



# ALTADENA LIBRARY DISTRICT

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

## AGENDA

### Regular Meeting

Board of Library Trustees  
Altadena Library District  
Community Room – Main Library  
**April 28, 2014**  
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

2. ROLL CALL:

David Datz, President  
Thomas Hubbard, Secretary  
David Tuck  
Gwendolyn McMullins  
Meredith McKenzie

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.

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

NONE

6. FINANCIAL REPORTS

- a) Altadena Library District for the month of March 2014  
**(DISCUSSION/POSSIBLE ACTION)**

**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 24, 2014
  - b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR MARCH 2014
  - c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN’S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR MARCH 2014
8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR
- Items removed from the Consent Calendar will be discussed individually at this time.
9. OLD BUSINESS
- a) APPROVAL OF REVISED LIABILITY RELEASE FORM FOR FRIENDS ALF, AOMR, AND LIBRARY  
**(DISCUSSION/POSSIBLE ACTION)**
  - b) APPROVAL OF REVISED VOLUNTEER POLICY **(DISCUSSION/POSSIBLE ACTION)**
  - c) APPROVAL OF JOB DESCRIPTION FOR NEW DIRECTOR  
**(DISCUSSION/POSSIBLE ACTION)**
  - d) THE SPOTLIGHT IS ON YOU VOLUNTEER RECOGNITION EVENT, TUESDAY APRIL 29, 2014 2:00P TO 4:00PM, IN THE BARBARA J. PEARSON COMMUNITY ROOM  
**(REMINDER/INFORMATION)**
  - e) LIBRARY NEWSLETTER UPDATE **(INFORMATION)**
10. NEW BUSINESS
- a) REVIEW AND APPROVAL OF THE BOARD OF LIBRARY TRUSTEES OF THE ALTADENA LIBRARY DISTRICT COUNTY OF LOS ANGELES, STATE OF CALIFORNIA RESOLUTION NO. 201403 PROPOSING A PER PARCEL TAX AND CALLING FOR AN ELECTION FOR VOTER APPROVAL  
**(DISCUSSION/POSSIBLE ACTION)**
  - b) REVIEW OF 3<sup>RD</sup> QUARTERLY REPORT OF CURRENT FY 2013/14 BUDGET  
**(DISCUSSION/POSSIBLE ACTION)**
  - c) AUDIT CONTRACT EXTENSION REQUEST FOR CHARLES Z. FEDAK & COMPANY AND ENGAGEMENT LETTER FOR FYE 6/30/14 **(DISCUSSION/POSSIBLE ACTION)**
  - d) PRESENTATION AND REVIEW OF PRELIMINARY PROPOSED OPERATING BUDGET FY 2014/15 **(DISCUSSION/POSSIBLE ACTION)**
  - e) APPROVAL OF RESOLUTION 201402 ESTABLISHING FINANCE DIRECTOR, TINA WALLIN AS A SIGNATORY FOR BANK OF AMERICA SAFETY DEPOSIT BOX ACCOUNT **(DISCUSSION/POSSIBLE ACTION)**
  - f) SEPARATION OF LIBRARY FROM PARCEL TAX/GENERAL BRANDING AND PUBLIC RELATIONS – DAVID DATZ AND MEREDITH MCKENZIE  
**(DISCUSSION/POSSIBLE ACTION)**
  - g) BOOKS4U CALIFA GRANT **(INFORMATION)**

- h) 2014 SERVING WITH A PURPOSE CONFERENCE – A GATHERING FOR CA FRIENDS, TRUSTEES, FOUNDATIONS, VOLUNTEER LEADERS AND THE STAFF WHO SUPPORT THEM **(DISCUSSION/POSSIBLE ACTION)**
- i) BALLOT: SPECIAL DISTRICT LAFCO REPRESENTATIVE- VOTE FOR ONE CANDIDATE ON THE BALLOT **(DISCUSSION/POSSIBLE ACTION)**

11. CORRESPONDENCE

- a) NEWS FROM THE CAPITAL: LIBRARY CONSTRUCTION BOND BILL PASSES FIRST COMMITTEE – **LETTERS NEEDED FOR NEXT SENATE COMMITTEE (INFORMATION)**
- b) NEWS FROM THE CAPITAL: DATE CHANGE: TWO HEARINGS ON LIBRARY ISSUES AT THE CAPITAL **(INFORMATION)**
- c) LAFCO FISCAL YEAR 2014-15 PROPOSED BUDGET **(INFORMATION)**
- d) LAFCO ALTERNATE ELECTION RESULTS **(INFORMATION)**
- e) LETTER FROM E. G. JERRY GLADBACH REQUESTING SUPPORT AS HE SEEKS A FOURTH TERM AS A COMMISSIONER ON THE LOCAL AGENCY FORMATION COMMISSION FOR THE COUNTY OF LOS ANGELES (LAFCO) **(INFORMATION)**
- f) LETTER FROM LAFCO COMMISSIONER HENRI F. PELLISSIER, THE LONGEST SERVING COMMISSIONER ON LAFCO REGARDING HIS SUPPORT OF E.G. JERRY GLADBACH' S RUN FOR A FOURTH TERM AS A COMMISSIONER ON LAFCO AND HIS REQUEST THAT THE BOARD OF LIBRARY TRUSTEES ALSO SUPPORT JERRY GLADBACH **(INFORMATION)**

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED MAY 6, 2014, 7:00 P.M. **(INFORMATION)**
- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR MAY 13, 2014 7:30 P.M. **(INFORMATION)**
- c) REPORT ON THE LIBRARY PARCEL TAX COMMITTEE MEETING. NEXT MEETING SCHEDULED FOR APRIL 29, 2014 7:30 P.M. **(INFORMATION)**
- d) REPORT ON LIBRARY DIRECTOR RECRUITMENT COMMITTEE. NEXT MEETING TBA **(INFORMATION)**
- e) REPORT ON ELECTION COSTS – DAVID DATZ **(INFORMATION)**

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

14. ADJOURNMENT

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