



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees
Altadena Library District
Community Room – Main Library

February 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 Datz, 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.

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.

6. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

- a) RESIGNATION, DISCUSSION & APPOINTMENT OF BOARD MEMBER
- b) RE-ASSIGNMENT OF FINANCE DIRECTOR AS HUMAN RESOURCES DIRECTOR

7. **FINANCIAL REPORTS**

- a) ALTADENA LIBRARY DISTRICT FOR THE MONTH OF JANUARY 2015
(DISCUSSION/POSSIBLE ACTION)

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

8. **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 26, 2015
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR JANUARY 2015
- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR JANUARY 2015

9. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**
Items removed from the Consent Calendar will be discussed individually at this time.
10. **DIRECTOR'S REPORT**
- a) SEWER REPAIR UPDATE
 - b) BOARD RETREAT UPDATE
 - c) WOMEN @ WORK
 - d) STAFF E-MAIL
 - e) WATER MACHINES
 - f) STATE LIBRARY GRANT FOR TECHNOLOGY \$30,000
 - g) STATE LIBRARY PITCH AN IDEA GRANT \$44,410
 - h) COMMENT CARD
11. **OLD BUSINESS**
- a) LED LIGHTING UPDATE (**INFORMATION**)
 - b) EMPLOYEE OF THE QUARTER (**INFORMATION**)
12. **NEW BUSINESS**
- a) ARCHITECTURAL PRESENTATION (**INFORMATION/POSSIBLE ACTION**)
 - b) MID-YEAR REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT OPERATING BUDGET FY 2015/16 WITH ADJUSTMENTS (**DISCUSSION/POSSIBLE ACTION**)
 - c) REVIEW AND APPROVAL OF UMB BANK RESOLUTION AND AGREEMENT FOR CREDIT CARD PROGRAM (**DISCUSSION/POSSIBLE ACTION**)
 - d) REQUEST FOR LATE OPENING REGARDING STAFF TRAINING (**DISCUSSION/ACTION**)
 - e) APPROVAL OF BOARD MEETING DATES FOR 2015 (**DISCUSSION/ POSSIBLE ACTION**)
 - f) CALIFA AGREEMENT FOR INTERNET ACCESS (**INFORMATION/POSSIBLE ACTION**)
 - g) STATEMENT OF ECONOMIC INTEREST FORM 700 FILING FOR 2014/15. RETURN TO SHERMAINE TO FORWARD TO LA COUNTY BY APRIL 1ST 2015. IF YOU RECEIVE A REQUEST FROM THE COUNTY FOR ELECTRONIC FILING, LET SHERMAINE KNOW AND SEND A COPY OF THE SIGNED FORM 700 FOR ADMIN FILES BEFORE YOU FILE IT WITH THE COUNTY (**INFORMATION**)
13. **CORRESPONDENCE**
- a) 2015 ELECTION OF SDRMA BOARD OF DIRECTORS NOTIFICATION OF NOMINATIONS (**INFORMATION**)
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.