



*Honoring the past, cultivating the present, empowering the future*

## MINUTES

### Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

March 28, 2016 – 5:06 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 Administration 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 - **Present**

David Tuck - **Present**

Gwendolyn McMullins, Secretary – **Absent/ Excused**

Adalila Zelada-Garcia- **Absent**

John McDonald- **Absent / Excused**

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.

**President McKenzie noted that due to having only two trustees present, there was no quorum, therefore no matter could be voted on by the Board. The Agenda would be presented, however no matter could be voted on or 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.

**President McKenzie had one form and called Mr. Alan Read from the Public to speak. Mr. Read mentioned that he has been a resident and patron of the Library for 35 years, and recently came into the Library and witnessed all of the changes that have been taking place. He expressed his concern of these changes, as well as a concern for the reduction in the size of the collection, the new space and areas, as well as the feeling of lack of communication from the District regarding these changes. He had a number of questions regarding the decision making process for the changes in the Library. President McKenzie addressed this patrons concern, stating that the District was carrying out a Strategic Plan that has been in place for a number of years. She addressed the needs of the efficient use of space in the Library as well as the needs of the community including younger patrons and students, which she noted are high users of the Library. She stated that the information and decision making for all of the Library's development is and has been discussed in Board Meetings that the public is welcome to attend, as well as contact the Board and Library Staff for Information. She also introduced Director Kittay to speak on behalf of the Library staff.**

**Director Kittay informed Mr. Read that he and other members of the Community are always welcome to contact her should they have any questions or concerns.**

**President McKenzie thanked the patron for his comments and concern for the Library.**

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

NONE TO REPORT

6. **FINANCIAL REPORTS**

**FINANCIAL REPORTS FOR THE MONTH OF FEBRUARY 2016  
(DISCUSSION/POSSIBLE ACTION)**

Finance Director Wallin noted that the year is 67% complete and that the County interest went up from .7% to .8%. She mentioned that there were no increases to the property liability or worker's compensation rates. She also noted that the District purchased new first aid kits with Cintas which included CPR and First Aid training that will be provided to 8 staff members. She updated the Board on the Staff completing the active shooter and dealing with difficult patrons training, as well as her attendance in March to a HR boot camp conference, which was partially funded from a scholarship.

Trustee Tuck inquired about how the District is comparing to other districts that attended the conference, to which Wallin reported there was only one another Library District that attended the conference.

**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 22, 2015
- b) STATISTICAL REPORTS – FEBRUARY 2016
- c) DEPARTMENTAL MONTHLY REPORT – FEBRUARY 2016

**Deferred to next month's meeting due to lack of quorum.**

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

Items removed from the Consent Calendar will be discussed individually at this time.

**Does not apply.**

9. **DIRECTOR'S REPORT**

Director Kittay went over some of the statistics including the increases in circulation, visitors, holds, wireless usage, and program attendance. She also passed around some photos of the Library that were found while cleaning, from the time of the Library opening. Director Kittay provided an update to the Board on the status of the HUD grant, including that she spoke to HUD and that the district would be receiving reimbursement for the lighting upgrades, as well as new shelving in the future, and will be working on getting the outdoor Bridges renovated and possibly covered with HUD grant funds.

- a) CONNECT\*

Director Kittay presented the Connect handout that has been put out to the public to provide information regarding the changes and updates to the Library.

- b) LATINO CULTURAL FESTIVAL – CELEBRATING ROOTS

Director Kittay provided an update regarding the upcoming Latino Festival including presenting the flyer and the draft artwork that the District is using to promote the event.

10. **OLD BUSINESS**

- a) **REVISED HOLIDAYS AND CLOSURES CALENDAR FOR 2016  
(DISCUSSION / POSSIBLE ACTION)**

Director Kittay as well as President McKenzie noted that the calendar was provided for information only and that no action was needed, since the Board voted and approved an additional holiday at the February board meeting.  
Director Kittay added that the additional holiday for 2016 would be December 23.

- b) **ALL BOARDS RETREAT, JUNE 10<sup>TH</sup> AND JUNE 11<sup>TH</sup> (TENTATIVE)  
(DISCUSSION / POSSIBLE ACTION)**

President McKenzie and Director Kittay noted that this was for information. President McKenzie asked Director Kittay to send a survey out to the Board, Friends, and Foundation members to assess whether the June dates were feasible to have a majority attendance. Director Kittay noted that she would like to have a planning meeting in April to go over the notes from last year's Boards retreat and plan for the next meeting.

11. **NEW BUSINESS**

- a) **GARDEN PRESENTATION BY JANUARY NORDMAN (INFORMATION)**

President McKenzie introduced Nina Jazmadarian from the Foothill Municipal Water district and thanked her for her role in obtaining a \$3,000 rebate for the District for turf removal. January Nordman presented a PowerPoint presentation of the garden project and the techniques used as well as the other organizations involved and the programming surrounding the project. She also noted that the garden would have a grand opening in the future once complete.  
President McKenzie noted that she was involved in obtaining a grant from the County for the project and thanked everyone involved.

- b) **APPROVAL OF PROPOSAL FOR COMMUNITY ROOM TECHNOLOGY UPGRADE  
(DISCUSSION / POSSIBLE ACTION)**

- c) **APPROVAL OF PROPOSAL FOR ERATE INFRASTRUCTURE UPGRADE PROJECT  
(DISCUSSION / POSSIBLE ACTION)**

Director Kittay noted that due to scheduling and time restraints, she would like to conduct an e-mail vote to the Board regarding both projects that need approval.

12. **CORRESPONDENCE & PRESS**

- a) **PRESS CLIPPINGS (INFORMATION)**

13. **REPORTS OF SUPPORT GROUPS**

- a) **ALTADENA LIBRARY FOUNDATION**

Trish Pengra spoke on behalf of the foundation, noting that the foundation was working on an annual report.

- b) **FRIENDS OF THE ALTADENA LIBRARY**

Ira spoke on behalf of the friends noting that they were working on progress for the 501(c)(3) and that they were working with a new person for tax returns and noted that the book sale would be may 20-22.

14. **REPORTS OF TRUSTEES**

President mckenzie noted that the district received new photos for the trustees and that library staff was welcome to direct the public to the trustees.  
Trustee tuck noted that he was pleased to see the progress on the new garden.

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

16. **ADJOURNMENT – ADJOURNED AT 6:20 P.M.**

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