



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

REVISED

Minutes

Regular Meeting

Board of Library Trustees
Altadena Library District
Community Room – Main Library

June 24, 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 5:00 p.m.

2. ROLL CALL:

Present: David Datz, President
Thomas Hubbard, Secretary
Dale E. LaCasella
David Tuck
Gwendolyn McMullins

Staff:	Barbara J. Pearson, District Director	Pauli Dutton
	Tina Wallin, Finance Director	Laureen McCoy
	Cassandra Stearns	Roberta Lauderdale

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 (LaCasella) Second (Tuck) to move item 10a to after item 8 and to adopt the Amended Agenda.

ADOPTED

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**

David Vera resigned as a Library Page effective 4/19/2013, and Kristney Fuery was hired as a Library Page to replace David effective 5/1/2013.

6. **FINANCIAL REPORTS**

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

APPROVED7. **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 MAY 20, 2013
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR MAY 20, 2013
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR MAY 2013

It was Moved (LaCasella), Second (McMullins) to Adopt the Consent Calendar

ADOPTED8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

Items removed from the Consent Calendar will be discussed individually at this time.

None.

The agenda was amended to move item 10a to after item 8. See item 10a for details.

9. **OLD BUSINESS**

- a) **ADOPTION OF REVISED PRELIMINARY PROPOSED OPERATING BUDGET, FY2013/14 (DISCUSSION/POSSIBLE ACTION)**

Tina reported that the approved 1.5% salary increase for the staff was included and reflects the adjustments to the operating budget in order to balance the budget. The budget also includes the updated organizational chart, and the general fund with the review of what our estimated 2013/14 fiscal year general fund balance would be. We will update this estimated number after the audit and do a mid-year budget adjustment, which will be verified after the auditor submits all their numbers. The Gann limit is noted, as well as the property tax analysis.

It was Moved (Hubbard), Second (McMullins) to adopt the Revised Preliminary Proposed Operating Budget FY2013/14

ADOPTED:

- b) APPROVAL OF FY2013/14 AGREEMENT FOR ARCHITECTURAL SERVICES WITH CWA, INC. FOR PLANS AND SPECIFICATIONS FOR DOWNSIZED MAIN LIBRARY AND EXPANSION PROJECT (SCENARIO 3) IN THE AMOUNT OF \$40,000 **(DISCUSSION/POSSIBLE ACTION)**

It was Moved (LaCasella), Second (Hubbard) to Approve the Agreement for Architectural Services with CWA, Inc. for plans and specifications for downsized Main Library and Expansion Project (Scenario 3) in the amount of \$40,000.

APPROVED

- c) CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2013 BOARD OF ELECTIONS MAIL BALLOT **(DISCUSSION/POSSIBLE ACTION)**

It was Moved (McMullins), Second (LaCasella) to vote for Kathy Tiegs for the California Special Districts Association 2013 Board of Elections.

PASSED

- d) LOS ANGELES COUNTY LOCAL AND MUNICIPAL CONSOLIDATED ELECTIONS NOVEMBER 5, 2013 NOMINATION PERIOD – FILING DECLARATION OF CANDIDACY JULY 15, 2013 AND AUGUST 7, 2013 IS THE FIRST AND LAST DAY FOR CANDIDATES TO FILE DECLARATIONS OF CANDIDACY (E.C. § 10510 AND 10603). SEE PAGE 3 OF 12. **(INFORMATION)**

10. **NEW BUSINESS**

- a) PRESENTATION OF 2013 CHILDREN'S SUMMER READING PROGRAM "READING IS DELICIOUS @ THE ALTADENA LIBRARY," JUNE 11-JULY 23 **(INFORMATION)**

MOVED TO AFTER ITEM 8

Cassandra reported the "Reading is Delicious" summer reading program started June 11, and we have signed up 360-370 kids and Ashley has signed up 70 teens age 12-17. We are well on our way to meeting our goal. Ashley doubled our teen numbers this year. Ashley's programs are craft based. The grand prize this year is 4 tickets to Raging Waters; two adult tickets and two children so the whole family can go. The teens' grand prize is an ipad mini. The book mark program was a big success and we will be doing it again next year and display the bookmarks during National Library week. We will report on the final numbers at the end of the summer reading program

- c) APPROVAL OF BOARD OF LIBRARY TRUSTEES CALENDAR – 2013/14
(DISCUSSION/POSSIBLE ACTION)

It was Moved (Hubbard), Second (LaCasella) to Approve the Board of Library Trustees Calendar – 2013/14

APPROVED

- c) APPROVAL OF LIST OF ITEMS FOR CONSIDERATION OF PURCHASE BY FRIENDS OF THE ALTADENA LIBRARY FOR FY2013/14 **(DISCUSSION/POSSIBLE ACTION)**

It was Moved (Hubbard), Second (McMullins) to Approve the List of Items for consideration of purchase by Friends of the Altadena Library for FY2013/14

APPROVED

- d) ADOPTION OF RESOLUTION NO. 201302 TO ASK THE AUDITOR/CONTROLLER OF LOS ANGELES COUNTY TO PREPARE NEW TAX ROLL FOR ACCOUNT NO. 57.12
(DISCUSSION/POSSIBLE ACTION)

It was Moved (McMullins), Second (Hubbard) to Adopt Resolution No. 201302

ADOPTED

- e) APPROVAL OF PROPOSED ALTADENA LIBRARY DISTRICT GOALS AND OBJECTIVES FOR FISCAL YEAR 2013/14 **(DISCUSSION/POSSIBLE ACTION)**

It was Moved (LaCasella), Second (McMullins) to Approve the Proposed Altadena Library District Goals and Objectives for Fiscal Year 2013/14

APPROVED11. **CORRESPONDENCE**

- a) LEGISLATIVE UPDATE: BUDGET DEAL REACHED – LIBRARY FUNDING ELIMINATED
(INFORMATION/POSSIBLE ACTION)

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED FOR JULY 8, 2013, 7:30 P.M. **(INFORMATION)**

Dale reported that the Foundation has a new plan and new budget for the capital campaign. We have hired a grant writer to start looking into some grants for operational monies so we can get moving. We are also looking for some new Foundation members who want to join the Foundation or give a large donation. If you know of any interested parties, please have them contact us, we need all the help we can get. We have to break ground on this project by December 31, 2016. Kimberly Valentine who is a Foundation member and an expert on planned giving will be putting together a program on planned giving for the public.

- d) REPORT BY ART ON MILLIONAIRE’S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR JULY 9, 2013, 6:30 P.M. WRAP PARTY FOR AOMR AT THE HOME OF DALE LACASSELA **(INFORMATION)**

Dale reported that we had an extremely successful AOMR in terms of the quality of the submission. We had a very good turn out of people at the Festival. They loved the grassy knoll and loved the picnic area; the music was good. Overall, there was one complaint by some of vendors that some of the music was loud. We will report on the final numbers when we have them.

David Datz reported that he attended an author presentation here at the Library on Saturday, June 22, 2013, for Amanda Winn Lee that went very well.

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 (Tuck) Second (McMullins) to adjourn the meeting at 5:55p.

PASSED