



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

February 22, 2016 – 5:10 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 Administration 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.

Adopted. Moved by Tuck, Seconded by McMullins.

4. **ELECTION OF OFFICERS BY BALLOT (DISCUSSION / ACTION)**

It was Moved by Tuck, Seconded by Zelada-Garcia to nominate McKenzie for President (McKenzie noted she would accept if elected)

It was Moved by McMullins, Seconded by McDonald to nominate Zelada-Garcia for Secretary (Zelada-Garcia noted she would accept if elected)

It was moved by Tuck to nominate McMullins for Secretary (McMullins noted that she declined and would not accept, thanking Tuck)

Approved by Acclamation without election by ballot.

**Elected President- Meredith McKenzie
Elected Secretary- Adalila Zelada-Garcia**

5. **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 TO REPORT

6. **FINANCIAL REPORTS**

**FINANCIAL REPORTS FOR THE MONTH OF JANUARY 2016
(DISCUSSION/POSSIBLE ACTION)**

Wallin reported that current percent of the year completed is 58%, with revenue being \$1.6M and expenditures being \$1.3M. She noted that the budget adjustments were approved in January at the Board Meeting. She also noted that the categories of Miscellaneous and Consultant expenses were currently showing overages due to waiting for documentation from Baker and Taylor as well as waiting to submit to the County for reimbursement for the Water Grant.

Director Kittay noted that the district received \$3,000 and is awaiting a payment of 25,000 for grants.

Finance Director Wallin noted that due to the Collection Development Manager Job Description being approved by the Board in January, the Technical Services department was going to be Collection Development going forward, and that this would be reflected in all future reports.

Wallin also reported that the District will be receiving \$2,300.00 in credits from UMB for the Credit Card program that the district currently utilizes.

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 JANUARY 25, 2015
- b) STATISTICAL REPORTS – JANUARY 2016
- c) DEPARTMENTAL MONTHLY REPORT – JANUARY 2016

Moved by McDonald and seconded by McMullins. Approved

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

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

None

9. **DIRECTOR'S REPORT**

- a) VOLUNTEER APPRECIATION DINNER
- b) ROSE FOUNDATION GRANT
- c) PASADENA COMMUNITY GRANT

Director Kittay noted that she had been out sick and that there was no Director's Report in the Board Packet, but that the March Board Packet would have a Director's Report that includes information from both January and February.

Kittay noted to the Board that the Adult Volunteer Recognition dinner will be held on April 9, at 5 p.m. and that invitations would be sent.

Kittay also updated the Board on two grants that the District applied for, working with and applying through the Foundation, the District applied for \$10,000 through the Pasadena Rose Foundation for the technical upgrades to the Community Room, and \$25,000 through the Pasadena Community Foundation for upgrades to the Library furniture, equipment and furnishings. It was also noted that the District will receive status of the Rose grant at the end of February and from the Community Grant in Mid-May.

10. **OLD BUSINESS**

- a) CONSIDERATION TO ADD A FLEXIBLE HOLIDAY TO THE ALTADENA LIBRARY DISTRICT HOLIDAY CALENDAR FOR 2016 AND FUTURE FISCAL YEARS
(DISCUSSION / POSSIBLE ACTION)

Finance Director Wallin reported that the staff participated in a survey, with the majority electing to add a free paid holiday for each staff member to take when they choose. Also noting that the other option being presented was the District to add an extra holiday to the Calendar for the Library to close and that all staff would be paid for.

It was moved by McDonald and Seconded by McMullins to approve the Option that the District would add one additional holiday to the Calendar, with Administration having the discretion on which day would be chosen, and presented at the Board Meeting for which the Board approves the next year's calendar, stating the policy would go into effect for the 2017 calendar. Trustee McDonald stated that there were financial impacts to the District if the District was to approve an additional Free Holiday for each staff member separately, and that it was in the best interest of the District financially to approve an additional fixed holiday for all staff. Trustee McKenzie noted that from an operational standpoint, it would be in the best interest of the District to approve the fixed holiday as opposed to a flexible holiday, due to the staffing requirements and constraints that this could pose should many staff members elect to take their flexible holiday at the same time. Trustee McMullins asked for clarification as to which holiday was originally considered due to the holiday falling on or before a Saturday, with Director Kittay noting that Thanksgiving is the holiday, however, noting it would greatly impact the community and library to be closed on the Saturday following Thanksgiving, with McMullins and McKenzie agreeing. Director Kittay recommended that this policy go into effect immediately, with consideration to add an additional fixed holiday to the 2016 calendar, as opposed to waiting until the 2017 calendar. Trustee McDonald noted it would be acceptable for administration to take a look at the 2016 calendar.

Motion was Amended to include adding a date to the 2016 calendar. Approved.

11. **NEW BUSINESS**

a) **SCHEDULING OF BOARDS RETREAT (DISCUSSION / POSSIBLE ACTION)**

Director Kittay stated she would like to schedule the Board Retreat for June, with Trustee McKenzie asking for a few proposed dates to be brought to the March Board Meeting for the Trustees to discuss so that the Retreat can be scheduled.

b) **REQUEST FOR LATE OPENING AT NOON ON MAY 14, 2016 FOR LATINO CULTURAL ARTS FESTIVAL (DISCUSSION / POSSIBLE ACTION)**

Director Kittay updated the Trustees on the progress of the upcoming Latino Cultural Festival in May, and stated that the District is now working with a consultant to help plan the event, and that the event is anticipated to draw hundreds of people to the Library. She requested that due to the timeline of the day, which includes all day activities leading into a Second Saturday event that evening, that the Library open at Noon to accommodate patrons and ensure the Library has the staff it needs.

Trustee McMullins inquired as to whether there would be any fiscal impact to the District. Director Kittay noted that staffing will be adjusted the week leading up to the event, and that there would be no fiscal impact to the District.

It was moved by Zelada-Garcia, Seconded by Tuck to approve the late opening on May 14th.

c) **UPDATE TO ALTADENA LIBRARY DISTRICTS PERSONNEL POLICY IX, 9.2 FREE (PAID) HOLIDAYS (DISCUSSION / POSSIBLE ACTION)**

Finance Director Wallin noted that the Districts Personnel Policy was updated and amended with the advice from Legal Counsel, regarding the accrual requirements for Paid Holidays.

Trustee McDonald noted that Free Holidays provided to employees were considered vacation days and subject to accrual, but not paid out.

Trustee McKenzie expressed concern over the long term fiscal impact that the district's current policy and noted that there would be challenges due to CalPers contribution requirements.

Director Kittay noted that the District would revisit the policy in reference to wages and benefits to all employees in future years to consider what is in the best interest of the District and the District's employees.

Finance Director Wallin noted that the current policy must only be amended to comply with legal requirements.

Trustee McMullins inquired about the number of days employees receive and can currently accrue and be paid for.

It was Moved by McDonald and Seconded by McMullins to approve the update to the Districts personnel policy. There was one Abstention. Motion Carries. Approved.

d) LITERACY TRAINING PRESENTATION (INFORMATION)

Edward William presented to the Board an overview of the Literacy Program, and that the District now has a Literacy Tutor Training in place that Tutors can utilize to train on their own time online. It was noted that the program currently has around 30 learners, and is going to increase outreach to gain more learners since the number of tutors has greatly increased.

12. CORRESPONDENCE & PRESS

a) PRESS CLIPPINGS (INFORMATION)

13. REPORTS OF SUPPORT GROUPS

a) ALTADENA LIBRARY FOUNDATION

Trish Pengra updated the Board on the current activities of the Foundation which include the asks, updating the look of the materials to coordinate with the Library and Friends, working on an Annual Report for the Foundation, and working on a system to track their donations and contacts.

b) FRIENDS OF THE ALTADENA LIBRARY

Trustee Zelada-Garcia noted that she is the liaison to the friends. She updated the board on the current status of the friends, stating that communications were reestablished with the attorney to continue working on getting the groups 501(c)(3) status back, and that there has been no communication with the accountant, and that a new accountant would be hired going forward.

14. REPORTS OF TRUSTEES

No Trustee provided a report, however Trustee McKenzie noted that she would like to hear about the Altadena Chamber of Commerce Dinner since she was unable to attend. Director Kittay noted that the District had a table at the Dinner and was acknowledged by the Chamber.

15. AGENDA ITEMS FOR FUTURE AGENDAS

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

Trustee McKenzie requested that the Consultant for the Garden Project, January Nordman, present at the March Board Meeting an overview and report of the Project since it is now complete.

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 6:45 p.m.