



AGENDA
Regular Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library

March 26, 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 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
(INFORMATION)

- a) Melanie Caldwell-Holden appointed Administrative executive Secretary effective March 1, 2012.
- b) Ashley Rosenberg appointed Teen Librarian effective March 16, 2012.

6. FINANCIAL REPORTS

- a) Altadena Library District for month of February 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 February 27, 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) Approval of "Agreement for Architectural Services – Altadena Library Expansion Project" submitted by CWA, Inc. in the amount of \$60,000. **(DISCUSSION/ACTION)**
- b) Branch Library Project Update and Open House. **(DISCUSSION/ACTION)**

10. NEW BUSINESS

- a) CSDA Board of Directors Call for Nominations/Seat "A" **(DISCUSSION/ACTION)**
- b) Declaration of listed items as surplus **(Education Code, Article 3, Sec. 19461)** and Disposition in Accordance with Altadena Library District's Gift Policy. **(DISCUSSION/ACTION)**
- c) Review and Approval of Request from Christmas Tree Lane Association to use Library Parking Lot on Saturday, December 8, 2012 for their Christmas Tree Lighting Ceremony and Winter Festival. **(DISCUSSION/ACTION)**
- d) Approval of Fines and Fee Schedule, Revised effective April 1, 2012. **(DISCUSSION/ACTION)**
- e) Presentation of Certificate of Recognition to Erica Sanchez, ALD Literacy Student and Runner-up in the Southern California Literacy Network Writer Challenge. **(INFORMATION)**
- f) Consideration of Request by PK Construction for reimbursement of LA County Regional Planning Fees in the amount of \$916. **(DISCUSSION/ACTION)**

11. CORRESPONDENCE

- a) All Green Electronics Recycling Thank You. **(INFORMATION)**
- b) Legislative Update: Public Library Funding in the State Budget **(DISCUSSION/ACTION)**
- c) Legislative Update: 2012 Legislative Talking Points. **(INFORMATION)**

12. REPORTS OF TRUSTEES

a) Report by Altadena Library foundation on Capital Campaign Fundraising
(INFORMATION)

- (1) Feasibility Study
- (2) Next Foundation Meeting Scheduled for April 9, 2012, 6 P.M.
- (3) Wine and Cheese Reception held on March 25, 2012

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 April 10, 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.