



Honoring the past, cultivating the present, empowering the future

MINUTES
Regular Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library
November 23, 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).

Adopted with Deletion of Item 10a. Moved by Zelada-Garcia, seconded by McMullins

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 LAURA MIERA, PART-TIME LIBRARY ASSOCIATE IN FINANCE/HR, EFFECTIVE OCTOBER 1, 2015

Wallin reported on the hiring of Laura Miera as part-time library associate in Finance

6. **FINANCIAL REPORTS**

a) **ALTADENA LIBRARY DISTRICT FOR THE MONTH OF OCTOBER 2015
(DISCUSSION/POSSIBLE ACTION)**

Wallin presented the financials per the Staff Report and indicated the most current LA County interest report is .68%, the Pitch-a-Grant funds of \$13,500 were received 10/26/15; the first of three installment payments

- b) REVIEW OF 1ST QUARTERLY REPORT OF CURRENT FY 2015/16 BUDGET
(DISCUSSION/POSSIBLE ACTION)

Wallin presented the 1st Quarter report noting the difference in property tax revenue from last FY quarter is due to an audit adjustment. Increased fines and fees is from increased passport revenue, and operating expenses increased due to new copiers for main and branch

- c) Review of Altadena Library District Draft Audit for Fiscal Year ending June 30, 2015 Conducted by Independent Certified Auditor, The Pun Group (Discussion/Possible Action)

Paul Kaymark from the Pun Group presented the Draft Audited Financials noting the new GASB regulations which requires pension liability to be reported on the books. This is reflected as 1.8M in the Net Position, as prior period adjustment. Paul indicated that the changes in regulation leave a lot of open questions which is why a draft is being presented. Final report will be provided mid-December. The figures will remain the same, the footnotes will be updated. Additionally, Paul indicated that CalPERS recently voted to reduce the investment risk to 6.5%. The new investment rate will double the District's Employers Member Contribution Rate in FY2017. The District currently pays 12.5%. Wallin indicated that this increase does not take into consideration the increases that occur each year. The cost to the District is approximately \$95K more per FY or approximately 30% for each employee, every pay period.

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 OCTOBER 26, 2015
- b) STATISTICAL REPORTS – OCTOBER 2015
- c) DEPARTMENTAL MONTHLY REPORT – OCTOBER 2015
- d) APPROVAL OF MINUTES – SPECIAL MEETING HELD NOVEMBER 13, 2015

Moved by McMullins and seconded by Zelada-Garcia. Approved

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

Kittay reviewed the past year; highlighting:

- a strong staff and Board of Trustees that are committed to the library and their community,
- support organizations – the Friends and the Foundation – that are dedicated and hard working;
- a community that is Vibrant and passionate about its Library

Accomplishments such as:

- Professional Development Days and access to the CLA Conference for Board and Staff
- Adding some Key Hires.

Facilities:

- Re-Lighting of the main library

Funding:

- Passports continue to bring in more and more revenue each month;
- We had a number of substantial Grants this past year which are giving the District the opportunity to offer educational and informational presentations and hands-on experiences like never before.
- The Renewal of our Parcel Tax

Materials & Programs:

- We removed items that were no longer relevant to the collection

- Attendance at programs for all ages has skyrocketed.
- Monthly newsletter

Challenges:

The Facility and our Space needs are always forefront in our minds:

- It is going to be a challenge to raise 7 million dollars in today's fiscally constrained world where we are all being asked daily to give.

Funding:

- The parcel tax gave us a lot of breathing room, but we are still faced with having many more needs and requests than we can possibly meet with the funding we currently have.

Staff & Change Management:

- This has been a year full of change and challenges for all staff. Change is difficult for even the most seasoned of leaders and while it is an expected part of any job, it is especially significant in libraries and in one such as ours that has not gone through a lot of change in prior years.

Moving forward focusing on:

- The dreams of a renovated and more user friendly facility,
- the dreams of operating more efficiently so that staff have the time to be creative and don't feel overworked and pressured and every day is fun and joyful,
- the dream of meeting and exceeding the goals of our vision to provide free and equal access to information, ideas, technology and the joy of reading and to educate and empower our diverse community in ways that will leave the community amazed at what we do.
- An organization that inspires our community to support our future both in the voting booth, and with their checkbooks.

10. **OLD BUSINESS**

- a) REVIEW OF REVISIONS REGARDING NAMING AND DONOR RECOGNITION POLICY
(DISCUSSION/POSSIBLE ACTION) – Removed from agenda.

11. **NEW BUSINESS**

- a) ASSIGNING/VOTING A LIAISON FROM BOARD OF LIBRARY TRUSTEES TO THE ALTADENA LIBRARY FOUNDATION (DISCUSSION/POSSIBLE ACTION)

McMullins has been serving as liaison; however, because she is a voting member of ALF a new liaison needs to be assigned. McDonald agreed to be liaison. Moved by Tuck, Seconded by McMullins. Approved

- b) REQUEST FOR EARLY CLOSING ON SATURDAY DECEMBER 12, 2015 TO accommodate CHRISTMAS TREE LANE LIGHTING. (DISCUSSION/POSSIBLE ACTION)

Kittay requested the library close at 4pm. This would allow staff to go home and return if they wanted to attend. There will be no parking in the lot for the entire day. Kittay indicated she, or another staff member, will be onsite at 4pm to open the Community Room for Xmas Tree Lane and the Restrooms for the public. There will be (1) booth available for FOL/ALF/ALD to share. Mindy will coordinate. Move by McMullins, Seconded by Tuck. Approved.

- c) Request by Staff Association to add an additional day of closing when Holidays fall on a Friday. The additional day of closing requested is the following Saturday. (DISCUSSION/POSSIBLE ACTION)

Kittay noted the request from the Staff Association would have no fiscal impact. At this time, data indicating how busy/slow the library is after a holiday cannot be provided; however, staff has indicated there is low usage. McKenzie indicated that the day after Xmas would be acceptable to her. Her concern regarding Thanksgiving is the use for students. It was also noted that staff who usually work on this day would lose hours/pay. Staff association indicated that the request for closures was approved by all staff. Kittay indicated that closing this Saturday without proper notice would be a disservice to the community and would like the discussion of future year closures to be deflected to another Board meeting. It was noted that Glendale library is closed Thursday – Sunday for the Thanksgiving holiday but Pasadena and South Pasadena are not. Staff Association reiterated that they are only requesting a Saturday closure for Xmas if the Xmas holiday lands on a Friday (this would occur every 7 years). McDonald proposed a solution that the

Board considers adding a floating holiday to the Calendar; however, he would like analysis and data of use of the library and how it might affect programming. Kittay indicated that programs are usually not scheduled around the holiday. Zelada-Garcia noted that this discussion/approach needs to be deferred and not implemented this year.

Motion by Zelada-Garcia to close on Saturday December 26, 2015, the day after Christmas. Second by McDonald. Approved

Motion by Zelada-Garcia to not close this Saturday and to defer discussion of future years to another board meeting. Second by McMullins. Approved

d) **SCHEDULE OF HOLIDAYS FOR 2016 (DISCUSSION/POSSIBLE ACTION)**

Kittay noted that Monday December 26, 2016 the library will be closed because Christmas lands on a Sunday. Motion by McMullins to accept the schedule with the removal of the additional Thanksgiving closure. Second by Zelada-Garcia. Approved

e) **REQUEST BY ALTADENA LIBRARY FOUNDATION FOR APPROVAL OF THE NAMING OPPORTUNITIES FRAMEWORK FOR THE CAPITAL CAMPAIGN. (DISCUSSION/POSSIBLE ACTION)**

Moved by Tuck. Seconded by Zelada-Garcia. Approved.

f) **TOYS FOR FINES (information)**

Kittay noted this year it will be toys only, not food. The program runs from November 16-December 15. Fines, not fees (example: loss of item) will be written off. Moved by Tuck. Seconded by McMullins. Approved.

g) **SCHEDULE OF BOARD MEETINGS FOR 2016 (DISCUSSION/POSSIBLE ACTION)**

Kittay stated there are no changes. Moved by Zelada-Garcia. Seconded by McMullins. Approved.

12. **CORRESPONDENCE & PRESS**

a) **PRESS CLIPPINGS (INFORMATION)**

Kittay presented the press clippings noting the publications the District has been featured in, especially the art section in Pasadena Weekly. Tuck indicated he was happy to see Outlook has included the District as well. Kittay noted that Press was at the Wine program so there may be an article written. McKenzie stated that press coverage in the board package shows the District is doing community outreach. Kittay replied that the monthly newsletter has increased in percentage of readers as well.

13. **REPORTS OF SUPPORT GROUPS**

a) **Altadena Library Foundation**

Dale LaCasella reported for Foundation stating they are in their silent phase of fundraising. They are in contact with some large donors. Foundation will be looking to the Board for assistance. There are two new foundation members. The foundation is at a turning point and moving forward.

b) **Friends of the Altadena Library**

Ira Bershatsky reported for the Friends noting the 501c3 classification is still in progress. The Friends treasurer will be scheduling a meeting with the tax preparer and the attorney so they can move forward. The November book sale raised approx. \$1700.

14. **REPORTS OF TRUSTEES**

Zelada-Garcia noted that she attended the Friends meeting. Also, on December 8, 2015 a framing presentation of a quilt made in 1976 will be presented at the Community Center for permanent installation. Kittay requested Ryan Roy notify all board members via email of the event.

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.

Moved by McMullins. Seconded by Zelada-Garcia. Adjourned at 6:55pm