



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
June 22, 2015
5:04 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).

Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.

It was Moved (Tuck) and Seconded (McMullins) to adopt the agenda as-is.

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) **PROMOTION OF HELEN MILNER FROM PT EMPLOYEE TO FT EMPLOYEE WITH BENEFITS EFFECTIVE MAY 1, 2015**

Finance Director Wallin reported the promotion of Helen Milner from PT to FT employee with benefits. Director Kittay added that a new Public Services Director had been hired with a start date of July 1, 2015.

b) **RESIGNATION, DISCUSSION & APPOINTMENT OF BOARD MEMBER**

David Datz' resignation as Board of Trustee & Trustee Secretary becomes effective July 1.

6. **FINANCIAL REPORTS**

a) **ALTADENA LIBRARY DISTRICT FOR THE MONTH OF MAY 2015 (DISCUSSION/POSSIBLE ACTION)**

Director Wallin reported the budget is on track at 92% completion of FY14/15 and 82% of expenditures. Whereas the District uses LA County as the fund account for collecting tax revenues and current interest is less than 1%, contracting with vendor LAIF will maintain a similar interest rate though the process can be done via wire transfer in 1-2 days versus the current process involving paperwork over 10-15 days.

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 MAY 18, 2015
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR MAY 2015
- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR MAY 2015

It was Moved (Tuck) and Seconded (Datz) to approve the Consent Calendar as-is.

APPROVED8. **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 expressed her gratitude to Trustee Datz for his willingness and involvement during her tenure as new director, inviting him to return to the July Board of Trustees meeting for a formal farewell. Kittay reported that the Latino-American grant was awarded to the District at 30% of the anticipated 10k prize at \$3,000. Director Kittay reported on upcoming library events, bringing attention to the monthly newsletter.

Trustee President McKenzie had suggested motivating adult summer reading program participants with inclusion of weekly raffle winners' names in library announcements to promote healthy competition. Director Kittay welcomed the suggestion and offered to include such announcements in her weekly e-blast to patron subscribers.

10. **OLD BUSINESS**a) APPROVAL OF FY15/16 BUDGET (**DISCUSSION/POSSIBLE ACTION**)

Finance Director Wallin reported that an expanded budget book will be presented at the July Board of Trustees meeting and will include the Strategic Plan and highlights from the last fiscal year. The approved budget for FY15/16 includes a 4% salary increase, 2% increase in retirement contribution, and increase to \$500 from \$450 for the employer health contribution.

11. **NEW BUSINESS**a) FY2015-16 STATEMENT OF AUDITING STANDARDS LETTER FROM PUN GROUP (**REVIEW ONLY**)

Per auditing standard 114 the letter presented is issued to clearly communicate how the auditing standards are carried out.

b) REVIEW AND APPROVAL OF GANN APPROPRIATION LIMIT FOR FY15-16 (**DISCUSSION/POSSIBLE ACTION**)

Finance Director Wallin reported the District is within its Gann Appropriation Limit.

c) ADOPTION OF RESOLUTION FOR PAYING AND REPORTING THE VALUE OF EMPLOYER PAID MEMBER CONTRIBUTIONS (**DISCUSSION/POSSIBLE ACTION**)

It was Moved (McMullins) and Seconded (Zelada-Garcia) to approve the resolution.

APPROVED

- d) ADOPTION OF RESOLUTION #201503 TO INCREASE THE EMPLOYER HEALTH CONTRIBUTION FOR EMPLOYEES AND ANNUITANTS FROM \$450 TO \$500 (**DISCUSSION/POSSIBLE ACTION**)

It was Moved (McMullins) and Seconded (Zelada-Garcia) to approve Resolution No. 201503.

APPROVED

- e) ADOPTION OF RESOLUTION #201504 TO ASK THE AUDITOR/CONTROLLER OF LOS ANGELES COUNTY TO PREPARE A NEW TAX ROLL FOR ACCOUNT #57.12 (**DISCUSSION/POSSIBLE ACTION**)

It was Moved (Tuck) and Seconded (McMullins) to approve Resolution No. 201504.

APPROVED

12. **CORRESPONDENCE & PRESS**

Director Kittay included the following press under Item 9, Director's Report.

- a) ALTADENA HERITAGE NEWSLETTER SPRING 2015 (**INFORMATION ONLY**)
- b) OFF THE 210 (**INFORMATION ONLY**)
- c) PASADENA WEEKLY *Hometown Heritage* June 11, 2015 (**INFORMATION ONLY**)
- d) PASADENA NOW *Staff Reports* June 11, 2015 (**INFORMATION ONLY**)

13. **REPORTS OF TRUSTEES**

Trustee McMullins had no report except to report that Lee Draper had been selected by the Foundation as a campaign consultant.

Trustee Datz, though ex-officio, will attend the Friends of the Altadena Library meeting on July 6 and recommended a new Friends liaison ought to be selected for July Board Meeting.

Trustee Tuck had no report.

Diana Philippi presented a BestFest update concerning social media, art salon invitations, sponsorships, participating businesses, and reporting timeline on street closures. Philippi thanked the Trustees for their letter of support for BestFest.

14. **AGENDA ITEMS FOR FUTURE AGENDAS**

This is an opportunity for Board members to request that items be placed on future agendas.

Trustee President McKenzie noted that a new Trustee Secretary be voted upon at the next board meeting. McKenzie also noted that the regularly scheduled July 27 board meeting be moved one week earlier, to July 20, due to conflicting vacation schedules. After conferring with the other trustees it was noted that quorum would be met for a July 20 meeting.

Trustee Datz stated a Friends Liaison would need to be appointed at the next board meeting. Adalila Zelada-Garcia volunteered to become the Friends Liaison and was informally approved by the other trustees.

15. **ADJOURNMENT**

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

It was Moved (Datz) and Seconded (Zelada-Garcia) to adjourn the meeting.

APPROVED

Meeting adjourned at 6:06 p.m.