



# 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

**July 20, 2015**

5:12 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 Tuck

Gwendolyn McMullins

Adalila Zelada-Garcia

absent - excused

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 (McMullins) and Seconded (Tuck) to correct Item 12g to add a resolution.**

**APPROVED**

**It was Moved (McMullins) and Seconded (Tuck) to approve the corrected agenda.**

**APPROVED**

4. **PRESENTATION OF RECOGNITION PLAQUE TO TRUSTEE DATZ**

5. **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.

Diana Philippi, Best Fest Coordinator, had requested placement of a banner for the festival at the library. Director Kittay responded with a consideration and a final decision at the August board meeting. Kittay announced that former Acting District Director, Pauline Dutton, has volunteered to become head point person for the annual Poetry & Cookies event.

6. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

7. **FINANCIAL REPORTS**

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

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

Finance Director Wallin reported the District having utilized 100% of the FY14/15 budget. Wallin also reported that the County is set to provide statements in August.

8. **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 JUNE 22, 2015
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR JUNE 2015
- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR JUNE 2015

**It was Moved (McMullins) and Seconded (Tuck) to approve the consent calendar as-is.**

**APPROVED**

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

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

10. **DIRECTOR'S REPORT**

- a) Ryan Roy (July 1)
- b) August Meeting
- c) Annual Report (September)

Director Kittay presented her report, notifying the trustees that William Ryan Roy was hired as the Public Services Director beginning July 1<sup>st</sup> which would appear on the agenda for August, adding that she will be absent for the August Board meeting. President McKenzie encouraged continuing with the regularly scheduled August Board meeting in order to acclimate the newly appointed trustee in light of Kittay's absence.

11. **OLD BUSINESS**

- a) DISTRIBUTION OF THE DISTRICTS ADOPTED OPERATING BUDGET BOOK, FY2015-16  
**(DISCUSSION/POSSIBLE ACTION)**

Finance Director Wallin distributed the budget book and requested that a digital copy be made available to the public via the library's website. A revised goal outlined in the budget book may appear as an item agenda for the August Board meeting.

12. **NEW BUSINESS**

- a) APPOINTMENT OF ADALILA ZELADA-GARCIA AS TRUSTEE LIAISON TO THE FRIENDS OF THE ALTADENA LIBRARY **(INFORMATION ONLY)**

**It was Moved (Tuck) and Seconded (McMullins) to approve Trustee Zelada-Garcia's voluntary motion to become the liaison to the Friends of the Altadena Library.**

**APPROVED**

- b) ELECTION OF BOARD OF TRUSTEES SECRETARY **(DISCUSSION/POSSIBLE ACTION)**

**It was Moved (Tuck) and Seconded (McKenzie) to approve Trustee Gwen McMullins as the appointed Trustee Secretary.**

**APPROVED**

- c) BOARD MEMBER INTERVIEWS **(DISCUSSION/POSSIBLE ACTION)**

Seven candidates were interviewed individually by the Trustees: Ira Bershatsky, Jim Vitale, John McDonald, Muffy Bolding, and Patricia Pengra. After a trustee vote by ballot, 2 votes were received for John McDonald and 1 for Jim Vitale. John McDonald was sworn in by Trustee President McKenzie.

- d) PUBLICITY FOR TRUSTEES ELECTION - NOVEMBER 3, 2015 **(DISCUSSION/POSSIBLE ACTION)**

A press release was issued to notify the public that filing declaration of candidacy for the November 3<sup>rd</sup> elections began on July 13<sup>th</sup>, 2015 and ending August 7, 2015 at 5 p.m. Trustee President McKenzie reminded the following trustees whose seats require filing for the upcoming elections: McDonald, McMullins, and Zelada-Garcia.

- e) LOS ANGELES COUNTY LOCAL AND MUNICIPAL CONSOLIDATED ELECTIONS NOVEMBER 3, 2015 NOMINATION PERIOD - FILING DECLARATION OF CANDIDACY BEGINS JULY 13 AND ENDS AUGUST 7 FOR CANDIDATES TO FILE DECLARATIONS OF CANDIDACY (E.C. § 10510 AND 10603). SEE PAGE 3 OF 12. **(INFORMATION)**
- f) REVIEW AND APPROVAL OF RESOLUTION AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) **(DISCUSSION/POSSIBLE ACTION)**

Finance Director Wallin referenced the Trustees' decision per the June Board meeting of the decision to move District monies to the Local Agency Investment Fund. A resolution from the organization was presented with signature needed.

**It was Moved (Tuck) and Seconded (McMullins) to approve the resolution presented by LAIF for transfer of District funds for oversight.**

**APPROVED**

- g) RESOLUTION 201505 FOR WATER CONSERVATION DEMONSTRATION GARDEN GRANT APPROVAL --- **(DISCUSSION/POSSIBLE ACTION)**

Trustee President McKenzie reported that LA County had increased their initial 16k grant offering to 25k. She also reported that 2k in rebates from the Metropolitan Water District of Southern California concerning turf removal required in order to install the new garden is still pending. Whereas Foothill Municipal Water District (FMWD) was initially set to act as the responsible agency, it has since switched to the Altadena Library District as being responsible for its maintenance and care.

**It was Moved (McMullins) and Seconded (McDonald) to approve Resolution 201505.**

**APPROVED**

13. **CORRESPONDENCE & PRESS**

- a) CORRESPONDENCE – JULY 1 LETTER FROM CSL STATE LIBRARIAN GREG LUCAS FOR 30K GRANT APPROVAL USING LSTA FUNDS **(INFORMATION)**
- b) CORRESPONDENCE – JULY 9 LETTER FROM CSL STATE LIBRARIAN GREG LUCAS FOR INITIAL 18K CLLS PROGRAM FUNDING **(INFORMATION)**
- c) PRESS – JUNE 2<sup>ND</sup> AND JUNE 20<sup>TH</sup> ALTADENA NOW BLOG **(INFORMATION)**
- d) PRESS – JUNE 24<sup>TH</sup> ALTADENA NOW BLOG **(INFORMATION)**
- e) PRESS – JUNE 30<sup>TH</sup> BEACON MEDIA AD **(INFORMATION)**
- f) PRESS – JULY 2<sup>ND</sup> ALTADENA PATCH BLOG **(INFORMATION)**
- g) PRESS – JULY 8<sup>TH</sup> PASADENA NOW ARTICLE **(INFORMATION)**
- h) PRESS – JULY 9<sup>TH</sup> ALTADENA NOW BLOG **(INFORMATION)**
- i) PRESS – JULY 10<sup>TH</sup> ALTADENA NOW BLOG **(INFORMATION)**
- j) PRESS – JULY 12<sup>TH</sup> OFF THE 210 BLOG RE FEATURED EXHIBIT **(INFORMATION)**

14. **REPORTS OF TRUSTEES**

McMullins – announced an upcoming meeting with District Director Kittay, Dale LaCasella, and consultant Lee Draper on Wednesday, July 20<sup>th</sup> regarding the capital campaign. McMullins also thanked Antonovich by way of Director Kittay for the complimentary Hollywood Bowl show tickets.

Tuck – No report

McKenzie – Thanked the meeting's attendees and staff member Helen Milner for gathering and preparing a wonderful celebration to recognize former Trustee David Datz.

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

The August meeting will continue on its regular schedule, Monday, August 24<sup>th</sup> at 5:00 p.m.

The item concerning the placement of the Altadena Best Fest will appear on the August agenda.

16. **ADJOURNMENT**

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

**It was Moved (McMullins) and Seconded (McDonald) to adjourn the meeting.**

**ADJOURNED**

**The meeting was adjourned at 6:43 p.m.**