



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

May 23, 2016 – 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 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
David Tuck
Gwendolyn McMullins
Adalila Zelada-Garcia, Secretary
John McDonald

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**

a) NONE TO REPORT

6. **FINANCIAL REPORTS**

a) FINANCIAL REPORTS FOR THE MONTH OF APRIL 2016
(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 APRIL 25, 2015
- b) STATISTICAL REPORTS – APRIL 2016
- c) DEPARTMENTAL MONTHLY REPORT – APRIL 2016

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) LATINO CULTURAL FESTIVAL

- (**INFORMATION**)
 - b) MOUNT SAINT MARY'S MBA PROGRAM – SUMMER READING 2017
(**INFORMATION**)
 - c) DOOR COUNTER
(**INFORMATION**)
- 10. **TEMPORARY PERSONNEL SUB-COMMITTEE REPORT (DISCUSSION)**
- 11. **OLD BUSINESS**
 - a) PRESENTATION AND REVIEW OF PRELIMINARY BUDGET FOR FY2016/17
(**DISCUSSION/ACTION**)
- 12. **NEW BUSINESS**
 - a) REVIEW OF STYLE GUIDE FOR LIBRARY MARKETING/DESIGN/SIGNAGE (**DISCUSSION / POSSIBLE ACTION**)
 - b) REVIEW OF SIGNAGE FOR WATER CONSERVATION GARDEN (**DISCUSSION / POSSIBLE ACTION**)
 - c) RESOLUTION FOR PAYING AND REPORTING THE VALUE OF THE EMPLOYER PAID MEMBER CONTRIBUTIONS (**ACTION REQUIRED**)
 - d) ACCEPTANCE OF CSL "PITCH AN IDEA" GRANT AWARD IN THE AMOUNT OF \$13,500 FOR FY 2016/2017 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT REGULATIONS. (**ACTION REQUIRED**)
 - e) REVIEW AND ADOPTION OF RESOLUTION #201601 – TO ASK THE AUDITOR-CONTROLLER OF LOS ANGELES COUNTY TO PREPARE A NEW TAX ROLL FOR ACCOUNT #57.12, ALTADENA LIBRARY DISTRICT. (**ACTION REQUIRED**)
 - f) PRELIMINARY RESPONSE TO STAFF ASSOCIATION CORRESPONDENCE OF APRIL 28, 2016
(**DISCUSSION**)
 - g) UPDATE FROM OUTSIDE CONSULTANT ON THE EMPLOYEE MORALE SURVEY AND IMPLEMENTATION PLAN (**DISCUSSION**)
 - h) APPOINTMENT OF TRUSTEE LIASON TO ALTADENA LIBRARY FOUNDATION (**ACTION REQUIRED**)
- 13. **CORRESPONDENCE & PRESS**
 - a) LETTER FROM PASADENA COMMUNITY FOUNDATION
 - b) E-MAIL FROM DR. JANET ROBINSON OF MOUNT SAINT MARY'S UNIVERSITY
 - c) LETTER FROM WENDY HOPKINS OF CALIFORNIA STATE LIBRARY
 - d) PRESS CLIPPINGS (**INFORMATION**)
- 14. **REPORTS OF SUPPORT GROUPS**
 - a) ALTADENA LIBRARY FOUNDATION
 - b) FRIENDS OF THE ALTADENA LIBRARY
- 15. **REPORTS OF TRUSTEES**
- 16. **AGENDA ITEMS FOR FUTURE AGENDAS**
This is an opportunity for Board members to request that items be placed on future agendas.
- 17. **CLOSED SESSION**
The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:
 - a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: District Director
Annual Review of District Director
- 18. **RECESS BACK INTO OPEN SESSION**
- 19. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**
- 20. **ADJOURNMENT**
Recommended Action: There being no further business to come before the Board, the meeting is adjourned.