



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

May 18, 2015

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:**

Meredith McKenzie, President
David Datz, Secretary
David Tuck
Gwendolyn McMullins
Adalila Zelada-Garcia

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).

Director Kittay requested Item 15a be changed to CONTINUATION OF LIBRARY DIRECTOR REVIEW AND PRESENTATION OF LIBRARY DIRECTOR OBJECTIVES.

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

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) RESIGNATION OF LY EAR, LIBRARY CLERK II, EFFECTIVE APRIL 11, 2015
- b) HIRING OF EDWARD WILLIAM, LIBRARY ASSOCIATE/LITERACY COORDINATOR, EFFECTIVE APRIL 15, 2015
- c) HIRING OF SEBASTIAN ZELEPIN, LIBRARY CLERK IN CIRCULATION, EFFECTIVE APRIL 27, 2015

6. **FINANCIAL REPORTS**

- a) ALTADENA LIBRARY DISTRICT FOR THE MONTH OF APRIL 2015
(DISCUSSION/POSSIBLE ACTION)

Finance Director Wallin had no news to report for April financials.

ACCEPTED

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 APRIL 27, 2015
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR APRIL 2015
- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR APRIL 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 presented Trustees with library marketing material samples for May (e.g. newsletter, calendar) calling attention to design continuity. Kittay presented all positive feedback for the inaugural Second Saturday Beatles' Sing-a-Long event held May 9th. In anticipation of the next occurrence in June Kittay will prepare security and has assembled an internal committee think tank to improve the monthly series. Directory Kittay reported on the acquisition of a staff-use multifunction machine and future plans for wireless printing services.

ACCEPTED**10. OLD BUSINESS**

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

Finance Director Wallin presented three budget scenarios regarding the District's response to the Staff Association annual ask letter for a salary increase of 4%. Pending scenario approval Trustee President McKenzie guided the Trustee vote into two separate motions – 1) approval of the salary scenario and 2) approval of the District Proposed Operating Budget for FY15/16.

It was Moved (McMullins) and Seconded (Tuck) to approve Scenario 2 (4% salary increase, a 2% CalPERS retirement contribution, and an increase to the District's Health Contribution from \$450 to \$500).

APPROVED

It was Moved (Datz) and Seconded (Tuck) to approve the Altadena Library District's Proposed Operating Budget for FY 15/16.

APPROVED**11. NEW BUSINESS**

- a) REVIEW AND APPROVAL OF COPY/PRINT/SCANNING SERVICES FEE SCHEDULE (**DISCUSSION/POSSIBLE ACTION**)

Directory Kittay presented the text to be used in the advertisement of the Business Office services fee schedule.

It was Moved (Datz) and Seconded (McMullins) to approve the fee schedule.

APPROVED

- b) REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT USE OF THE ALTADENA LIBRARY FOUNDATION TAX ID FOR DONATIONS AND PROJECT GRANTS (**DISCUSSION/POSSIBLE ACTION**)

It was Moved (Tuck) and Seconded (McMullins) to approve District use of Altadena Library Foundation Tax ID for project grant applications provided the Foundation receives a copy of all grants applications submitted for its files and the Foundation notifies the Board for all grants approved and will remain effective until September 30, 2015.

APPROVED12. **CORRESPONDENCE & PRESS**

Director Kittay reported adding PRESS to CORRESPONDENCE to illustrate the District's ongoing advertising for the libraries.

- a) PASADENA WEEKLY SUMMER 2015 PRESS (**INFORMATION ONLY**)
 b) ALTADENA NOW SUMMER 2015 PRESS (**INFORMATION ONLY**)
 c) PASADENA NOW SECOND SATURDAY JUNE 2015 PRESS (**INFORMATION ONLY**)

13. **REPORTS OF TRUSTEES**

Trustee Datz requested regular reports from the Altadena Library Foundation and Best Fest committee updates during monthly board meetings.

Trustees McMullins McKenzie reported on the successful turnout for May's Second Saturday.

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 6:15pm.

- a) CONTINUATION OF LIBRARY DIRECTOR REVIEW AND PRESENTATION OF LIBRARY DIRECTOR OBJECTIVES (**DISCUSSION/ACTION**)

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

The Board of Trustees adjourned from closed session and reported acceptance of the District Director's goals and objectives for 2015/16 as presented. The meeting returned to regular session at 7:11 pm.

18. **ADJOURNMENT**

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

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

APPROVED

Meeting adjourned at 7:12 p.m.