood walkways. He will pay for the cost of the project through donations from lumber yards, personal friends and he hopes the Friends of the Library will also support the project financially. If his project is approved he would like to create a more

detailed drawing. The Board asked him to reduce the number of items he would work on and bring plans next time. Since the trellis would need a permit which might take time and he needs to finish his project by January 1st, he will forego the trellis and leave it for a future Eagle Scout.

It was moved (McMullins) Second (Tuck) to accept the preliminary plans pending more detail

PASSED

- (c) REPORT ON ALTADENA LIBRARY DISTRICT ELECTION COSTS/DAVID DATZ AND TOM HUBBARD (DISCUSSION/POSSIBLE ACTION)

President Datz reported that he and Trustee Hubbard met with Supervisor Antonovich a couple of weeks ago. He was very supportive and helpful as he could be. His staff encouraged the County Registered Recorder to provide us with the information we requested. We were given information on where the election costs can come from. It is clear that we have to do something because the County's current estimate for the election next week is \$175,000, which is \$20,000 more than we thought it would be and is more than 6% of our operating budget. We have developed some ideas and one idea is to possibly contemplate legislation if we require legislation at the state level which would allow us to move the election from November to some other month and hire a private company to conduct the election. We need to be very careful. The private company must provide their scope of services in detail. We need to find out about security, picking up the ballot. We need to pick a month. We need to rule out certain months. President Datz stated that in our Ballot group there are three jurisdictions besides us there is PUSD and PCC. There is a Sewer District not sure if they have a board of trustees and how they operate. If we could get together with all these groups in our Ballot Group and could agree on an annual contribution to an election fund whether there is an election or not; perhaps \$35,000. On years that we did have elections we would not have to pay more. President Datz said that he has spoke to Kyle Packham at the CSDA. He has referred our issue to James MacDonald who knows a lot about special district elections. Trustee LaCasella stated that she spoke to Barbara about a legislative fix that we could pursue that would exempt special library districts from the election code that mandates how we are to conduct our elections. President Datz stated that if we change our elections and have the election in a different month; it will be even more difficult to get people to vote than it is now. Trustee Hubbard stated that we are not the only ones with this problem he would like to recommend strongly that we contact all the other districts and find out if they have worked out a solution and if they are interested in a combined solution. It would be good to move very carefully on this and get some support from other districts on this.

- (d) HUD SEMI ANNUAL REPORT FOR THE PERIOD OCTOBER 2012 THROUGH MARCH 31, 2013 FOR PROJECT B-10-SP-CA-0007, ALTADENA LIBRARY DISTRICT (RECEIVE AND FILE)
- (e) REPORT ON DISTRICT'S PARTICIPATION IN JUMPSTART'S READ FOR THE RECORD NATIONAL CAMPAIGN HELD OCTOBER 3, 2013 (RECEIVE AND FILE)

Literacy Coordinator, Roberta Lauderdale reported that during the program Trustee David Tuck read at Perry's Joint and the Jump Start program broke the record: we read 2, 462, 860 books worldwide.

10. NEW BUSINESS

- (a) MONTECEDRO MASTERPIECE PARTNERSHIP AGREEMENT (DISCUSSION/POSSIBLE ACTION)

Principal Librarian, Pauline Dutton reported that this is a new retirement community that will open in 2016. Pauli stated that MonteCedro approached the Library about a partnership wherein they would give the Library two programs a year, and have asked the Library to do some programs for MonteCedro. MonteCedro would like to give a donation to the Friends and also sponsor an event at the Library; their first thought was Art on Millionaire's Row.

It was moved (McMullins) Second (Tuck) to approve the Masterpiece Partnership Agreement with MonteCedro

APPROVED

- (b) **REVIEW OF 1ST QUARTERLY REPORT OF CURRENT FY 2013/14 BUDGET AND CONSIDERATION OF PROPOSED JANUARY 2014 MID-YEAR BUDGET ADJUSTMENTS (DISCUSSION/POSSIBLE ACTION)**

Financial Director, Tina Wallin reported that the Quarterly review is consistent with our fiscal year assumptions. We did receive an increase in revenues from unexpected redevelopment agency funds and from an increased donation from the Friends, which gave us an increase in revenue in the amount of \$21,101.00. Staff is requesting that the additional revenues be allocated to a salary increase or staff stipend, books, video game rentals and programs, which are listed in detail on the Second page. During the budget preparation the board approved to a 1.5% salary increase for staff and at that time asked that if we received additional revenues that there would be a consideration to provide an additional .5% to bring the staff salary increase to 2.0% which is typical for COLA or consider a staff stipend. The staff was notified of a possible increase and indicated they would prefer a stipend. On page two is a break down of the revenue allocations. Option two is the staff stipend; the stipend would be given in November 2013 to follow suit with the stipend that has been given the last two years. The redevelopment agency revenue was discussed in the last board meeting; a portion would go to e-commerce and the remaining portion would go to the staff stipend. The Friends donation would go towards increasing books, video games and programs. Trustee Tuck asked how the unexpected election increase would be impacted. Trustee Tuck stated that these increased funds could be allocated to the unexpected election increase. President Datz asked what the different implications would be with regard to a staff stipend and staff salary increase. Tina stated that the salary would impact budget the stipend would not. The stipend is processed as a bonus and does not impact retirement expense. It would be an additional \$31,400 affecting this fiscal year budget as a whole, and then in FY 2014-15 it would be approximately \$42,000 impact to the budget for salaries and benefits. Staff Association President, Lauren McCoy reported that the staff indicated they wanted a stipend. Datz asked if we went with option 2, could we add the stipend and the e-commerce system and drop the other 3 items and Trustee Tuck stated that would increase the fiscal impact and President Datz said that increase would have to come out the reserve.

It was moved (Hubbard) Second (McMullins) to Approve Option 2 regarding the staff stipend to be effective November 2013

PASSED

- (c) **REPORT ON ESTIMATED BUDGET CUTS FOR FY 2015/16 SHOULD PARCEL TAX FAIL TO PASS (DISCUSSION/POSSIBLE ACTION)**
- (d) **CONSIDERATION AND APPROVAL OF REQUEST FOR AN AMENDMENT TO EDUCATION CODE 19510 AND EDUCATION CODE 5000 THROUGH ASSEMBLYMAN HOLDEN'S OFFICE (DISCUSSION/POSSIBLE ACTION)**
- (e) **COUNTY COUNSEL RESPONSE ON WHETHER ALL 5 BOARD MEMBERS CAN ATTEND THE FRIENDS OF THE LIBRARY PARCEL TAX COMMITTEE MEETING ON OCTOBER 15, 2013 AS PRIVATE CITIZENS (DISCUSSION/POSSIBLE ACTION)**

President Datz said before we talk about this item, that this is not the Friends of the Library organization; this is an independent organization to work for passage of the continuation of the parcel tax. The Friends can donate to it, if they want, but they cannot do form a committee. The Friends are a 501(c) 3, and would lose their tax exempt status if they did it. We have to stop referring to them in this manner. The question then is whether or not board members can attend what appears to be Protect Altadena Library's. President Datz said his understanding is that board members should stay away from this so as not to violate the Brown Act or any kind of conflict at all.

11. CORRESPONDENCE

- a) NOMINATION OF CANDIDATE; LAFCO ALTERNATE **(INFORMATION)**

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED NOVEMBER 18, 2013, 7:00 P.M. **(INFORMATION)**

Trustee LaCasella reported that the Foundation is working on building the board and they have one new member David Herman. The next event will be in April. The Foundation has been discussing going public with the campaign. They are looking at the impact of the parcel tax campaign. Trustee LaCasella stated that the Foundation is not close enough to breaking ground to get a construction grant. In the next couple of months we will make a decision on how we will handle all this. There are grants for historic preservation and programs so we are exploring these options and hope to be in full capital campaign mode in the next 6 months.

- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR NOVEMBER 12, 2013 7:30P **(INFORMATION)**

Trustee LaCasella reported that we have our save the date post card out to musicians and artists. We will start taking applications in January. Talking to Sheriffs department to move their car show to same day as AOMR unfortunately they are having a golf tournament on the day of AOMR so maybe they can do the car show next year. They can still have a presence by bringing down some mounted units and canine units, some search and rescue and do some community outreach.

- c) REPORT ON FRIENDS OF THE LIBRARY PARCEL TAX COMMITTEE MEETING OCTOBER 15, 2013. **(INFORMATION)**

President Datz reported that the committee is Protect Altadena Libraries not Friends of Library, there will be another meeting on November 12, 2013.

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

14. ADJOURNMENT

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

It was Moved (Hubbard) Second (Tuck) to Adjourn at 6:10p.