



# ALTADENA LIBRARY DISTRICT

*Honoring the past, cultivating the present, empowering the future*

## MINUTES

### Regular Meeting

Board of Library Trustees

Altadena Library District

Barbara J. Pearson Community Room – Main Library

**January 26, 2015**

5:01 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 (Hubbard) and Seconded (McMullins) to adopt the agenda as-is.**

**APPROVED**

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

**It was Moved (Datz) and Seconded (Hubbard) to nominate Meredith McKenzie for President. It was Moved (McMullins) and Seconded (McKenzie) to nominate David Datz for Secretary.**

**Meredith McKenzie received four (4) votes and David Datz one (1) vote for President. David Datz received four (4) votes for Secretary and Meredith McKenzie one (1) vote for Secretary.**

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.

**NONE**

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

- a) RETIREMENT OF KATHLEEN LANCASTER EFFECTIVE JANUARY 31, 2015
- b) PROMOTION AND TRANSFER OF ANTONIA AGUILAR FROM CIRCULATION LIBRARY CLERK II TO ADMINISTRATION LIBRARY ASSOCIATE FOR PASSPORTS & BUSINESS SERVICES

Director Kittay added that December's passport revenue has doubled since December FY 13/14

## 7. FINANCIAL REPORTS

### a) ALTADENA LIBRARY DISTRICT FOR THE MONTHS OF NOVEMBER / DECEMBER 2014 (DISCUSSION / POSSIBLE ACTION)

Director Wallin reported moving the mid-year Budget review to February's Board Meeting to allow Mindy time to review the current financials and convene with a Budget Committee prior to the meeting. Current percent of year completed is 50% with total revenue at \$1.3m. Of that total \$18,800 was received from RDA disbursements. Total expenditures are \$1.3m. The Friends donated 1k towards literacy programming and in memory of Roberta Lauderdale. Two e-rate rebates were received from telecommunications vendors AT&T and MegaPath totaling nearly 10k. \$4500 was earned from the parking lot rental fee collected during a taping of *Criminal Minds*. The District received an annual subsidy in the amount of \$7,200 from the Medicare Part D program. An unexpected expenditure for capital outlay, a new smart kiosk payment system, was purchased for the public computers and will be reflected in the mid-year budget review. Effective July 1, 2015, Assembly Bill 1522 requires employers to provide sick leave to part-time staff that don't currently have benefits. The State mandates that paid sick leave is limited to 24 hours or 3 days for a calendar year. The District has elected to provide 3 days per year to part-time staff beginning July 1, 2015. Sick leave is not accumulated; the employee starts the calendar year with the time allotted. An RFP has been issued for audit services for FY15/16 with expected responses in March.

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

### b) REVIEW OF ALTADENA LIBRARY DISTRICT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2014 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, CHARLES FEDAK, LLC (INFORMATION)

Charles Fedak reported a successful and thorough audit for FY 2013/14 with no issues.

## 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 NOVEMBER 24, 2014
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR NOVEMBER / DECEMBER 2014
- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR NOVEMBER / DECEMBER 2014

**It was Moved (Tuck) and Seconded (McMullins) to approve the Consent Calendar as-is.**

**APPROVED**

## 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) MAIN SEWER BRACKET COLLAPSE / REPAIR **(INFORMATION ONLY)**  
\$5800 was spent to fix a clay pipe connected to the sewer by the library front entrance.
- b) UPDATE ON CREATION OF BUSINESS SERVICES OFFICE (PASSPORTS) AND CONSOLIDATION OF STAFF SPACE FOR ADULT SERVICES / CIRCULATION / PAGES **(INFORMATION ONLY)**

A separate Business Office was created in the library January 25, 2015.

- c) ABOVE AND BEYOND QUARTERLY STAFF RECOGNITION PROGRAM – BOARD MEMBER VOLUNTEER REQUEST **(INFORMATION / ACTION)**

Director Kittay requested a Trustee volunteer to participate in the quarterly staff recognition program. Trustee Hubbard volunteered to sit on the committee. First meeting will be in March.

- d) REMOVAL OF \$0.50 CENT FEE FOR PLACING HOLDS **(INFORMATION)**  
Effective immediately.

- e) LITERACY COORDINATOR **(INFORMATION)**  
The part-time position has been posted to various job boards with the intention to hire during March.

- f) RETREAT: LIBRARY BOARD / FOUNDATION BOARD / FRIENDS BOARD **(INFORMATION)**

Director Kittay gathered input from Board members regarding scheduling a Board retreat for the Board members of the Altadena Library District, the Altadena Library Foundation, and the Friends of the Altadena Library. The Board was receptive to the proposition and Director Kittay will continue with coordination and keep the Trustees apprised. Jamie LaRue will be the moderator for the retreat.

## 11. OLD BUSINESS

- a) ACCEPTANCE OF CLLS GRANT AWARD IN THE AMOUNT OF \$7,877 FOR FY 2014/2015 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT REGULATIONS. **(INFORMATION)**

- b) ACCEPTANCE OF LSTA GRANT AWARD (BOOK TO ACTION 2015) IN THE AMOUNT OF \$3,000 FOR FY 2014/2015 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT APPLICATION AND REGULATIONS. **(INFORMATION)**

- c) UPDATE ON LED LIGHTING RETROFIT AT ALTADENA LIBRARY **(INFORMATION)**  
The library is down to less than half of its current lighting capacity due to failing ballasts. Director Kittay noted that this project must hold priority and that she is moving forward to secure the best possible resolution. Cost for this necessary upgrade will be in the mid-year budget amendment. Kittay has also secured GSA pricing for LED bulbs which gives the District deeply discounted pricing.

- d) UPDATE ON HEAD-IN PARKING ON MARIPOSA **(INFORMATION)**  
Director Kittay read an e-mail response from the County explaining specificities within the Road Diet Proposal that was met with opposition by certain Altadena Town Council representatives. Trustee President McKenzie introduced Dale LaCasella who presented her personal findings with other County personnel on board with the proposal. Dale encouraged Trustee and District attendance at the next Land Use Committee Meeting to advance support for the existing proposal. Dale will provide meeting information as it becomes available.

- e) UPDATE ON MEETING WITH CWA ARCHITECT REGARDING BUILDING RENOVATION **(INFORMATION)**  
Director Kittay met with CWA architects to work on an additional set of renderings that reflect a downsized estimate of \$5mm versus the initial \$10mm to \$18mm that was previously discussed. The Architects will provide a presentation as soon as possible.

## 12. NEW BUSINESS

- a) REPORT ON ALTADENA BEST FEST – DIANA PHILLIPPI **(INFORMATION/POSSIBLE ACTION)**  
Dale provided updates on community support and vendors interested in participating for this year's festival. Trustee President McKenzie requested clarification for AOMR's participation in the modified Altadena Best Fest. Dale confirmed the annual summer festival will be held on October 3<sup>rd</sup> this year and is anticipated to make a profit. Director Kittay shared the library's support and anticipation of increased exposure and foot traffic for the expanded event.
- b) HALF DAY CLOSURE FOR CLEANING / ORGANIZATION PURPOSES – FRIDAY, MARCH 6, 2015 – 10AM TO NOON (STAFF WILL WORK 8AM TO NOON) **(DISCUSSION/ACTION)**

Director Kittay requested the Board approve a half-day closure to allow for much-needed cleaning of the basement at the Main library.

**It was Moved (McMullins) and Seconded (Datz) that the Trustees approve the half-day closure on Friday, March 6<sup>th</sup>, 2015.**

**APPROVED**

- c) **REQUEST TO CREATE A BUDGET COMMITTEE AND PRESENT MID-YEAR BUDGET AMENDMENT AT FEBRUARY BOARD MEETING (DISCUSSION/ACTION)**  
 Director Kittay requested approval to form a budget committee and trustee volunteers to participate in a budget committee. Trustee President McKenzie and Trustee McMullins volunteered to participate in a budget committee.

- d) **ALTADENA CHAMBER OF COMMERCE 91<sup>ST</sup> ANNUAL AWARD INSTALLATION DINNER - PURCHASE OF TABLE (DISCUSSION/POSSIBLE ACTION)**  
 Director Kittay reported on the library's request to participate in the annual dinner. Director Kittay informed trustees that there is no current line item budgeted for the expense of subsidizing an entire table.

**It was Moved (McMullins) and Seconded (Datz) that the cost of the District Director's ticket for the annual Chamber of Commerce Dinner be paid for by the library's development fund and trustees would be responsible for their own tickets.**

**APPROVED**

13. **CORRESPONDENCE**

NONE

14. **REPORTS OF TRUSTEES**

Trustee Secretary Datz inquired about clarification for accessing the library's e-books via Overdrive. Senior Librarian Lauren McCoy clarified his concerns.

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.

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

**APPROVED**

**The meeting was adjourned at 6:26 p.m.**