



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

February 24, 2014

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 at 5:03p.m.

2. ROLL CALL:

Present: David Datz, President
Thomas Hubbard, Secretary
David Tuck
Gwendolyn McMullins
Meredith McKenzie

Staff: Pauli Dutton, Acting District Director
Tina Wallin, Finance Director

Laureen McCoy
Carrie Wilson

Cassandra Stearns

Guests: Linda Bates

.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) Second (McKenzie) to Adopt the Agenda

PASSED

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

The Board voted unanimously for David Datz for President and Meredith McKenzie 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.

Cassandra Stearns reported that she has started a Relay for Life team in honor of Barbara J Pearson. The race is on May 31, 2014 at Farnsworth Park. Cassandra invited the Board of Library Trustees to participate. David Datz and Gwendolyn McMullins said they would join the team. Cassandra will forward information explaining how to sign up.

6. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

Amber Mullins was hired as the new Part-time Library Associate for Accounts Payable effective February 2, 2014. Acting Director, Pauline Dutton also reported that Carlene Chu who was a part-time librarian in AS was promoted to the Librarian position at the Branch. Cassandra will be handling the website.

7. FINANCIAL REPORTS

- a) Altadena Library District for the month of February 2014
(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 27, 2014
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR JANUARY 2014
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR JANUARY 2014

It was Moved (Hubbard) Second (McMullins) to Adopt the Consent Calendar

PASSED

9. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

NONE

10. OLD BUSINESS

- (a) ELECTION COSTS REPORT **(RECEIVE AND FILE)**

Trustee David Datz reported that he received confirmation from the County that the only jurisdiction that we share a ballot group with is PCC. They did have a trustee election last November in area 1 along with us. PUSD's election vendor is the City of Pasadena and they contract with Martin and Chapman the same company that provided us with an estimate for conducting our election. Trustee Datz is going to contact PCC board members to discuss doing something regarding election costs.

11. NEW BUSINESS

- a) DEDICATION CEREMONY FOR THE BARBARA J. PEARSON COMMUNITY ROOM AND/OR POCKET PARK **(DISCUSSION/POSSIBLE ACTION)**

Trustee Datz reported that the Board previously voted two months ago to rename the Community Room in Barbara's honor. It was suggested that the Board reconsider this decision in light of the capital campaign project and the possibility of naming rights for large donors. It was also discussed to possibly name the pocket park in her honor. Trustee McKenzie asked that a decision be made one way or the other. Trustee McMullins stated and Trustee McKenzie agreed that the Board made a

commitment, and should keep its commitment to Barbara's family that the Community Room would be named in her honor. Trust Datz did not see a problem if in the future there was a large donor who wanted naming rights to the Community Room; an additional name could be added if necessary.

Acting Director Pauline Dutton asked about the dedication ceremony. The Board suggested doing it during the March Board meeting. Laureen stated that the family did visit the library after the funeral and that she gave them a tour of the library. Trustee McKenzie suggested that the family and community be invited to the dedication ceremony. Finance Director, Tina Wallin will order the plaque and suggested that it be placed over the door or on the wall outside door. Tina will research total cost of plaque and materials needed for the installation.

b) BWI/YALSA COLLECTION DEVELOPMENT GRANT
(DISCUSSION/POSSIBLE ACTION)

YA Librarian, Carrie reported that she applied for a collection development grant for Teen Services and we were awarded a \$1,000 grant. The check will arrive in a month and she will keep the board informed as to how the grant monies are spent. She will begin with ordering some Spanish YA material.

It was Moved (Hubbard) and Second (Tuck) to draft a resolution to congratulate and commend Carrie on her initiative and skill in developing this resource.

PASSED

It was Moved (McMullins) Second (McKenzie) to Approve the BWI/YALSA Collection Development Grant

PASSED

c) RECRUITMENT STRATEGY FOR HIRING A NEW DISTRICT DIRECTOR
(DISCUSSION/POSSIBLE ACTION)

Acting Director, Pauline Dutton reported on the strategy for recruitment, posting of job description and the constitution of the search committee and selection committee. Pauli suggested a recruitment budget of \$5,000. Trustee McKenzie suggested ways in which to obtain some cohesiveness and the right kind of input for the process. Trustee Datz suggested that the Board determine which trustees will serve to screen applicants and he likes having a Friends Rep and Foundation Rep on the committee. Trustee Datz also suggested that the Board be presented with the two top candidates and also would like Barbara's colleague at the Palos Verdes Library contacted to participate because that library is also a special district as well as a comparable size library. Trustee Datz stated we should not pay for moving expenses but interviewing expenses would be ok. Trustee McKenzie agreed that travel and any other expenses to interview should be covered. Trustee Hubbard would like to see a community representative on the recruitment committee. Trustee McKenzie clarified that she was not suggesting that the community rep come from an already constituted board but just that it be someone who is well respected in Altadena and community minded.

It was Moved (Tuck) Second (Hubbard) to create a recruitment committee that consists of two Trustees McMullins and McKenzie, and two Senior Staffers, Pauline Dutton and Laureen McCoy who will contact the Friends and Foundation to recruit one volunteer from each group, and those six will select a community representative.

PASSED

d) NOMINATION OF CANDIDATE; LAFCO REPRESENTATIVE; LAFCO ALTERNATE
(DISCUSSION/POSSIBLE ACTION)

NO ACTION

11. CORRESPONDENCE

- a) ELECTION RESULTS; LAFCO ALTERNATE REPRESENTATIVE **(INFORMATION)**

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED MARCH 4, 2014, 7:00 P.M. **(INFORMATION)**

No Report

- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR MARCH 11, 2014 7:30P **(INFORMATION)**

No Report

- c) REPORT ON THE LIBRARY PARCEL TAX COMMITTEE MEETING. NEXT MEETING SCHEDULED FOR MARCH 25, 2014. **(INFORMATION)**

- d) REPORT ON THE WHY I LOVE THE ALTADENA LIBRARIES VIDEO SHOOT ON FEBRUARY 21, 2014, MEREDITH MCKENZIE **(INFORMATION)**

Trustee McKenzie reported that she and her crew filmed a lot of video for the testimonials about the Altadena Library. She filmed at the Main Library and the Branch and said the staff was a great help at both locations. By the end of March she will have the testimonials posted on our website, YouTube and Facebook. As discussed with David Herman, Meredith said she will edit together a 5 to 7 minute story of testimonials to use for the parcel tax campaign.

Trustee Datz reported on the Logofile play that they had a great rehearsal, and said that all but two of the lights were out. Holly is working on replacing the lights and she will need to be reimbursed.

Trustee Datz also commented that the redesign of the Strategic plan looked great and the Board would like two minor changes: List Barbara as director in Memoriam, add Pauline Dutton under her name as acting director, remove Dale La Casella's name and put it under the Strategic Planning Committee Acknowledgements and add Meredith McKenzie's name as trustee.

Trustee Datz reported that the side of the bench towards the wall in the pocket park is too close to the slope. Datz suggested that a little retaining wall be built and that we cannot put any dirt against that back wall. Pauli Dutton reported that Jim Vitale was working on drawings for the wall.

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

Trustee Datz asked that there be some follow-up on the head-in parking on Mariposa matter.

14. ADJOURNMENT

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

It was Moved (Hubbard) Second (Tuck) to adjourn at 6:13p