



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
March 23, 2015
5:07 p.m.

7a

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
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 (McMullins) and Seconded (Datz) to approve the Agenda as-is.

APPROVED

4. **PRESENTATION OF RECOGNITION PLAQUE TO TRUSTEE HUBBARD**

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.

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

7. **FINANCIAL REPORTS**

a) **ALTADENA LIBRARY DISTRICT FOR THE MONTH OF FEBRUARY 2015
(DISCUSSION/POSSIBLE ACTION)**

Director Wallin reported no significant updates for February financials. Director Wallin reported on an on-site shredding service made available to the public with a suggested donation of \$5. The library collected \$170 from the event. Staff plans on continuing this as an annual event with more marketing.

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 FEBRUARY 23, 2015
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED,

COLLECTIONS, BRANCH STATISTICS FOR FEBRUARY 2015

- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR FEBRUARY 2015

It was Moved (Tuck) and Seconded (Datz) to approve the Consent Calendar with an amendment to the February minutes by adding the word “additional” to the projected revenues reported for February financials under Item 12b.

APPROVED9. **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**

Director Kittay confirmed RSVPs with the Trustees for the Volunteer Recognition event. Director Kittay explained the event would be held Saturday, May 9th at 5 pm immediately preceding the inaugural Second Saturdays event scheduled on that date. Kittay provided an update on the All Board retreat—due to a lack of venue availability the retreat will be held at the library on Friday, April 25th and Saturday, April 26th. Kittay requested feedback from the monthly Statistics report and closed with an announcement for an upcoming program to be held at the library, *Mi Manera Mi Historia*, a participatory forum theatre presentation from the Pasadena Playhouse.

11. **OLD BUSINESS**a) **LED LIGHTING UPDATE (INFORMATION)**

Director Kittay made a recommendation to the Trustees for selecting SmartSense LED as the vendor to execute the lighting retrofit. Review of all quotes revealed that SmartSense provided the most inclusive solution at the lowest cost. Work to begin within a few weeks.

It was Moved (Datz) and Seconded (McMullins) to accept the SmartSense LED proposal subject to verification of references by the Library Director.

APPROVEDb) **CALIFA AGREEMENT FOR INTERNET ACCESS (DISCUSSION/POSSIBLE ACTION)**

It was Moved (Tuck) and Seconded (Datz) approve the CALIFA agreement.

APPROVED12. **NEW BUSINESS**a) **BOARD MEMBER INTERVIEWS (INFORMATION/POSSIBLE ACTION)**

The item has been deferred to April’s Board of Trustees meeting following proper protocol concerning public notification.

b) **BUILDING COMMITTEE UPDATE (DISCUSSION/POSSIBLE ACTION)**

Director Kittay reported on continuing discussions with the architect and moving forward with space planning as the next phase. Kittay also reported that the Foundation is currently reviewing possible consultants to spearhead its capital fundraising campaign. Kittay closed by adding that solar energy upgrades (e.g. solar panels, electric vehicle charging stations) were also being considered.

c) **REVIEW OF FINES AND FEES SCHEDULE (DISCUSSION/POSSIBLE ACTION)**

Director Kittay explained the difference between ILL (Interlibrary Loans) and PIP (Patron-Initiated Purchasing), the latter which is provided at no cost to the patron. Kittay requested to lower the ILL fee for patrons to \$1.50 (currently \$4) and reported a new initiative launched in the library wherein patrons would learn about PIP via signage displayed throughout the library’s stacks. Kittay continued with her plans to

purchase a multi-function machine (i.e. color printing/copying, scanning, faxing) and requested the Trustees approve her proposal to incorporate a color printing fee and adjusted black-and-white copy fee.

It was Moved (Datz) and Seconded (McMullins) to approve the changes to the Fines and Fees schedule for the library.

APPROVED

- d) RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO THE CONTRACT BETWEEN THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS) AND THE BOARD OF LIBRARY TRUSTEES
(DISCUSSION/POSSIBLE ACTION)

Finance Director Wallin requested that the Monitor classification be removed from the exclusion of the existing CalPERS retirement law contract beginning July 1st. The position became full-time in 2005 and should be entitled to receipt of retirement benefits. The annual cost to the library for employer contribution is \$2600.

It was Moved (Tuck) and Seconded (Datz) to amend the CalPERS agreement.

APPROVED

13. **CORRESPONDENCE**

- a) LETTER OF ENDORSEMENT FOR LITERACY PROGRAM
b) LETTER RE BUSINESS OFFICE PERSONNEL

14. **REPORTS OF TRUSTEES**

Trustee Datz – presented a concern he'd received about removal of the palm tree from the Library's Reading Court. Director Kittay confirmed there were no plans to do so.

Trustee McMullins reported having joined Director Kittay in meeting with Assembly Majority Floor Leader Chris Holden and other library directors to provide an update on libraries on March 20th.

Trustee Tuck inquired about clarification concerning the upcoming All Board retreat (Friday, 4/25, 6:15 p.m. & Saturday, 4/26, 10 a.m.) and Second Saturday/Adult Literacy Volunteer Event.

Trustee McKenzie reported on an upcoming meeting concerning the National Women's Political Caucus to be held March 31, 2015. Trustee McKenzie extended a public invitation to participate, citing a venerable lineup of local female political figures who will speak on advancing opportunities to occupy leading roles within the public sector.

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

16. **ADJOURN TO CLOSED SESSION**

The Board of Trustees may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section 54960, et. seq.) for the purposes of discussing matters covered under Government Code Section 54957 (Personnel) and Government Code Section 54956.9 (Potential Litigation)

The meeting adjourned to closed session at 6:21 p.m.

- a) DISTRICT DIRECTOR 90-DAY PERFORMANCE EVALUATION **(DISCUSSION/ACTION)**

17. **ADJOURNMENT OF CLOSED SESSION**

18. **RETURN TO REGULAR MEETING – REPORTABLE ITEMS FROM CLOSED SESSION**

The Board of Trustees adjourned to Closed Session and reported Mindy Kittay's performance as "Very Satisfactory" for her first three months of work and to remove her from probation. The meeting returned to regular session at 6:47 p.m.

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

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

APPROVED

Meeting adjourned at 6:48 p.m.