



## 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 27, 2015**

5:02 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**

Trustee McKenzie called the meeting to order and noted two new procedures to the public—1) meeting attendees must sign-in and 2) those wishing to address the Board must first complete a Request to Speak

#### 2. **ROLL CALL:**

Meredith McKenzie, President  
David Datz, Secretary  
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.

**It was Moved (McMullins) and Seconded (Datz) to approve the agenda as-is.**

#### **ADOPTED**

#### 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**

RESIGNATION OF SEBASTIAN ZELEPIN, LIBRARY CLERK IN CIRCULATION, EFFECTIVE MARCH 31, 2015

Director Wallin noted that Sebastian Zelepin will appear as rehired to his original position for the May Board Meeting under Item 5.

#### 6. **FINANCIAL REPORTS**

a) **ALTADENA LIBRARY DISTRICT FOR THE MONTH OF MARCH 2015  
(DISCUSSION/POSSIBLE ACTION)**

Percent of year completed is 75%, total revenues are 1.83mm. Per the LA County Parcel Tax Distribution Schedule April is the second distribution of property taxes, noting an increase in revenue. Interest rates with the County remain low, 0.63% vs. .7% the month prior. Total investment earnings for our trust fund is \$3,279.51. Per parcel election costs came in at 44k though 65k was budgeted. No additional activity was reported.

**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 MARCH 23, 2015
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR MARCH 2015
- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR MARCH 2015

**It was Moved (Tuck) and Seconded (McMullins) to approve the Consent Calendar as-is.**

**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**

Director Kittay reported receiving two grants totaling 60k as was reported in March. Director Kittay is currently working on a new grant due this Thursday, *Latino Americans: 500 Years of History*. The library's first-ever *Second Saturday* is set to debut next Saturday, May 9<sup>th</sup>, featuring food and drinks for sale as well as live music and art. Director Kittay called to attention the new LED lighting as well as new Exit signs for the library. Director Kittay reported negotiating an additional 1% discount from Baker & Taylor who is our major materials vendor. Kittay attended the Land Use Committee Meeting to discuss head-in parking with the Altadena Town Council and noted that the committee will now be questioning the neighboring homes. Director Kittay thanked the Board for their support of the half-day library closure resulting in a half day for Staff Development and the attendance of all three board at the recent Board Retreat. Kittay closed her report drawing attention to the May edition of *Know It All*, the Altadena Library newsletter, the newly designed library monthly calendar, and other marketing materials noting their similar and cohesive designs.

**10. OLD BUSINESS****a) BOARD MEMBER INTERVIEWS (DISCUSSION/POSSIBLE ACTION)**

A total of two candidates submitted letters of interest for the board seat vacancy. Two candidates were interviewed for the vacant Board seat: Adalila Zelada-Garcia and Ira Bershatsky.

Following interviews of both candidates, Adalila Zelada-Garcia was unanimously selected and sworn in by Trustee President McKenzie to immediately fill the vacant Board seat.

**11. NEW BUSINESS****a) ABOVE & BEYOND AWARD PRESENTATION (DISCUSSION/POSSIBLE ACTION)**

Director Kittay presented the Library's first-ever Above & Beyond Award, an employee recognition, to Helen Milner.

**b) PRELIMINARY BUDGET DISCUSSION FOR FY 15/16 (DISCUSSION/POSSIBLE ACTION)**

Financial Director Wallin notified the Trustees of deferring the presentation of a preliminary budget to the Board meeting for the month of May in light of an annual letter received from the Staff Association requesting a 4% salary increase. Of the four scenarios presented to accommodate the request, Scenarios 3 and 4 were selected for review and approval at the Board meeting for the month of May.

**It was Moved (Datz) and Seconded (Tuck) to invite Staff to present two budgets based on Scenarios 3 and 4, respectively, for the Board meeting for the month of May.**

**APPROVED**

- c) RESOLUTION NO. 201501 TO APPROVE AN AMENDMENT TO THE CONTRACT BETWEEN THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS) AND THE BOARD OF LIBRARY TRUSTEES (**DISCUSSION/POSSIBLE ACTION**)

Finance Director Wallin presented the formal resolution.

**It was Moved (Datz) and Seconded (Tuck) to approve the resolution.**

**APPROVED**

- d) ACCEPTANCE OF AUDITOR PROPOSAL TO PROVIDE INDEPENDENT AUDIT SERVICES FOR FISCAL YEARS ENDING JUNE 30, 2015 TO JUNE 30, 2016 (**DISCUSSION/POSSIBLE ACTION**)

Finance Director Wallin presented the Pun Group to the Trustees as the winning bid for acceptance as the auditor selected to provide independent audit services for FY15/16.

**It was Moved (McMullins) and Seconded (Datz) to accept the recommendation of staff to award the Pun Group as the appointed independent auditor for FY15/16.**

**APPROVED**

- e) REVIEW AND APPROVAL OF REVISED PRINCIPAL LIBRARY POSITION DESCRIPTION AND TITLE CHANGE TO PUBLIC SERVICES DIRECTOR (**DISCUSSION/POSSIBLE ACTION**)

Director Kittay reported changing the position description of Principal Librarian to Public Services Director in order to clarify the roles, responsibilities and duties of the Public Services Director.

**It was Moved (Tuck) and Seconded (McMullins) to approve the description change.**

**APPROVED**

- f) LETTER OF SUPPORT FOR THE ALTADENA BEST FEST (**DISCUSSION/POSSIBLE ACTION**)

Trustee Datz presented a letter of support on behalf of Dale LaCasella.

**It was Moved (Datz) and Seconded (McMullins) to approve a letter of support for the Altadena Best Fest Festival to be sent to the Chief Deputy of the Board of Supervisors for LA County Public Works.**

**APPROVED**

12. **CORRESPONDENCE**

- a) LETTER FROM GREG LUCAS, STATE LIBRARIAN

**ACCEPTED AND FILED**

- b) LETTER FROM ALTADENA HISTORICAL SOCIETY
- c) LETTER RE PITCH-AN-IDEA GRANT, STATE LIBRARY
- d) LETTER RE BROADBAND PROJECT, STATE LIBRARY

13. **REPORTS OF TRUSTEES**

The Trustees thanked Director Kittay and library staff for the All Board Retreat event held Friday and Saturday, April 25 & 26.

14. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

15. **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 meeting adjourned to closed session at 6:20 p.m.

a) **DISTRICT DIRECTOR 6-MONTH PERFORMANCE EVALUATION (DISCUSSION/ACTION)**

16. **ADJOURNMENT OF CLOSED SESSION**

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

The Board of Trustees adjourned to Closed Session and reported Mindy Kittay successfully completing a 6-month probation. Director Kittay will supply the Trustees with her 12-month goals and objectives at the May 2015 Board of Trustees meeting during closed session. The meeting returned to regular session at 7:04 p.m.

18. **ADJOURNMENT**

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

**It was Moved (Datz) and Seconded (Tuck) to adjourn the meeting.**

**APPROVED**

**Meeting adjourned at 7:05 p.m.**