



# 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 20, 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 (excused absence)  
Gwendolyn McMullins

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

Guests: Linda Bates

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 to report.**

6. FINANCIAL REPORTS

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

**APPROVED: AYES 5 – NOES - 0**

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 APRIL 22, 2013
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR APRIL 2013
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR APRIL 2013

**It was Moved (LaCasella), Second (McMullins) 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) PRESENTATION AND REVIEW OF PRELIMINARY PROPOSED OPERATING BUDGET FY2013-14, REVISED PRELIMINARY PROPOSED OPERATING BUDGET FY2013-14 OPTION 1, REVISED PRELIMINARY PROPOSED OPERATING BUDGET FY2013-14 OPTION 2  
**(DISCUSSION/POSSIBLE ACTION)**

**Tina stated that this is the second review of the proposed preliminary budget. In response to the Board's request at the April Board meeting that Staff identify where the budget could be cut to provide a salary increase for the staff; two options have been provided. Option 1 represents a 1% salary increase, which would require operating expenses to be reduced by \$16,000; Option 2 represents a 2% salary increase, which would require operating expenses to be reduced by \$32,000. The Summary of Reduced Operating Expenses shows those budget items that had a little more flexibility than others in order to arrive at a balanced budget. The majority of the reduction would be to the OPEB liability contribution, but this would be a one time thing and we would resume the \$75,000 contribution for future fiscal years. The Board questioned use of OPEB funds normally designated at \$75,000 per year, and it was explained that approximately \$14,500 of the scheduled payment would be used toward architectural plans and specifications for scenario 3. Consequently, for 2013/14 fiscal year, the District will pay only \$60,500 toward the 2013/14 obligation.**

**Datz proposed taking the 1% salary increase add to it whatever has been identified as savings like the \$1000, less for Athens and so forth because he is not comfortable with the OPEB reduction because we made a commitment and we made it for a reason let's commit to using any redevelopment money that comes in to enhance the 1% salary increase. McMullins asked if we knew what the amount of redevelopment dollars would be. Tina stated that last year \$3,000 was budgeted and we received \$20,000. Datz said redevelopment dollars that may come in would be given toward the staff salary increase in addition to giving the 1%. Datz also said the reduction in the OPEB contribution would need to occur every year going forward. McMullins said that some money for the 1% staff salary increase should come out of the amount spent on books. LaCasella suggested making the book reduction \$6,000 and that would give us enough to provide the staff with a 1.5% increase.**

**Linda Bates said that staff is more important than books. The new books here are spectacular. Barbara granted her a teacher card that allows her to circulate at least 25 books to the disabled people she supports. The people who make the selection of books for the collection are valuable and they deserve to have the salary increase.**

**It was moved (McMullins) Second (LaCasella) to eliminate the suggested additional decrease of \$6,000 from the OPEB annual contribution, to decrease operating supplies by \$2,500, to decrease Cintas by**

**\$1000, to decrease computer supplies by \$1,000, Electronic Databases by \$1,000, Standing Orders, by \$1,000; decrease Books by \$6,000, Periodicals by \$1,000, DVD's Video by 1,000, decrease Maintenance Equipment/Other by \$1,000, Printing by \$1,000, Outside Profess Services/Legal by \$1,000, Financial by \$1,000, Maintenance/Building & Ground/Other by \$1,000, Organizational Memberships by \$1,000, Meetings & Travel by \$1,000, Training & Education by \$1,000 and decrease Refuse by \$1,000, which comes to \$23,500. This will allow a 1.5% salary/wage increase for staff.**

**UNANIMOUSLY APPROVED**

- 1) **Approval of Gann Limit for Fiscal Year 2013-14**

**It was moved (McMullins) Second (Hubbard) to approve Gann Limit**

**APPROVED**

10. **NEW BUSINESS**

- a) **APPROVAL OF CALIFORNIA LIBRARY LITERACY SERVICES FY2013-14 CONTINUING APPLICATION IN THE AMOUNT OF \$14,355 (DISCUSSION/POSSIBLE ACTION)**

**It was moved (McMullins) Second (Hubbard) to approve the Literacy Services FY2013-14 continuing application in the amount of \$14,355.**

**APPROVED**

- b) **ACCEPTANCE OF CALIFORNIA STATE LIBRARY DISTRIBUTION TO ALTADENA LIBRARY DISTRICT OF BOOKS4U PROGRAM LSTA (LIBRARY SERVICES AND TECHNOLOGY ACT) FUNDS IN THE AMOUNT OF \$10,000 FOR PURCHASE OF NEW PRINT MATERIALS IN SIX COLLECTION AREAS AND AUTHORIZATION TO EXPEND FUNDS**

**It was moved (LaCasella) Second (McMullins) to accept the California State Library Distribution to the Altadena Library District of BOOKS4U Program LSTA funds in the amount of \$10,000**

**APPROVED**

- c) **APPROVAL OF CLOSURE OF MAIN LIBRARY ON THURSDAY JUNE 13, 2013 FOR INSTALLATION AND TESTING OF NEW MILLENNIUM III SERVER. (STAFF WILL BE WORKING) (DISCUSSION/POSSIBLE ACTION)**

**It was moved (Hubbard) Second (LaCasella) to close the main library on June 13, 2013, for installation and testing of New Millennium III Server to include notifying all patrons and having no book fines due that day**

**APPROVED**

- d) **PRE-ELECTION REQUIREMENTS FOR CONSOLIDATED ELECTION ON NOVEMBER 5, 2013**
  - 1) **ADOPT RESOLUTION 201301- ESTABLISHING CANDIDATE STATEMENT POLICIES (DISCUSSION/POSSIBLE ACTION)**

**It was moved (LaCasella) Second (Hubbard) to adopt Resolution 201301**

**APPROVED**

- 2) **APPROVAL OF ROSTER OF OFFICEHOLDERS FOR LOCAL JURISDICTIONS (DISCUSSION/POSSIBLE ACTION)**

**It was moved (LaCasella) Second (McMullins) to approve the roster of Officeholders for Local Jurisdictions**

**APPROVED**

- 3) 2013 SCHEDULE OF ELECTIONS (SEE PAGE 6 OF 6) **(INFORMATION)**

## 11. CORRESPONDENCE

- a) CORRESPONDENCE FROM LACO BOARD OF SUPERVISORS REGARDING REQUESTS TO CONSOLIDATE AND CHANGE ELECTIONS FROM ODD-YEARS TO EVEN-YEARS **(INFORMATION/POSSIBLE ACTION)**
- b) CLA LEGISLATIVE UPDATE: LIBRARY BUDGET ISSUE – LETTERS NEEDED! **(INFORMATION)**
- c) LEGISLATIVE UPDATE: ASSEMBLY BUDGET SUBCOMMITTEE HEARS CLA’S “BUDGET ASK” **(INFORMATION)**
- d) CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) REPORT TO THE LEGISLATURE **(INFORMATION)**
- e) NEWS FROM THE CAPITOL: ASSEMBLY BUDGET SUBCOMMITTEE HEARS CLA’S “BUDGET ASK” CHAIRWOMAN BONILLA CALLS PROPOSAL “VERY EXCITING” **(INFORMATION)**
- f) COPY OF LETTER TO ASSEMBLYWOMAN SUSAN BONILLA, CHAIR, ASSEMBLY BUDGET SUBCOMMITTEE NUMBER 2 ON EDUCATION FINANCE REGARDING SUPPORT FOR CENIC BROADBAND FUNDING AND LITERACY FUNDING **(INFORMATION)**
- g) LEGISLATIVE UPDATE: GOVERNOR RELEASES “PRUDENT MAY REVISION “ OF STATE BUDGET **(INFORMATION)**

## 12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED FOR JUNE 10, 2013, 7:30 P.M. **(INFORMATION)**  
**Dale reported that the Wine and Cheese event with Dion Neutra was very successful. 60 people attended and the foundation made about \$700. Dale reported that they are thinking about a Casino Night in the fall. There is a company that handles every aspect of the event. Guests buy chips and all the money they spend on the purchase of chips goes to the library. Datz asked for more details**
- b) REPORT BY ART ON MILLIONAIRE’S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR JUNE 4, 2013, 6:30 P.M. **(INFORMATION)**

**Dale reported that we have 42 artists for the Festival and about 36 artists for the Salon. The Salon Artist reception is Friday June 7<sup>th</sup> and we have 5 five food vendors for the Festival on Saturday. We have a huge variety of music, kid’s crafts and face painting**

**Datz reported that the Friends play, “Boys in the Backroom” grossed \$1,450, and that expense receipts should total under \$300**

## 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.

**It was moved (Hubbard) Second (McMullins) to adjourn the meeting at 6:36p.**