



# ALTADENA LIBRARY DISTRICT

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

**AGENDA**  
**Regular Meeting**  
Board of Library Trustees  
Altadena Library District  
Community Room – Main Library  
**July 28, 2014**  
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

2. ROLL CALL:

David Datz, President  
Thomas Hubbard  
David Tuck  
Gwendolyn McMullins  
Meredith McKenzie, Secretary

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.*

UPDATE ON THE LIBRARY PARCEL TAX

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

6. FINANCIAL REPORTS

a) Altadena Library District for the month of June 2014 (**DISCUSSION/POSSIBLE ACTION**)

**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 JUNE 23, 2014

- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR JUNE 2014
  - c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR JUNE 2014
8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR
- Items removed from the Consent Calendar will be discussed individually at this time.
9. OLD BUSINESS
- a) DISTRIBUTION OF THE DISTRICT’S ADOPTED OPERATING BUDGET FY 2014/15 **(RECEIVE AND FILE)**
  - b) UPDATE ON PHOTOS OF TRUSTEES **(DISCUSSION/POSSIBLE ACTION)**
  - c) APPROVAL OF NEW BIDS AND CHOICE OF A NEW EXTERIOR LIBRARY SIGN ON MARIPOSA PER CWA SPECIFICATIONS **(DISCUSSION/POSSIBLE ACTION)**
  - d) UPDATE ON CONSIDERING ADOPTION OF A PARKING LOT RENTAL POLICY **(DISCUSSION/POSSIBLE ACTION)**
  - e) UPDATE ON HEAD-IN PARKING ON MARIPOSA STREET **(DISCUSSION/POSSIBLE ACTION)**
10. NEW BUSINESS
- a) CALIFORNIA MINIMUM WAGE INCREASE, EFFECTIVE JULY 1, 2014, AND REVIEW OF REVISED ALTADENA LIBRARY DISTRICT SALARY SCHEDULE **(DISCUSSION)**
  - b) REVIEW AND APPROVAL FOR PROCEDURES AND BUDGET FOR CONDUCTING INTERVIEWS FOR NEW DISTRICT DIRECTOR **(MEREDITH MCKENZIE)** **(DISCUSSION/POSSIBLE ACTION)**
  - c) REVIEW AND APPROVAL OF A FACT SHEET FOR STAFF TO GIVE TO THE PUBLIC FROM THE PUBLIC DESK WHEN ASKED FOR MORE INFORMATION ABOUT THE PER PARCEL TAX **(DISCUSSION/POSSIBLE ACTION)**
  - d) REVIEW AND APPROVAL OF UPDATED LIBRARY EVENT POLICY, EFFECTIVE AUGUST 1, 2014 **(DISCUSSION/POSSIBLE ACTION)**
  - e) REVIEW AND APPROVAL OF WORDING ABOUT PARCEL TAX IN @ALTADENA LIBRARY NEWSLETTER 2<sup>ND</sup> EDITION **(DISCUSSION/POSSIBLE ACTION)**
  - f) APPROVAL OF A WATER CONSERVATION DEMONSTRATION GARDEN AT THE MAIN ALTADENA LIBRARY **(DISCUSSION/POSSIBLE ACTION)**
  - g) REVIEW AND APPROVAL OF A POSSIBLE BLOOD DRIVE AT THE LIBRARY ON OCTOBER 31, 2014. **(DISCUSSION/POSSIBLE ACTION)**
  - h) REVIEW AND APPROVAL OF AN ADA UPDATE TO THE CIRCULATION DESK PROPOSED BY DAVE HERMAN **(DISCUSSION/POSSIBLE ACTION)**

- i) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR SEPTEMBER 9, 2014 7:00 P.M. **(INFORMATION)**
- 11. CORRESPONDENCE
  - a) REPORT ON STATE LIBRARY BUDGET FROM GREG LUCAS **(INFORMATION)**
  - b) NOTICE OF VACANCY OF LAFCO ALTERNATIVE PUBLIC MEMBER **(DISCUSSION/POSSIBLE ACTION)**
  - c) CALIFORNIA LIBRARY ASSOCIATION (CLA) CONFERENCE, OAKLAND , CA NOVEMBER 7-9, 2014; EARLY BIRD REGISTRATION, AUGUST 15, 2014 **(DISCUSSION/POSSIBLE ACTION)**
  - d) CALIFORNIA SPECIAL DISTRICTS ASSOCIATION CONFERENCE **SEPTEMBER 29-OCTOBER 2-- PALM SPRINGS (DISCUSSION/POSSIBLE ACTION)**
  - e) THANK YOU FROM ELLEN BURNS **(INFORMATION)**
- 12. REPORTS OF TRUSTEES
  - a) REPORT ON FRIENDS OF THE ALTADENA LIBRARY AND LIAISON APPOINTMENT TO FRIENDS BOARD. NEXT REGULAR MEETING SCHEDULED FOR SEPTEMBER 8, 2014, 7:00 P.M. **(DISCUSSION/POSSIBLE ACTION)**
  - b) REPORT BY ALTADENA LIBRARY FOUNDATION. NEXT MEETING SCHEDULED FOR AUGUST 5, 2014, 7:00 P.M. **(DISCUSSION/POSSIBLE ACTION)**
- 13. AGENDA ITEMS FOR FUTURE AGENDAS  
This is an opportunity for Board members to request that items be placed on future agendas.
- 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) ACTING DIRECTOR'S PERFORMANCE EVALUATION **(DISCUSSION/ACTION)**
- 15. ADJOURNMENT OF CLOSED SESSION
- 16. RETURN TO REGULAR MEETING – REPORTABLE ITEMS FROM CLOSED SESSION
- 17. ADJOURNMENT

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