



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

**MINUTES**

**Special Meeting**

Board of Library Trustees – Altadena Library District

Community Room – Main Library

**May 31, 2016 6:05pm**

**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-**Absent - Excused**

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.

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. **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

**The Board went into closed executive session at 6:08pm to conduct the annual review of the District Director. The Board adjourned from executive closed session at 7:25pm.**

**6. RECESS BACK INTO OPEN SESSION**

**7. PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**

The Board completed the annual performance evaluation of the District Director.

- 1) The Board requested to review all new initiatives that the Director recommends prior to action or implementation.
- 2) The Board will support professional development activities that will aid the director in leadership development and the staff in management training.
- 3) The Board requested that the Director Obtain bids for Board review to potentially outsource human resource functions for the Fiscal year beginning July 1, 2016.
- 4) The Board requests at least 2 follow-up sessions within the upcoming fiscal year to be conducted using an outside consultant to aid in team building and morale improvement.

**8. ADJOURNMENT**

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

**Moved by David Tuck, Seconded by Adalila Zelada-Garcia, Adjourned at 7:28pm.**