



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 22, 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 5:02 p.m.

2. ROLL CALL:

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

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

Guests: Linda Bates
Marne Brown

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 (McMullins) to adopt the 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.

David Datz read 2 thank you notes, one from the Altadena Library Staff Association thanking the ALD Board for the staff's pay increase, and one from Assemblymember Chris and Melanie Holden thanking the Board for their condolence note with regard to the passing of Assemblymember Chris Holden's mom.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

6. FINANCIAL REPORTS

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

PASSED

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 JUNE 24, 2013.
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR JUNE 2013
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR JUNE 2013

It was Moved (LaCasella), Second (Tuck) to Adopt the Consent Calendar with instructions from the Chair to revise the minutes and remove language that indicates a roll-call vote, when a roll call vote has not occurred.

PASSED

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR
Items removed from the Consent Calendar will be discussed individually at this time.

NONE

9. OLD BUSINESS

- a) DISTRIBUTION OF THE DISTRICT'S ADOPTED OPERATING BUDGET FY 2013/14
(RECEIVE AND FILE)
- b) DISTRIBUTION OF APPROVED MASTER CALENDAR FOR BOARD OF LIBRARY TRUSTEES
FY 2013/14 **(RECEIVE AND FILE)**
- c) ADOPTION OF RESOLUTION NO. 201303 – A RESOLUTION OF THE GOVERNING BODY OF THE ALTADENA LIBRARY DISTRICT FOR THE ELECTION OF DIRECTOR TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) BOARD OF DIRECTORS, JULY 22, 2013
(DISCUSSION/POSSIBLE ACTION)

It was moved (LaCasella) Second (Hubbard) to have a voice vote on each name in succession. All those in favor of Muril Clift – 5 Ayes , 0 Noes; all those in favor of Mike Scheafer – Ayes 0, 5 Noes; all in favor of John Woolley – 5 Ayes, 0 Noes; all those in favor of Tim Unruh – 0 Ayes, 0 Noes; all those in favor of Jean Bracy – 5 Ayes, 0 Noes; all those in favor of Dennis Mayo – 1 Aye, 4 Noes; all those in favor of David Aranda – 5 Ayes, 0 Noes. The chair says that Muril Clift, John Woolley and Jean Bracy have been chosen. The Chair asked for a roll call vote on Dennis Mayo and David Aranda: all those in favor of Dennis Mayo 0 Ayes, 0 Noes; all those in favor of David Aranda 5 Ayes, 0 Noes; We are voting for Muril Clift, John Woolley, Jean Bracy and David Aranda.

PASSED AYES 5, NOES 0

- d) **REMINDER:** THE FIRST DAY TO FILE DECLARATIONS OF CANDIDACY FOR NOVEMBER 5, 2013 ELECTION IS JULY 15, 2013 AND THE LAST DAY IS AUGUST 9, 2013. DURING THIS PERIOD, CANDIDATES MAY FILE A CANDIDATE STATEMENT NOT TO EXCEED THE WORD LIMITATION PRESCRIBED BY THE DISTRICT GOVERNING BODY (200 OR 400 WORDS) FOR INCLUSION WITH THE OFFICIAL SAMPLE BALLOT. THE STATEMENT SHALL BE FILED NO LATER THAN THE LAST DAY TO FILE DECLARATIONS OF CANDIDACY. (E.C. § § 10540 AND 13307) **(INFORMATION)**

10. NEW BUSINESS

- a) STATEMENT OF AUDITING STANDARDS (SAS) NO. 114 **(RECEIVE AND FILE)**

- c) REVIEW AND APPROVAL OF LIBRARY EVENT POLICY, EFFECTIVE AUGUST 1, 2013
(DISCUSSION/POSSIBLE ACTION)

Pauli reported that we get a lot of requests to have programs at the library from various staff and the public. Pauli stated that it would be good to have a policy with the criteria for selecting a program that could be viewed when the initial request is made. Tom stated that it is good to have everything in writing. David Datz asked if this policy would pertain to library sponsored event Pauli stated that this policy is in regards to library sponsored events and she would revise the policy to state, "Library Sponsored Events."

It was moved (Hubbard) Second (Tuck) to approve the library event policy as amended

PASSED

- c) APPROVAL OF TRUSTEES ATTENDANCE AT CALIFORNIA LIBRARY ASSOCIATION(CLA) CONFERENCE, LONG BEACH, CA NOVEMBER 3-5, 2013; EARLY BIRD REGISTRATION, AUGUST 30, 2013 (DISCUSSION/POSSIBLE ACTION)

David Tuck will attend the CLA conference

- d) LOS ANGELES COUNTY CHARGES FOR ALD ELECTIONS EXCEEDS CPI; OVERBILLING OF PRO-RATA COSTS FOR ALD ELECTIONS BY MORE THAN \$32,000
(DISCUSSION/POSSIBLE ACTION)

David Datz stated that he did not believe that the library could not be alone in this, as a special district, in seeing our election costs skyrocket. We should go ahead and contact the Supervisor and contact other special districts to find out if they are experiencing these increases as well. We should also contact the Special District lobbyist to see if we can get some backing on this. The next time we get a bill we should not naively assume that it is correct.

It was moved (McMullins) Second (Hubbard) to send a bill for \$32,000 to the County.

PASSED

- e) APPROVAL OF LETTER TO LA COUNTY SUPERVISOR, MICHAEL ANTONOVICH, 5TH DISTRICT REGARDING ALD BILLED ELECTION COSTS FOR 1993 TO 2007. SEE ATTACHED SPREADSHEET (DISCUSSION/POSSIBLE ACTION)

David Datz stated that the letter to Antonovich should go out with all the attachments and we should submit a bill for the \$32,000 overage plus interest. Tom asked if we need to make an appointment with Antonovich's office to make sure they fully understand our position. David Datz and Tom Hubbard said they would attend the meeting once it's scheduled.

It was moved (Tuck) Second (La Casella) to Approve the revised letter to Supervisor Antonovich regarding ALD billed election costs for 1993 50 2007.

PASSED

- f) LOS ANGELES COUNTY COLLECTION OF ALD PARCEL TAX REVENUES AND PROPERTY TAXES (DISCUSSION/POSSIBLE ACTION)

Tina reported that this issue was brought up along with the election cost issue. We briefly discussed it in the last 4 meetings. Tina said she made a statement that the interest we were receiving on our special assessment tax was 1% and that is what we also budget for an increase, but what we submit to the county is current CPI. Tina spoke to the county and asked the audit consultant about why we were not earning the full CPI amount we were submitting to the county and she was told we were. During the fiscal year, if we look at budgeted numbers it would be perceived as if we are not getting the 1% increase but, if we look at the actual numbers after the audit we are earning the full CPI amount and perhaps a little more, which Tina said she indicated in this report.

Tina stated that during the fiscal year there are delinquent payments that do not get collected or recorded and during the audit process the auditors contact the county and they get those figures. That's why its on the books at audit time and not during the fiscal year which is why it looks like we are not getting the full CPI rate but, when I went back and looked at the actual numbers I was able to verify that we are actually receiving the full CPI rate. Based on that; moving forward during budget preparation we should continue to use CPI rate we submit to the county and also on our budget that we adjust that total dollar amount once it is confirmed by the county what we would earn for the fiscal year. For instance, between the months of July and August, I worked with the county to identify all the parcels rates including the new parcels we are submitting. We currently have 13, 900 parcels in Altadena, we submit them to the County, the County reviews the parcels, confirms and provides any new parcels or parcels that need to be added or removed, and once that is completed then all those figures are uploaded to their system. The County then provides us with the final dollar amount we should be collecting based on the total number of parcels at the beginning of the fiscal year. We are basing our increase not on the final audited figures but on what we budgeted the previous year.

David Datz said that we are being conservative on the budgeted increase and that is a good thing and we should keep doing that. The Auditors inform us of the delinquent payments in September. David Datz said since we do the Mid-year evaluation in January, Tina can give us an update on the final numbers.

Tina stated that the State legislature dictates the 1%. David Datz clarified and confirmed that we clearly get 1%. David Datz asked what the gross and net ratios are. Tina said we are getting 1% of regular property tax and David Datz wants to be on clear on whether or not we are getting all of the 1%. Tina will check into getting a further explanation of the 1%.

g) **REPORT ON EVERY DOOR DIRECT MAIL PROGRAM
(DISCUSSION POSSIBLE ACTION)**

Barbara reported that in light of the fact that we have an upcoming parcel tax measure it is a great service, you can design the flier, take it to the post office, they will bundle it for us and we compared it to a bulk mail permit and it is a lot cheaper. We have a postage budget, but we could make a postage budget adjustment next year prior to the mailing for the parcel tax. It is also a cost-effective way to market Library services. David Datz asked what does the current postage budget covered. Barbara stated it covers some ILL's and other mailings. McMullins asked if the current postage budget will have to be increased. David Datz asked if the current budget is all ready committed to other things. Dale stated that if the Friends or if the Foundation send out a mailer they would pay for it.

It was moved (Tuck) Second (LaCasella) to approve the use of the Every Door Direct Mail Program.

PASSED

11. **CORRESPONDENCE**

- a) **LEGISLATIVE UPDATE: SENATE ELECTIONS COMMITTEE PASSES SCA 7 - WOLK
(INFORMATION/POSSIBLE ACTION)**
- b) **CERTIFICATION OF POPULATION FIGURES FOR 2013-14 (INFORMATION/POSSIBLE ACTION)**
- c) **EMAIL CORRESPONDENCE FROM MONICA HUBBARD RE: LIBRARIES AS PLACEMAKERS AND THINKING "OUTSIDE THE BOX" LIBRARIES INNOVATE TO CONNECT TO COMMUNITIES BY PROJECT FOR PUBLIC SPACES – SEE ATTACHED ARTICLE (INFORMATION/POSSIBLE ACTION)**

Barbara reported that there is a movement with libraries to emphasize public libraries as the centers of community and really creating the concept of public space. The idea is that the public space in the library belongs to the community. Monica emailed because she was concerned about the final report that would be generated at the end of the visioning sessions and believes there should be more input

from other groups before the report is finalized. David Datz said anyone can book the Community Room. David Tuck said he attended one of the visioning sessions and said the session was for the whole community. David Datz said the library will not lead visioning sessions. Barbara stated that in the email from Monica, she offered to hold additional visioning sessions

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED FOR AUGUST 12, 2013, 7:00 P.M. **(INFORMATION)**

Dale reported there will be a brainstorming meeting Wednesday July 24, 2013, They hired two grant writers on a part-time basis to apply for building grants to support the board Buff McGaw for capacity grants and Sandra Miller for government grants. We are also working with a non-profit, Jericho Road they worked with us with putting our board docs together and are working with us on board development because we need more board members. We are moving forward with the quiet phase of the development.

- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR SEPTEMBER 10, 2013 6:30P **(INFORMATION)**

Dale reported that we had the wrap party. We made money but we are not sure how much money we made. The art committee is looking into the car show that the Altadena Sheriff's department held recently to see if they would be interested in having that car show during AOMR next year.

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

NONE

14. **ADJOURN TO CLOSED SESSION**

The Board of Trustees may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section 54960, et. seq.) for the purposes of discussing matters covered under Government Code Section 54957 (Personnel) and Government Code Section 54956.9 (Potential Litigation)

- a) DIRECTOR'S ANNUAL PERFORMANCE EVALUATION **(DISCUSSION/ACTION)**

15. ADJOURNMENT OF CLOSED SESSION

The meeting Adjourned at 6:13p to Closed Session.

16. RETURN TO REGULAR MEETING – REPORTABLE ITEMS FROM CLOSED SESSION

Closed Session was adjourned at 6:25p, which was closed for the Director's Annual Performance Evaluation, which we completed.

17. ADJOURNMENT

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

It was moved (LaCasella) Second (Tuck) to Adjourn at 6:26p