



**AGENDA**  
**Regular Meeting**  
Board of Library Trustees  
Altadena Library District  
Community Room – Main Library  
**February 27, 2012**  
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:

David Datz, President  
Thomas H. Hubbard, Secretary  
Dale E. LaCasella  
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.*

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

- a) Trinidad Komai, Administrative Secretary resigned effective January 31, 2012
- b) Heather Firchow, Librarian I, resigned effective January 31, 2012
- c) Sean Finley, Finance Director, resigned effective January 31, 2012
- d) Robert Housley appointed Interim Finance Director
- e) Tina Wallin appointed to the position of Finance Associate

6. FINANCIAL REPORTS

- a) Altadena Library District for month of January 2012  
**(DISCUSSION/POSSIBLE ACTION)**

**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 23, 2012
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES

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) BRANCH LIBRARY ADA IMPROVEMENT PROJECT – REPORT ON CHANGE ORDER AND ANTICIPATED COST OVERRUN (INFORMATION)

10. NEW BUSINESS

- a) STATEMENT OF FACTS – ROSTER OF PUBLIC AGENCIES FILING (GOV. CODE SEC 53051) TO SECRETARY OF STATE, STATE OF CALIFORNIA (**RECEIVE AND FILE**)
- b) AUTHORIZATION TO ISSUE REQUEST FOR PROPOSAL FOR INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT SERVICES TO AUDIT THE ALTADENA LIBRARY DISTRICT FOR A 3 YEAR PERIOD BEGINNING JULY 1, 2012 (**DISCUSSION/ACTION**)
- c) 2010/2011 ANNUAL STATEMENT OF ECONOMIC INTERESTS - FORM 700 – E- filing DUE BY April 2, 2012; Print copy filing DUE BY April 9, 2012 (**DISCUSSION/ACTION**)
- d) ELECTION BALLOT FOR SPECIAL DISTRICT LAFCO REPRESENTATIVE (**DISCUSSION/ACTION**)

11. CORRESPONDENCE

- a) UNIQUE MANAGEMENT SERVICES RETURN ON INVESTMENT REPORT DATED JANUARY 27, 2012 (**INFORMATION**)

12. REPORTS OF TRUSTEES

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- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING  
**(INFORMATION)**
  - (1) FEASIBILITY STUDY
  - (2) NEXT FOUNDATION MEETING SCHEDULED FOR MARCH 12, 2012, 6 P.M.
  - (3) WINE AND CHEESE RECEPTION SCHEDULED FOR MARCH 25, 2012, 4 – 6:30 PM
  
- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE
  - (1) RECEPTION FOR SALON ARTISTS SCHEDULED FOR JUNE 8, 2012, 7-9 PM
  - (2) FESTIVAL SCHEDULED FOR JUNE 9, 2012, 10 AM – 6 PM
  - (3) NEXT COMMITTEE MEETING SCHEDULED FOR MARCH 12, 2012, 6:30 PM
  
- c) OTHER

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

14. ADJOURNMENT

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