



MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

May 23, 2016 – 5:05 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 - **Present**

David Tuck - **Present**

Gwendolyn McMullins - **Present**

Adalila Zelada-Garcia, **Secretary - Present**

John McDonald – **Present**

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.

Moved by McMullins, Seconded by Zelada – Garcia, Agenda 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.

Request to Speak Before the Board – Following Individuals: Claire Newman , Pamela Richards, Sebastian Zeleph, Elaine Reveley, Shermaine Alya and Christopher Kellermeyer. Both supportive and critical comments were made relative to Agenda Item #17.

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

Finance Director Wallin, presented the financial for April 2016. Trustee John McDonald requested the year to date graphs also include previous fiscal year. Finance Director, Wallin, also notated all full-time benefited staff members attended a Retirement Training session by Calpers.

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

Meredith McKenzie, to make note that John McDonald was omitted from the April 25, 2016 Minutes, and he was at attendance and minutes should be corrected.

Moved by David Tuck, Seconded by John McDonald, 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**

- a) **LATINO CULTURAL FESTIVAL: Approximately 800 – to 1,000 people entered the library during the event. A video is being created about the day with lots of comments from staff, performers and attendees.**
- b) **MOUNT SAINT MARY'S MBA PROGRAM – SUMMER READING 2017: The Library was selected as the project for the MBA cohort. They will be designing marketing and promotional materials for the 2017 Summer Reading Program.**
- c) **DOOR COUNTER: The new high-tech door counter is showing less entries into the library instead of what was anticipated which was more. See details in the Directors report.**

10. **TEMPORARY PERSONNEL SUB-COMMITTEE REPORT (DISCUSSION)**

John McDonald requested that the Sub-Committee be given an additional month to continue its research and review.

Moved by David Tuck, Seconded by Gwendolyn McMullins, Approved

11. **OLD BUSINESS**

- a) **PRESENTATION AND REVIEW OF PRELIMINARY BUDGET FOR FY2016/17 (DISCUSSION/ACTION)**

No Changes, except the addition to the materials budget of 68K that was not spend in the 15/16 year will be moved over to the 16/17 material budget.

Moved by David Tuck, Seconded by Adalila Zelada-Garcia, Approved.

12. **NEW BUSINESS**

- a) REVIEW OF STYLE GUIDE FOR LIBRARY MARKETING/DESIGN/SIGNAGE (**DISCUSSION / POSSIBLE ACTION**)
The Board created a subcommittee of Meredith McKenzie and Gwen McMullins to meet with the designer and the Director and the subcommittee will make a recommendation to the Board.
- b) REVIEW OF SIGNAGE FOR WATER CONSERVATION GARDEN (**DISCUSSION / POSSIBLE ACTION**)
The subcommittee that is reviewing the style guide will also work on the signage for the garden.
- c) RESOLUTION FOR PAYING AND REPORTING THE VALUE OF THE EMPLOYER PAID MEMBER CONTRIBUTIONS (**ACTION REQUIRED**)
Moved by Gwendolyn McMullins, Seconded by David Tuck
- 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**)
Moved by Gwendolyn McMullins, Seconded by John McDonald.
- 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**)
Moved by Gwendolyn McMullins, Seconded by Tuck.
- f) PRELIMINARY RESPONSE TO STAFF ASSOCIATION CORRESPONDENCE OF APRIL 28, 2016 (**DISCUSSION**)
Present, Sean B. Gibbons Assistant General Counsel and Kevin G. Ennis, General Counsel provided a letter to the Staff Association for clarification of proceedings under the Ralph M. Brown Act at the April 25, 2016 meeting of the Board of Trustees of the Altadena Library District. Their findings are that the Board acted according to the Brown Act.
- g) UPDATE FROM OUTSIDE CONSULTANT ON THE EMPLOYEE MORALE SURVEY AND IMPLEMENTATION PLAN (**DISCUSSION**)
The Board reviewed the document provided by the Consultant and the document created by Administration and presented to the Staff.
- h) APPOINTMENT OF TRUSTEE LIASON TO ALTADENA LIBRARY FOUNDATION (**ACTION REQUIRED**)
Meredith Mckenzie was appointed as the new Liaison to Trustee. Moved by John McDonald, Seconded by Gwendolyn McMullins, Approved.

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

MEREDITH MCKENZIE, ADALILA ZELADA-GARCIA, GWENDOLYN MCMULLINS AND DAVID TUCK GAVE THANKS TO MINDY KITTAY AND STAFF FOR THE SUCCESS AT THE LATINO

**FESTIVAL AND BRINGING THE COMMUNITY TOGETHER WITH WONDERFUL MUSIC, VENDORS,
AND FOOD.**

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

President Meredith McKenzie noted that The Board entered closed session at 6:50pm

18. **RECESS BACK INTO OPEN SESSION**

The Board went into closed executive session at 7:05pm to conduct the annual review of the District Director. A preliminary evaluation was carried out and an evaluation will be finalized at a later date, yet to be determined. The Board adjourned from executive closed session at 9:45pm.

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. **Moved by David Tuck, Seconded by McMullins, Adjourned at 9:48pm**