



## MINUTES

### Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

April 25, 2016 – 5:05 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 –**Present**

John McDonald - **Present**

Adalila Zelada-Garcia, Secretary – **Joined 5:10PM**

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).

**Trustee Tuck mentioned he had a question regarding the graphic and tagline on the agenda letterhead, President McKenzie noted that this would be addressed in the Director's Report.**

**Recommended Action:** The Board of Library Trustees hereby adopts the Agenda as presented.

**Moved by McDonald, Seconded by McMullins. Approved**

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**

- a) **TERMINATION OF PROBATIONARY EMPLOYEE LAURA MIERA, ACCOUNTS PAYABLE CLERK**

**Finance Director Wallin reported that administration would be conducting interviews this week to replace the accounts payable clerk position.**

6. **FINANCIAL REPORTS**

- a) **FINANCIAL REPORTS FOR THE MONTH OF MARCH 2016  
(DISCUSSION/POSSIBLE ACTION)**

**Finance Director Wallin noted that there were overages under several line items including, building maintenance and repairs, landscape, and consultants. She noted that the year was 75% complete, and that the district would see an increase in revenue in April and some grant funds will be coming in to cover the overages for Landscaping (\$25,000 grant from LA County Parks and Rec).**

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

**Moved by Tuck, Seconded by McMullins. Approved**

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
  
- d) APPROVAL OF MINUTES – REGULAR MEETING HELD MARCH 28, 2015
- e) STATISTICAL REPORTS – MARCH 2016
- f) DEPARTMENTAL MONTHLY REPORT – MARCH 2016

**Moved by McDonald, Seconded by McMullins. Approved.**

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

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

9. **DIRECTOR'S REPORT**

- a) OPERATING PLAN COLLABORATION  
(DISCUSSION / POSSIBLE ACTION)

District Director Kittay provided an update about the physical improvements to the Collection Development space in the basement. The roof leak has been repaired, the old carpet removed and a laminate floor installed. New office furniture is ordered and on its way. She noted that there are now 20 new laptops in the Library and patrons are starting to use them. Kittay also noted that the library will be receiving the Pitch a Grant from the State Library to install an electronic kiosk that teaches about water conservation in California and that the library also applied for a \$25,000 grant to install solar on the main building. She read a five star Yelp review and provided the Trustees with a copy of the Program Guide draft for the upcoming Latino Cultural Festival, and provided the new Literacy materials. She also provided updates to the statistics, and noted the many areas that have increased since last year.

She noted that the operating plan for the 16/17FY goes into effect in July, and she presented a request to the Board that they participate in an operating plan collaboration at the June all staff meeting to discuss the district's goals as they pertain to the operating plan going forward. President McKenzie asked the board members about their interest and availability to attend the June all staff meeting which is scheduled for June 3, 2016, to meet and discuss with staff regarding the operating plan going into the new fiscal year.

Trustee McMullins mentioned that she would be out of town at this time, Trustee McDonald noted that he believes this is a great idea, however he will be out of town as well. President McKenzie stated that she is available and willing to attend, Trustee Zelada-Garcia noted that she is available and willing to attend, and Trustee Tuck stated that he is not willing to attend.

Director Kittay addressed Trustee Tuck's concern and questions regarding the header on the Agenda. She noted that the tagline that was included was not a replacement to any previous mission statement or vision of the district, but an addition that the Library was using in its marketing and community outreach efforts and that it reflected the role of libraries in today's world. Staff Member Kylynn Chaney noted that she had prepared the Agenda, and that she was not instructed by Director Kittay to change the header, but had done so to create a cohesive look in accordance to other materials that administration had been using in promotion. President McKenzie clarified the context of Trustee Tuck's concerns of changing the branding of the District, which can include phrases and logos. Trustee Tuck said that changes should be made with input, and President McKenzie noted that it was the policy of the District to have any branding changes of Library materials approved by the Board, should administration/staff wish to make changes in the future.

During the Director's Report, a patron comment card was given to the Trustees. President McKenzie noted that the citizen had three minutes to address the board.

The patron noted that she has concerns over the changes that have been taking place in the main Library, including, architectural design concerns, the removal of the circulation desk, and the introduction of self-checkout, which she expressed is not convenient for all patrons.

President McKenzie thanked the patron for her comments and concerns. She noted that the district has a building committee in place and that the building committee was working with architects and designers to address preservation concerns, and that pieces of circulation desk were being used to recreate more functional pieces, and noted that the previous desk was not ADA compliant. President McKenzie also noted that although there were plans for one-point-of-

service since 2009, and she acknowledged that it's implantation was not without difficulties and that the Board was working with staff leadership to remedy the problems with circulation.

10. **OLD BUSINESS**

- a) APPROVAL OF PROPOSAL FOR COMMUNITY ROOM UPGRADE PROJECT  
(DISCUSSION / POSSIBLE ACTION)
- b) APPROVAL OF PROPOSAL FOR ERATE INFRASTRUCTURE UPGRADE PROJECT  
(DISCUSSION / POSSIBLE ACTION)

President McKenzie noted that the board had voted and approved the two technology projects via e-mail, but that a formal approval would be taken for the record.

Moved by McDonald, Seconded by McMullins. Approved.

- c) ALL BOARDS RETREAT (TENTATIVE DATES)  
(DISCUSSION / POSSIBLE ACTION)

Director Kittay noted that the Boards Retreat date that was chosen previously did not work for everyone's schedule, so a survey with new dates would be sent to all of the boards. She also noted that the District was looking into holding the retreat for only one day, at the Loma Alta Park community center, for an off-site meeting.

11. **NEW BUSINESS**

- a) FY16-17 BUDGET DISCUSSION IN PREPARATION FOR PRELIMINARY PROPOSED OPERATING BUDGET (DISCUSSION / POSSIBLE ACTION)

Finance Director Wallin noted that in preparation for the preliminary proposed operating budget, administration was seeking guidance from the Board on which of four scenarios would be the best route for the District into the next fiscal year. Finance Director Wallin then presented the four scenarios. President McKenzie and Trustee McMullins noted that they serve on the Budget committee, and that the recommendation was for scenario number four which is a 4% increase in wages and 2% CalPERS Contribution Increase to benefited Staff in the top tier.

Finance Director Wallin noted that the preliminary budget would be presented in May.

Moved by McMullins, Seconded by Zelada-Garcia.

- b) DISCUSSION AND CREATION OF A SUB-COMMITTEE TO ADDRESS SB415  
This bill prohibits a local government, beginning January 1, 2018, from holding an election on any date other than a statewide election date if doing so in the past has resulted in turnout that is at least 25 percent below the average turnout in that jurisdiction in the last four statewide general elections, as specified. (DISCUSSION / POSSIBLE ACTION)

President McKenzie noted that the bill would allow the district to hold elections on even years. She noted that this would greatly reduce the cost of the elections for the District. She requested that two Board members volunteer to serve on a sub-committee so that the committee can research the logistics of when the district would start the even-year elections and address any issues that may arise.

Trustee Zelada-Garcia volunteered to serve on the committee as did Trustee Tuck.

- c) ABOVE AND BEYOND AWARD – 1<sup>ST</sup> QUARTER 2016  
(INFORMATION)

Director Kittay presented the Above and Beyond awards for the first quarter to Mikayla Arevalo and Carlene Chiu. She noted that there was a tie between two staff members. She read statements from other staff members that they had made in their nominations and thanked both Mikayla and Carlene for their hard work.

12. **CORRESPONDENCE & PRESS**

- a) PRESS CLIPPINGS (INFORMATION)

13. **REPORTS OF SUPPORT GROUPS**

a) ALTADENA LIBRARY FOUNDATION –  
**NO REPORT**

b) FRIENDS OF THE ALTADENA LIBRARY –

**Marne Brown reported on behalf of the Friends that they were preparing for their annual book sale. She noted that they were also holding a membership drive. President McKenzie inquired about the update on the non-profit status and asked if there was anything the Board could do to provide assistance. Marne mentioned that there was nothing at this time, and that the Friends were currently working with an accountant and an attorney.**

14. **REPORTS OF TRUSTEES**

**Trustee Tuck asked about the water demonstration garden and President McKenzie noted that there were a couple of pieces that were to be provided by Rotary, and that the dedication of the garden was scheduled for July 9, 2016.**

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

16. **ADJOURN TO CLOSED SESSION**

The Board of Trustees may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section 54960, et. seq.) for the purposes of discussing matters covered under Government Code Section 54957 (Personnel) and Government Code Section 54956.9 (Potential Litigation)

**The Board entered closed session at 6:10 p.m.**

a) DISCUSSION OF PERSONNEL MATTERS (**DISCUSSION / POSSIBLE ACTION**)

b) ANNUAL REVIEW FOR DISTRICT DIRECTOR (**DISCUSSION / POSSIBLE ACTION**)

17. **ADJOURNMENT OF CLOSED SESSION**

**President McKenzie noted that the closed session was adjourned at 8:10 p.m.**

18. **RETURN TO REGULAR MEETING – REPORTABLE ITEMS FROM CLOSED SESSION**

**Secretary Zelada-Garcia noted that the board had met with members from the Staff Association and discussed concerns of a staff morale survey. She noted that the Board would be completing a personnel investigation with a personnel sub-committee, which included Trustee McDonald and Trustee McKenzie**

**President McKenzie noted that the District Director's annual review would be deferred until the personnel committee's investigation was complete.**

19. **ADJOURNMENT**

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

**Moved by Tuck, Seconded by McMullins. Adjourned at 8:12 p.m.**