



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 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 5:05p.m.

2. ROLL CALL:

Present: David Datz, President
Thomas Hubbard, Secretary
David Tuck (**Absent- Medical**)
Gwendolyn McMullins
Meredith McKenzie

Staff: Pauli Dutton, Acting District Director Laureen McCoy
Tina Wallin, Finance Director Carlene Chiu

Guests: Linda Bates
Kathleen Flynn, Barbara J. Pearson's Daughter and Family
Marne Brown, President of FOAL
David Herman, ALF

.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 (McMullins) to Adopt the Agenda

PASSED

4. DEDICATION OF BARBARA J. PEARSON COMMUNITY ROOM

Board President, David Datz welcomed Barbara's family, staff, volunteers and the public to the dedication ceremony. Several speakers gave tribute to Barbara J. Pearson and her nine years of work and dedication to running the Altadena Library. The speakers were Trustee and Board President, David Datz, Trustee Tom Hubbard; Dale LaCasella, past Trustee; Finance Director, Tina Wallin; and Acting District Director, Pauli Dutton. Barbara's daughter, Kathleen Flynn expressed her gratitude for all that had been done to honor her mother and for the kind words everyone expressed. She went on to say how much her mom loved the Altadena Library and everyone associated with the Library.

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

Erica Buss, Librarian II, Branch Services, has accepted a new library position in Oregon. She gave her resignation, effective February 21, 2014.

Carlene Chiu, Librarian I, Adult Services, has been promoted to Librarian II Branch Services, effective date March 1, 2014.

Paula Gaetos, Clerk I in Youth Services, has been given a temporary promotion to part-time Library Associate Communications Coordinator effective March 16 through December 31, 2014.

Library Page, Joanne McCole, has been given a temporary promotion to Clerk I in Youth Services effective March 16 through December 31, 2014.

Volunteer Katherine Lampier will fill the position of temporary Library Page, effective March 16 through December 31, 2014.

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 FEBRUARY 24, 2014
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR FEBRUARY 2014
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR FEBRUARY 2014

It was Moved (Hubbard) Second (McMullins) to Adopt the Consent Calendar with a minor change to the February 24, Minutes, item 11c.

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) TRUSTEE ELECTION: LA COUNTY NOVEMBER 5, 2013 CONSOLIDATED ELECTIONS INVOICE
(DISCUSSION/POSSIBLE ACTION)

Finance Director, Tina Wallin said that the invoice can be paid from the reserve. Trustee Datz stated he would be pursuing the elections cost issue with PCC.

Moved by (McKenzie) Second (McMullins) to Approve and pay the LA County November 5, 2014 Consolidated Elections invoice in full.

PASSED

11. NEW BUSINESS

- a) APPROVAL OF DRAFT OF LETTER OF SUPPORT FROM THE ALTADENA LIBRARY BOARD OF LIBRARY TRUSTEES FOR THE PUBLIC LIBRARY BROADBAND PROPOSAL TO GO BEFORE BUDGET SUBCOMMITTEES IN APRIL (DISCUSSION/POSSIBLE ACTION)

It was Moved (McKenzie) Second (Hubbard) to approve draft of the Support Letter from the Board of Library Trustees to Senator Marty Block, Chair Senate Budget Subcommittee #1/Ed Fin and Assemblyman Al Muratsuchi, Chair Assembly Budget Subcommittee #2/Ed Fin., in support of the Broadband proposal.

PASSED

- b) APPROVAL OF DRAFT OF ALTADENA LIBRARY DISTRICT VOLUNTEER POLICY AND LIBABILITY RELEASE FORM (DISCUSSION/POSSIBLE ACTION)

Acting Director, Pauline Dutton reported that the Friends asked her to come up with a release form for their volunteers, and the Managers at the library thought it was also appropriate for library volunteers as well. Pauli stated that she prepared a joint form and created a policy for all volunteers for the Board's approval.

Marne Brown, President of the Friends of the Library stated that they have high school students who are trying to fulfill their community service hours who volunteer in the book room downstairs and at the Book Fair. The students come with their parents and sometimes the students are here by themselves on a regular basis. Marne stated that they recently had a request by a middle school age student and thought there should be some sort of form for students to sign.

Trustee McMullins asked if the library had a risk management policy, Finance Director, Tina Wallin stated she would look in to the existing Risk Management Policy. Trustee McMullins stated that in the interim something should be in place so the library is not responsible should something happen. President David Datz suggested that the Board approve the policy and form provisionally. President Datz also asked that the Foundation be included as well and asked that any volunteer that objected to being photographed and/or videotaped could still volunteer. This language should be modified accordingly.

It was Moved (McMullins) Second (Hubbard) to approve the Volunteer Form and Policy provisionally with the understanding that it may be modified at a later date.

PASSED

- c) PLAN VOLUNTEER RECOGNITION (DISCUSSION/POSSIBLE ACTION)

Trustee McKenzie asked if a local business could donate food and suggested that the library look into having a pizza party with the new local eatery Pizza of Venice possibly donating the pizza.

It was Moved (McKenzie) Second (Hubbard) to authorize the Staff to organize a Volunteer Recognition event with in the budgeted amount of \$500.00

PASSED

12. CORRESPONDENCE

Thank you card from Kathleen Flynn, daughter of Barbara J. Pearson was read by Acting Director, Pauli Dutton

13. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED APRIL 1, 2014, 7:00 P.M. **(INFORMATION)**

ALF member David Herman reported that he, Sharon Sands and Doug Morseburg are working on identifying and vetting potential candidates for the Capital Campaign Consultant. He stated that the committee was generating some questions and criteria for the selection process.

- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR APRIL 8, 2014 7:30 P.M. **(INFORMATION)**

Gwendolyn McMullins reported that applications are being submitted for the Festival and the Salon

- c) REPORT ON THE LIBRARY PARCEL TAX COMMITTEE MEETING. NEXT MEETING SCHEDULED FOR MARCH 26, 2014 7:00 P.M. AT THE SENIOR CENTER **(INFORMATION)**

- d) REPORT ON LIBRARY DIRECTOR RECRUITMENT COMMITTEE. NEXT MEETING SCHEDULED FOR APRIL 21, 2014. 7:30 P.M. **(INFORMATION)**

Meredith McKenzie reported that the members of the Recruitment Committee, she, Pauline Dutton, and Laureen McCoy from the Library; Marne Brown and Marlene Forsberg who are alternating for the Friends; Dale LaCasella representing the Foundation; and Michele Zack representing the community met last week and will have a Library Director job description prepared for the next Board meeting

Trustee McKenzie reported that the AtSOL was taking a fresh look at the 2 minute video she has been working on. President Datz emphasized that the library and staff cannot be involved with the branding. Meredith went on to state that the video has been shot and she has been talking to two Parcel tax Committee members who are working on general communication matters, but in light of the conversation today, she will report back on whether or not the video will be used for the Parcel Tax campaign or for purposes of helping the library in general.

14. AGENDA ITEMS FOR FUTURE AGENDAS

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

15. ADJOURNMENT

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

It was Moved (Hubbard) Second (McKenzie) to adjourn at 6:10p