



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

April 22, 2013
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 5:02 p.m.

2. ROLL CALL:

Present: David Datz, President
Thomas Hubbard, Secretary
Dale E. LaCasella
David Tuck
Gwendolyn McMullins

Staff: Barbara J. Pearson, District Director
Tina Wallin, Finance Director
Laureen McCoy
Pauli Dutton
Robert Lauderdale
Steve Marsh

Guests: Prakash Shrivastava
Linda Bates
David Herman

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 (Hubbard) Second (McMullins) to adopt the Agenda.

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.

Barbara read a lovely thank you note from Linda Bates regarding the Volunteer Recognition Tea and how well the Library is run

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

We have no personnel appointments or resignations at this time.

6. **FINANCIAL REPORTS**

a) Altadena Library District for the month of March 2013 (**DISCUSSION/POSSIBLE ACTION**)

Approved unanimously

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.

- a) APPROVAL OF MINUTES –REGULAR MEETING HELD MARCH 25, 2013
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR MARCH 2013
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR MARCH 2013

It was Moved (LaCasella), Second (Tuck) to Adopt the Consent Calendar

PASSED

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) REVIEW OF HUD SEMI-ANNUAL REPORT FOR THE PERIOD OCTOBER 1, 2012 THROUGH MARCH 31, 2013 **(RECEIVE AND FILE)**
- b) APPROVAL OF ALTADENA LIBRARY FOUNDATION SELECTION OF CWA, INC'S DOWSIZED RENOVATION AND EXPANSION PROJECT SCENARIO #3, WITH A FUNDRAISING GOAL OF APPROXIMATELY \$12.4 MILLION **(DISCUSSION/POSSIBLE ACTION)**

Moved (Hubbard) Second (Tuck) to endorse the Foundation's selection of \$12.4 million fundraising goal and CWA/AIA's Scenario 3

PASSED

- c) REQUEST BY PRAKASH SHRIVASTAVA, ALTADENA LIBRARY FOUNDATION BOARD MEMBER FOR TRUSTEES' PROCLAMATION ON LIBRARY AS CENTER FOR ARTS AND CULTURE **(DISCUSSION/POSSIBLE/ACTION)**

Prakash will work on a draft to communicate the concept at the next meeting.

10. NEW BUSINESS

- a) PRESENTATION AND REVIEW OF PRELIMINARY PROPOSED OPERATING BUDGET FY 2013/14 **(DISCUSSION/POSSIBLE ACTION)**

Finance Director, Tina Wallin stated that the preliminary budget is balanced. Interest rates estimated to remain low at .7% The revenue from property and special assessment taxes is conservative and remains at a fixed rate of 1%. Received unexpected revenue from redevelopment agency last fiscal year; expect additional funds this fiscal year. Expenditures include increased rates from CALPERS- employer's contribution for pension costs; staff step increases; Two Capital outlay projects, which would include the purchase of an ADA compliant circulation desk, and would incorporate a self-checkout station and a hybrid security station as well as a Trustee election at an estimated cost of \$150,000. In order to provide a cost of living increase to the staff revenues would need to be at least 2%. Dale asked if there was a cost associated with putting the parcel tax on the ballot. Dave Tuck asked for more information regarding the decrease in the OPEC contribution. Tina said it will not be detrimental to the

long-term fiscal benefits. Long-term the Board should look at funding this trust fund 100%. Tom stated that he believed that the Board has been remiss in allowing our wage standards to be static and to retrogress in the last 3 to 4 years; He stated that the Board has a moral responsibility to find money in our budget to increase the salary for our staff; some where in our operation and scheduling we must find some money. Gwen McMullins agreed. Tina Wallin said that an estimated \$30, 000 would be needed to cover the cost of living increase. David Datz suggested that perhaps we can do a little less than 2% increase for the staff. David said we should not spend down on our reserve but he agreed with Tom and Gwen's position on the cost of living increase and asked if the staff could look into where some cuts could be made. Dale stated that the increase should be at least 2% at a minimum. David Datz asked that Tina get back to the Board at the next meeting regarding some additional cuts.

David Herman, an Altadena Resident, asked about the cost of the security system cost versus what would be saved. He also suggested increasing fines.

1) Staff Association Request (DISCUSSION/ACTION)

Laureen McCoy read the Staff Association letter to the Board outlining the lack of salary increases since 2009 and increased contributions to medical premiums and retirement that staff have had to bear.

- b) **AUTHORIZATION TO CLOSE THE LIBRARY AT 2PM ON FRIDAY JUNE 7, 2013 FOR SALON ARTISTS RECEPTION AT 6 P.M. (DISCUSSION/ACTION)**

Moved (LaCasella) second (McMullins) to amend item 10(b) to include closing the parking lot on Saturday June 8th for AOMR Art Festival.

AMENDMENT PASSED

Moved (LaCasella) Second (McMullins) to close the Library at 2pm on June 7 and the parking lot on June 7th & 8th, 2013

PASSED

- c) **CWA FIELD REPORT ON DIRT REMOVAL IN SOUTHWEST CORNER OF PARKING LOT (INFORMATION)**
- d) **REMINDERS: UPCOMING EVENTS**

- 1) **SUNDAY, APRIL 28, 2013 ALTADENA LIBRARY FOUNDATION WINE AND CHEESE RECEPTION FEATURING DION NEUTRA, MAIN LIBRARY, 2-5:30PM**
- 2) **SATURDAY, MAY 4, 2013 STRATEGIC PLANNING ADVISORY COMMITTEE MEETING, 9A.M. TO NOON, COMMUNITY ROOM**
- 3) **SUNDAY, MAY 5, 2013, FRIENDS OF THE LIBRARY PLAY " BOYS IN THE BACK "ROOM, 3-5P.M. MAIN LIBRARY**
- 4) **FRIDAY – SUNDAY MAY 17-19, 2013 FRIENDS OF THE LIBRARY BOOK SALE, COMMUNITY ROOM AND PARKING LOT**
- 5) **SATURDAY APRIL 20, 2013, ESSENTIALS FOR WRITING POETRY WORKSHOP, 4-6P.M.**
- 6) **SATURDAY APRIL 27, 2013, 11TH ANNUAL POETRY AND COOKIES, 2-4:30P.M.**

11. **CORRESPONDENCE**

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- a) LEGISLATIVE UPDATE: SCA-7 (WOLK) SET FOR HEARING. II. SENATE APPROVES "CALIFORNIA LIBRARY WEEK" RESOLUTION **(INFORMATION)**
- b) LAFCO FISCAL YEAR 2013-2014 PROPOSED BUDGET **(INFORMATION)**

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED FOR MAY 13, 2013, 7 P.M. **(INFORMATION)**

Dale reported that Wine and Cheese Reception is on Sunday. Dion Neutra is the guest speaker and is excited about participation. Need good attendance. Please encourage people to come. It is a fundraiser. Doors open at 2:00p and Mr. Neutra will speak at 2:30p.m.

- d) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR MAY 14, 2013, 6:30 P.M. **(INFORMATION)**

Dale reported that the art committee will be meeting to judge the artist submissions. We will be sending out acceptance letters. We have five restaurants, music all day.

Gwendolyn reported that she attended Assemblymember Chris Holden's town hall meeting and she had an opportunity to speak to him about funding for the Library.

Gwendolyn also stated that the Board need to thank everyone involved with the tea. She stated that the Volunteer Recognition Tea was wonderful; it was well attended and just beautiful. Dale stated that Assemblymember Holden provided State Legislative certificates for each volunteer.

Gwendolyn also stated that the bookmark contest was a wonderful and powerful way to engage young people.

David Datz like the idea to do a "Did You Know Fact Bookmark;" it supports the organizations associated with the library and provides facts that many patrons and community members are not aware of. Can advertise library events etc. Dale stated it is an inexpensive way to remind people what is going on at the Library. Dale also offered to work on this project.

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

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

It was moved (McMullins) Second (Hubbard) to adjourn the meeting at 6:10p.