



Honoring the past, cultivating the present, empowering the future

AMENDED AGENDA
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).

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

6. **FINANCIAL REPORTS**

- a) ALTADENA LIBRARY DISTRICT FOR THE MONTH OF OCTOBER 2015
(DISCUSSION/POSSIBLE ACTION)
- b) REVIEW OF 1ST QUARTERLY REPORT OF CURRENT FY 2015/16 BUDGET
(DISCUSSION/POSSIBLE ACTION)
- 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)

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

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**

- a) CLA CONFERENCE 2015

10. **OLD BUSINESS**

- a) REVIEW OF REVISIONS REGARDING NAMING AND DONOR RECOGNITION POLICY
(DISCUSSION/POSSIBLE ACTION)

11. **NEW BUSINESS**

- a) ASSIGNING/VOTING A LIAISON FROM BOARD OF LIBRARY TRUSTEES TO THE ALTADENA LIBRARY FOUNDATION (DISCUSSION/POSSIBLE ACTION)
- b) REQUEST FOR EARLY CLOSING ON SATURDAY DECEMBER 12, 2015 TO ACCOMMODATE CHRISTMAS TREE LANE LIGHTING. (DISCUSSION/POSSIBLE ACTION)
- 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)
- d) SCHEDULE OF HOLIDAYS FOR 2016 (DISCUSSION/POSSIBLE ACTION)
- e) REQUEST BY ALTADENA LIBRARY FOUNDATION FOR APPROVAL OF THE NAMING OPPORTUNITIES FRAMEWORK FOR THE CAPITAL CAMPAIGN. (DISCUSSION/POSSIBLE ACTION)
- f) TOYS FOR FINES (INFORMATION)
- g) SCHEDULE OF BOARD MEETINGS FOR 2016 (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.