



ALTADENA LIBRARY DISTRICT

Minutes
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 at 5:00 p.m.

2. ROLL CALL:

Present: David Datz, President
Thomas Hubbard, Secretary
Dale E. LaCasella
David Tuck
Gwendolyn McMullins

Staff: Barbara J. Pearson Tina Wallin
Robert Housley Laureen McCoy
Lucy Molina

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).

It was Moved (Hubbard), Second (McMullins) to Adopt the Agenda as presented.

PASSED

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.

None

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

Interviews have been completed for the Librarian and Administrative Executive Secretary. Candidates have been selected. Both of them accepted the positions and they will be coming to the next meeting to be introduced.

6. FINANCIAL REPORTS

- a) Altadena Library District for month of January 2012

Received for file.

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.

It was Moved (Hubbard), Second (LaCasella) to Adopt the Consent Calendar as presented.

PASSED

- 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.

None.

9. OLD BUSINESS

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

Report by Director Pearson. Extended Branch re-opening date to March 19, 2012.

10. NEW BUSINESS

- a) STATEMENT OF FACTS – ROSTER OF PUBLIC AGENCIES FILING (GOV. CODE SEC 53051) TO SECRETARY OF STATE, STATE OF CALIFORNIA (**RECIEVE 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**)

It was Moved (LaCassella), Second (McMullins) to Authorize the Issuance of the RFP

PASSED

- 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 FOR BALLOT SPECIAL DISTRICT LAFCO REPRESENTATIVE (**DISCUSSION/ACTION**)

It was Moved (LaCasella), Second (Tuck) to vote for Donald L. Dear for the Special District LAFCO Representative.

PASSED

11. CORRESPONDENCE

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

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING

- (1) FEASIBILITY STUDY

Brief report by Trustee LaCasella. – Still working on study

- (2) NEXT FOUNDATION MEETING SCHEDULED FOR MARCH 12, 2012, 6 P.M.

Information only. – Need more Foundation Members

- (3) WINE AND CHEESE RECEPTION SCHEDULED FOR MARCH 25, 2012, 4 – 6:30 PM

Brief report by Trustee LaCasella. The wine and cheese reception is a fundraising event; looking for grants.

- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE

- (1) RECEPTION FOR SALON ARTISTS SCHEDULED FOR JUNE 8, 2012. 7-9PM

- (2) FESTIVAL SCHEDULED FOR JUNE 9, 2012. 10AM-6PM

- (3) NEXT COMMITTEE MEETING SCHEDULED FOR MARCH 12, 2012. 6:30PM

- c) OTHER

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

None.

14. ADJOURNMENT

It was Moved (Hubbard) Second (McMullins) to adjourn the meeting at 5:28 p.m.