



ALTADENA LIBRARY DISTRICT

Minutes 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 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	Cassandra Sterns
	Melanie Holden	Laureen McCoy	Roberta Lauderdale
	Lucy Molina	Ashley Rosenberg	Pauli Dutton

Guests: Linda Bates
Erica Sanchez
Steve Finney, CWA
Roopali Vallala, Volunteer Adult Literacy Tutor
Mr. King, PK Construction

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 (Tuck), Second (La Casella) to Adopt the Amended Agenda, which reflects moving Item 9a from Old Business and 10e from New Business to be presented and discussed after Public Communication respectively.

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

Item 10e presentation of Certificate of Recognition to Erica Sanchez and Item 9a Approval of Architectural Services was presented and discussed respectively after Item 4 – see below for details.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

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

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 (La Casella), Second (McMullins) to Adopt the Consent Calendar as presented.

PASSED

- 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.

None.

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)**

It was Moved (LaCasella) to Approve, Second (Hubbard). Datz also requested that CWA submit a revised budget realigning line items.

PASSED

- b) Branch Library Project Update and Open House **(DISCUSSION/ACTION)**

The Branch has re-opened. An open house is planned for Sunday April 29, 2012.

10. NEW BUSINESS

- a) CSDA Board of Directors Call for Nominations/Seat "A" **(DISCUSSION/ACTION)**

No Nomination was made.

- 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)**

It was Moved (Hubbard), Second (LaCasella) to Approve surplus equipment to be given to The Friends as a gift for resale with the exception that the orange chairs be offered to Heritage if they want them.

PASSED

- 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)**

It was Moved (Hubbard) Second (Tuck) to Approve the Request from Christmas Tree Lane Association to use Library Parking Lot on Saturday, December 8, 2012 with the proviso that the terms that applied to last December's event will apply this December.

PASSED

- d) Approval of Fines and Fee Schedule, Revised effective April 1, 2012. **(DISCUSSION/ACTION)**

It was Moved (Tuck) Second (Hubbard) to increase the fee for each ILL transaction from \$1.00 to \$4.00 per transaction.

PASSED

- e) Presentation of Certificate of Recognition to Erica Sanchez, ALD Literacy Student and Runner-up in the Southern California Literacy Network Writer Challenge. **(INFORMATION)**

The ALD Board Trustees congratulated Erica Sanchez and David Datz presented a Certificate of Recognition on behalf of the Altadena Library District to Erica Sanchez.

- f) Consideration of Request by PK Construction for reimbursement of LA County Regional Planning Fees in the amount of \$916. **(DISCUSSION/ACTION)**

It was Moved (LaCasella) Second (Tuck) to reimburse PK Construction \$463 in LA County Regional Planning fees. The Board also requested that a donation letter be sent to PK Construction for paint donation.

PASSED

11. CORRESPONDENCE

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

The board requested that a letter addressing Public Library Funding in the State Budget be sent to the California State Legislature, Senate and Assembly Budget and Fiscal Review Committee Chairs. Each Library Board Trustee will come in and sign the letter.

- c) Legislative Update: 2012 Legislative Talking Points. **(INFORMATION)** See 11b above for details.

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. Mr. Randall will complete study in April and a final report will come to the Board.

(2) NEXT FOUNDATION MEETING SCHEDULED FOR APRIL 9TH, 2012, 6 P.M.

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

Brief report by Trustee LaCasella. The wine and cheese reception was successful and the Foundation raised about \$2,800 .

- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE
Brief report by Trustee LaCasella.

- (1) RECEPTION FOR SALON ARTISTS SCHEDULED FOR JUNE 8, 2012. 7-9PM
The Library will be closed at Noon.
- (2) FESTIVAL SCHEDULED FOR JUNE 9, 2012. 10AM-6PM
Volunteers are needed.
- (3) NEXT COMMITTEE MEETING SCHEDULED FOR APRIL 10, 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 (McMullins) Second (Hubbard) to adjourn the meeting at 5:55 p.m.