



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
November 24, 2014
5:02 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

- 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 (McMullins) 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**

- a) RESIGNATION OF PAULA GAETOS EFFECTIVE NOVEMBER 1, 2014
- b) RESIGNATION OF PAULINE DUTTON EFFECTIVE DECEMBER 31, 2014

Director Kittay referred to her report announcing Pauline’s retirement party on Saturday, December 20th, from 1-3pm. Trustee Datz inquired about another upcoming retirement for staff member Kathleen Lancaster, set to retire in January. Senior Librarian Cassandra Stearns notified Trustees that Kathy has expressly stated her preference against having a party. Director Kittay offered presenting Kathy with a plaque and gift instead, by way of the Trustees, pending Kathy’s reception.

- 6. **FINANCIAL REPORTS**

- a) Altadena Library District for the month of October 2014

(DISCUSSION/POSSIBLE ACTION)

Finance Director Wallin reported no new activity for October's financial statements.

- b) RESOLUTION TO ADD DISTRICT DIRECTOR AS APPROVED SIGNER ON ALD CHASE BANK ACCOUNTS **(DISCUSSION/POSSIBLE ACTION)**

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

Wallin presented the resolution to add Mindy Kittay as an approved signer on all Altadena Library District's Chase bank accounts, stating that while Chase representatives have been present for similar resolutions in the past, their absence today would not affect the signing of such a resolution. Trustee Datz inquired why unauthorized signers were included on the resolution. Wallin explained that at the behest of a Chase Bank representative, a complete list of authorized and unauthorized signers ought to be included in the resolution for verification purposes as previous resolutions failed to include the latter. Trustee Datz invited Trustees to review the resolution while Finance Director Wallin confirmed that said resolution had been previously reviewed by Chase Bank.

It was Moved (McKenzie) and Seconded (Hubbard) to approve Resolution 201404.

APPROVED

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 27, 2014
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR OCTOBER 2014
- c) DIRECTOR'S MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR OCTOBER 2014

It was Moved (McKenzie) and Seconded (McMullins) to approve 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) REPORT ON DISTRICT'S PARTICIPATION IN JUMPSTART'S READ FOR THE RECORD NATIONAL CAMPAIGN HELD OCTOBER 21, 2014 **(RECEIVE AND FILE)**

Literacy Coordinator Suzy Martin reported that 15 sites serviced 577 children and adults this year compared to 13 sites and 477 the year prior. No stats were available in 2012 though Martin commented on 2010's astounding statistic of 987 children. Senior Librarian Stearns informed her that 2010 was a year when the State had provided more support for the program. Martin closed

her report by thanking the Friends of the Altadena Library for their support in helping provide additional books for the program.

At this time, Director Kittay provided a director's update, citing her report as presented under Item 7c, informing the Trustees of immediate staff changes due to impending retirements. One such change would include the creation of a Business Center which will encompass passport services and other enterprising library services. As such, the Business Center will operate under the supervision of the Administration department, a deviation from Passport Services previously operating within Finance and later cross-functioned with Circulation. The staff changes would result in a savings of approximately \$30k.

Director Kittay also highlighted two announcements not included in the report: 1) changing the format of a monthly Manager's Meeting to a weekly Leadership Team Meeting to create a laterally-unified organization with increased communication. Kittay cited the induction of an Annual Operating Plan that will assess its goals against those already outlined in the Strategic Plan. The Leadership Team will also participate in reviewing and updating existing policies and procedures as well as be involved in budget discussions. The Leadership Team will commence beginning January 2015; and 2) provision of the ALD Board Packet to Trustees has shifted from hand-delivery to e-mail format with the hard-copy maintained in binders ready for each Trustee on Board Meeting dates. Any Trustees preferring to maintain hand-delivery of the board packet were asked to notify the Executive Administrative Secretary.

Trustee McMullins inquired about details concerning the \$30k in personnel savings. Director Kittay confirmed that though the amount would be a long-term savings—speculating an even larger amount of savings within the present fiscal year due to aforementioned impending retirements—reinforced its calculation as a one-time savings.

Executive Administrative Secretary Shermaine Barlaan inquired about proper placement concerning a recurring item for a Director's Report. Trustee Datz confirmed adjusting the existing agenda to reflect a change in Item 9 from Old Business to Director's Report would suffice.

b) **REPORT ON LED LIGHTING RETROFIT AT ALTADENA LIBRARY (RECEIVE AND FILE)**

Principal Librarian Pauli Dutton reported that further research on lighting retrofit options revealed a similar case study with Palos Verdes Library. The library's contact in charge of the retrofit has offered to conduct a webinar for Altadena Library as a how-to DIY (Do It Yourself) that encompasses replacing existing bulbs on an as-needed basis with LED lighting. Due to technical difficulties with said contact, a full report is forthcoming to Dutton and will include details on where to source specific lighting needs (i.e. Home Depot for more general LED bulbs, etc.). Because of the extreme economical cost savings, Dutton reported having submitted this item as Receive and File in lieu of continuing an RFP process as was initially discussed during October's Board Meeting.

Dutton continued the report citing the library's current lighting situation as was provided by the Building Maintenance Supervisor. Current indoor lighting is utilizing only 50% of the library's available lighting sources. Outdoor lighting, however, may need additional sources installed though the Building Supervisor had elected to wait until current outdoor lighting was replaced with LED bulbs to make an assessment.

Dutton confirmed that associated costs of replacing lighting on an as-needed basis were within the Director's discretion and would be covered under the maintenance budget. Trustee McMullins cited an immediate need for improved lighting outdoors by the library's main entrance to which Director Kittay ensured that current research on additional lighting installation was already underway.

c) CIRCULATION DESK UPDATE (**DISCUSSION ONLY**)

Director Kittay reported a change in executing a circulation desk update. Kittay advised staff to delay execution in order to further research the “flows of the library” to allow leadership to assess how books are currently transported in/around the circulation area and how books are currently checked out by patrons, among other factors. Extending the research process would best ensure the suitability of the desk’s redesign as well as ensure best-use of the funds allocated for the retrofit. Director Kittay ensured Trustees that the process would be done as quickly as possible, citing limited funds from a previous setback in potential funding with an unsuccessful grant application.

Trustee Datz then informed the assembly that Dave Herman, of the Altadena Library Foundation, had located a more experienced carpenter willing to continue the work associated with assessing the desk’s redesign and would provide a forthcoming report. Trustee Datz reiterated the importance of preserving the desk’s existing tiles as they are historical in nature.

10. NEW BUSINESS

a) AMENDMENT TO HOLIDAY CLOSURES CALENDAR 2014-2015
(**DISCUSSION/POSSIBLE ACTION**)

Director Kittay reported the addition of an early closure for 5 p.m. on Thanksgiving Eve along with a Library Staff Development Day slated for Columbus Day, October 12, 2015. Both additions would be permanent and recurring. Kittay cited the latter closure as necessary for staff.

It was Moved (McKenzie) and Seconded (McMullins) to adopt the amended 2014-2015 calendars.

APPROVEDb) FOOD FOR FINES (**DISCUSSION/POSSIBLE ACTION**)

Director Kittay reported no new updates for this ongoing program.

It was Moved (Tuck) and Seconded (McMullins) to adopt the recurring annual program as-is.

Trustee Datz confirmed at Trustee McKenzie’s inquiry that the library contracts with a collection agency for large (approx. \$50) past-due fine balances. Director Kittay confirmed for Trustee McMullins that borrower’s privileges become suspended at a \$10 balance, adding that assessment of the existing fine and fee structure remains an active item for library leadership. Kittay continued by confirming that fines and fees amount to less than 2% of library revenue. At the suggestion of Trustee McKenzie to identify those patrons with exceptionally large fines, Director Kittay reported the feasibility of such an endeavor as unlikely due to limited staff capacity as well as the list’s extensiveness and accuracy (as patrons may no longer be living).

APPROVEDc) RESOLUTION IN ACKNOWLEDGEMENT OF THE ALLIANCE TO SAVE OUR
ALTADENA LIBRARIES (**DISCUSSION/POSSIBLE ACTION**)

Trustee McKenzie commended the alliance for their excellent campaign as was evidenced by voter turnout and the percentage in which the measure was passed. The trustees were in accordance with the phenomenal approval rate by which the measure was passed.

It was Moved (McKenzie) and Seconded (McMullins) to approve Resolution 2014405 In Acknowledgement of the Alliance to Save our Altadena Libraries as-is.

APPROVED

Roll call vote by President to Board: McKenzie – Aye; Tuck – Aye; McMullins – Aye; Hubbard – Aye; Datz – Aye.

11. CORRESPONDENCE

None

12. REPORTS OF TRUSTEES

Trustee Datz commented on wording of the plaque as recorded in the previous Board minutes. Trustee Datz requested that “memorial” be changed to “gratitude” concerning the anonymous donation from a patron to rehabilitate the Reading Lounge furniture upholstery. He also inquired as to the state of the elevator to which Pauline Dutton confirmed there were no immediate concerns.

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

None

14. ADJOURNMENT

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

Trustee McMullins applauded Director Kittay on her exuberant performance.

It was Moved (McMullins) and Seconded (Tuck) to adjourn the meeting.

APPROVED

The meeting was adjourned at 5:34 p.m.