



MINUTES

Regular Meeting

Board of Library Trustees

Altadena Library District

Barbara J. Pearson Community Room – Main Library

July 28, 2014

5:03 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

Staff: Pauli Dutton, Acting District Director
Tina Wallin, Finance Director
Shermaine Alya, Executive Administrative Secretary
Laureen McCoy, Senior Librarian

Guest: Dave Herman, Chair of AT-SOAL
Dale LaCasela, Altadena Library Foundation, 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.

It was Moved (Hubbard) and Seconded (McMullins) to approve the Agenda.

PASSED

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: AtSOAL Chair, Dave Herman, reported the committee's need for donations and volunteers, and invited the public to participate citing himself as the point of contact for those with interest.

- 5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS
There were no reports though Director Dutton brought to the Board's attention a crucial health announcement concerning Ms. Roberta Lauderdale of the Bob Lucas Branch Library.

- 6. FINANCIAL REPORTS

- a) Altadena Library District for the month of June 2014

No new reports for this period. Trustee Datz commented on the Library's net income of 28k and Finance Director Wallin clarified that the figure would likely change following the completion of the audit to be reported in November 2014.

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. This paragraph is 8 pt., but the rest of the text is 10 pt. Is this intended?

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, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR JUNE 2014

It was Moved (McMullins) and Seconded (McKenzie) to approve the Consent Calendar.

APPROVED

- 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)

Director Dutton reported the use of photography services from Margaret Gruesbeck of Gruesbeck Studio. Dutton reported having sent Gruesbeck a digital photo of Trustee Tuck for updated formatting and framing to hang alongside the updated Board photos.

c) APPROVAL OF NEW BIDS AND CHOICE OF A NEW EXTERIOR LIBRARY SIGN ON MARIPOSA PER CWA SPECIFICATIONS
(DISCUSSION/POSSIBLE ACTION)

Director Dutton presented the various library sign design specs along with bid information for the new library sign. Upon review the Trustees favored the design spec containing red lettering for the sign, reasoning that the color would contrast well around the landscaping, making the sign more visible to drivers and other passers-by.

Trustee McMullins inquired about the difference in background color as evidenced between design specs, one appearing as beige, while the other white. Trustee Datz confirmed color citing the noted description included as “translucent white acrylic backlighted back box.”

Whilst deliberating on the accompanying bids, with Trustee sentiment opting towards the lower bid, Trustee McKenzie commented on the higher bid citing, “structural steel frame comprised of rust-proof metal” as one its distinguishing components from the lower bid. Trustee McKenzie also commented towards both bids as needing to confirm the use of graffiti-proof materials.

Trustee Datz suggested the Board move to tentatively accept the design with red lettering for the Altadena Public Library and the low bid assuming it uses the same structural steel frame rust-proof metal with aluminum exterior skins as mentioned in the bid presented by A&G signs.

Finance Director Wallin noted that other bid presented by Gustavo Flores, cites an “internally illuminated with white flex acrylic background,” while the A&G bid did not provide specific details on material.

Trustee Tuck inquired about warranties associated with the respective bids as they pertained to the guarantee of materials used in the sign’s design. Finance Director Wallin commented that the slight differentiations in either bid’s description make it difficult to account for the cost differential. Trustee Datz, in response to Trustee Tuck’s comment,

Trustee McKenzie, in the interest of time, suggested the Board delegate remaining research of material specs not addressed in either bid to library staff and cap the price on the expense. Trustee Datz confirmed that the task can be delegated to the staff as the associated cost of the library sign falls below the \$10,000 limit.

Trustee Datz confirmed that while the District Director maintains discretion on expenses below \$10,000, the Board move to approve the aforementioned: design spec option with red lettering and delegating the remaining logistics to staff.

It was Moved (McKenzie) and Seconded (Tuck) to proceed with the exterior illuminated sign with the option of red lettering and black numbering per CWA’s specs as outlined, provided the materials used are rust-resistant steel & aluminum as well as graffiti-proof, further directing library staff to select the final vendor and to oversee construction with limitations.

APPROVED

d) UPDATE ON CONSIDERING ADOPTION OF A PARKING LOT RENTAL POLICY
(DISCUSSION/POSSIBLE ACTION)

Director Dutton reported that the rental policy was updated to reflect a rental policy fee of \$35 per hour, a total reflecting staff overtime hourly rates and soft costs (i.e. hourly use of utilities) associated with the rental, estimated at 10%.

Dutton reported the following changes made to the policy: the word “private” was added to the policy, reflecting private organization use of the parking lot for rental purposes; waiving fees for

various kinds of events and organization types; expanding the schedule to cover 7 days, from 7 a.m. to 9 p.m.; and the addition of “cleaning up after each use.”

Dutton mentioned her interest in securing Board approval for the rental policy prior to the commencement of a FOAL community event for which the proposed Parking Lot Rental Policy would come in handy. The changes and suggestions, Dutton reported, were a result of a manager’s meeting that occurred the previous Friday.

Trustee Datz inquired about the process of distinguishing for- from a non-profit. Finance Director Wallin confirmed that organizations are required to provide their tax identification information to verify status. In the case of club organizations and those without the means to cover hourly rental fees, Wallin confirmed that previous exceptions have been made with the understanding that the facilities are not utilized on a regularly occurring basis. In these cases, Wallin cited using the provision of a club website’s URL to verify its status.

It was Moved (McKenzie) and Seconded (McMullins) to approve the presented Parking Lot Rental Application Policy.

Trustee Datz added that should trial use of said policy prove unsuccessful in any way, the policy could easily be modified.

APPROVED

e) **UPDATE ON HEAD-IN PARKING ON MARIPOSA STREET
(DISCUSSION/POSSIBLE ACTION)**

Dale LaCasela, Secretary of the Altadena Library Foundation, reported a highly successful meeting with the office of LA County Supervisor Michael D. Antonovich. The nearby Waldorf School has petitioned for a reduction of traffic in the area for which Supervisor Antonovich’s office had already begun reviewing plans to restripe E. Mariposa Street to institute a “Road Diet,” turning E. Mariposa to a two-lane street from Santa Rosa to Fair Oaks Avenues. The timeliness of the County meeting with the Altadena Library District served to further concretize the need for restriping E. Mariposa Street. Additional comment was made concerning increasing the number disabled accessible parking spaces along the library corridor of E. Mariposa Street from two to four spaces, an issue which was tabled by the County until further notice, confirming that parking restrictions would not change immediately following formal approval of the restriping efforts.

Trustee Datz had inquired about extending the head-in parking request to include the north side of E. Mariposa Street, directly across from the library, though Ms. LaCasela was dubious to represent the issue to the County. Ms. LaCasela reported that several weeks would pass before the head-in parking initiative circulated through all the proper channels for approval (i.e. Land Use, Town Council, County, etc.). Upon Trustee Datz’ inquiry, Ms. LaCasela confirmed that the County would be responsible for presenting the item to the Altadena Town Council.

10. **NEW BUSINESS**

a) **CALIFORNIA MINIMUM WAGE INCREASE, EFFECTIVE JULY 1, 2014, AND REVIEW OF REVISED ALTADENA LIBRARY DISTRICT SALARY SCHEDULE (DISCUSSION)**

Finance Director Wallin reported the increase of California Minimum Wage to \$9.00/hr effective July 1, 2014. As a result, the library is required to raise its hourly rate for the position classification of Page. Step I was previously set at \$8.75/hr. This is in addition to the previous .545% increase made to salaried staff. As a result, the revised salary schedule has been updated to reflect both the State’s Minimum Wage increase and the salary increase.

In response to Trustee Tuck’s inquiry, Wallin confirmed the current number of classified library Page workers at five (5) total: two (2) employees at Step I, one (1) at Step II, one (1) at Step III, and one (1) at Step V.

The minimum wage changes result in an increase of \$800.00.

- b) REVIEW AND APPROVAL FOR PROCEDURES AND BUDGET FOR CONDUCTING INTERVIEWS FOR NEW DISTRICT DIRECTOR (**MEREDITH MCKENZIE**)
(**DISCUSSION/POSSIBLE ACTION**)

Trustee McKenzie, as Chair of the recruitment committee, reported that the committee has been meeting since formal board approval on February 24th of this year. Activities to-date include conducting the search, reviewing applications and twenty-nine (29) resumes, collectively deeming seven (7) applicants worthy of a 1st interview. Trustee McKenzie expressed gaining formal Board approval to (1.) allow the committee to move forward and conduct 1st interviews via Skype as early this coming Friday, August 1st, based on the schedule availability of all applicable parties, and (2.) to then authorize the committee to determine the top two (2) to four (4) candidates depending on the consensus, to be invited to the library for finalist final-round interviews and also to authorize the committee to manage the interview process. Trustee McKenzie also requested to confirm a budget of 5k, if necessary, as set aside for final-round interview-associated travel expenses of finalists. Trustee McKenzie reiterated initial-round interviews with finalists would be conducted via Skype-only, then continued on to report on the committee's productivity as well as the receipt of positive reviews of the interview process from those involved, including committee members.

It was Moved (McKenzie) and Seconded (Tuck) to approve the recruitment committee report and the actions stated within, plans to move forward for the recruitment of the seven (7) selected finalists. Trustee Datz added that during final-round interviews with Trustees, interviews would have to be Special Public Meetings which will immediately be adjourned to Closed Session.

APPROVED

- 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**)

Director Dutton reported on the Alliance's current marketing materials made available to the public, advocating for a Yes vote on the upcoming parcel tax. Due to staff's inability to discuss the tax with the public, Director Dutton presented to the Board a previously written worst-case scenario staff report to possibly use as a facts-based handout informing them of the outcome for the library in the event the parcel tax does not pass.

Trustee Datz' only comment was towards a typographical error within the handout: updating the fiscal year listed to reflect the current year applicable to the upcoming vote.

It was Moved (McKenzie) and Seconded (Hubbard) to approve the executive summary presented as a handout for the library to use when asked about the per parcel tax with the change that the estimated fiscal year of 2014/15 will reflect the actual.

APPROVED

- d) REVIEW AND APPROVAL OF UPDATED LIBRARY EVENT POLICY, EFFECTIVE AUGUST 1, 2014 (**DISCUSSION/POSSIBLE ACTION**)

Director Dutton reported on a library situation wherein a patron requested admittance to a teen movie event. The ALA Teen Librarian was contacted and expressed support in maintaining teen safety from adults attending general programs. Director Dutton then expressed the need to clarify the library's event policy, adding "and teen programs" to the existing policy. Dutton reported contacting the ALA intellectual freedom committee confirming that age could be restricted for teen events as was deemed reasonable, inciting the addition of "for the safety and enjoyment of the intended audience" as well as "minors may be attended with by a parent or

guardian.” In the event of hosting another teen movie, Dutton verified with the Children’s Teen Librarian that should an adult elect to attend, that attendance would be allowed. Trustee Hubbard addressed and discussion ensued thereafter concerning replacing the use of the word “may” with “should.”

It was Moved (McKenzie) and Seconded (McMullins) to approve the update to the library event policy.

Dave Herman inquired about the current library policy and whether it included a photo I.D. sign-in requirement for teen movie events. Director Dutton was unable to confirm the existence of such. Trustee Datz elected to defer to staff for decision and Trustee McMullins advocated for the incorporation of said requirement. Director Dutton confirmed that library staff are present all events.

APPROVED

- e) REVIEW AND APPROVAL OF WORDING ABOUT PARCEL TAX IN @ALTADENA LIBRARY NEWSLETTER 2ND EDITION (**DISCUSSION/POSSIBLE ACTION**)

Director Dutton presented the @Altadena library newsletter for Board review.

- f) APPROVAL OF A WATER CONSERVATION DEMONSTRATION GARDEN AT THE MAIN ALTADENA LIBRARY (**DISCUSSION/POSSIBLE ACTION**)

Director Dutton reported meeting with Nina Jazmadarian of the Foothill Municipal Water District (FMWD) along with Trustee McKenzie as per Trustee McKenzie’s suggestion. Dutton reported on FMWD’s desire to fund the installment of water conservation demonstration gardens in various locations, for which the library expressed interest in supporting. Trustee McKenzie reported on FMWD’s current initiative to continue working as a liaison between local water companies—and those companies from which water is imported—in promoting drought awareness, citing its interest in utilizing libraries for their visibility. Trustee McKenzie reported on the various benefits associated with the installment of a water conservation garden, including though not limited to: drought-tolerant plants, informative signage, educating the public, and saving water.

Trustee McKenzie reported on the areas of interest to install such a garden: near the Art Ronnie Reading Park and the visible side garden between the library’s bridge and Santa Paula street (the preferred choice). Trustee McKenzie added that a landscape designer would be included in the budget to tastefully design the project as well as the inclusion of a youth peer (e.g. Boy Scouts, Girl Scouts, Teen Club, etc.) to provide learning opportunities. Trustee McKenzie cited the library’s existing gardening service as complementary to the library’s sole responsibility upon project completion: providing on-going maintenance.

The Trustees expressed their interest and favorable support for the details presented on the project.

It was Moved (McKenzie) and Seconded (Tuck) to approve the water conservation demonstration garden installment between the library bridge and sidewalk on the east side of the building.

APPROVED

- g) REVIEW AND APPROVAL OF A POSSIBLE BLOOD DRIVE AT THE LIBRARY ON OCTOBER 31, 2014. (**DISCUSSION/POSSIBLE ACTION**)

Director Dutton reported the staff suggestion of hosting a blood drive on Halloween. Dutton contacted Huntington Memorial Blood Bank setting a tentative date for October 31st. Dutton reported the library’s offer to help recruit donors, adding that the drive could be hosted either in- or outdoors. Dutton confirmed that certificates for free pints of ice cream would be given to donors.

Trustee Datz inquired about the hospital's need for parking spaces in the event a mobile unit is used, citing E. Mariposa as a possible location. Trustee Datz cited the benefit of using a mobile unit as less disruptive to the public at-large. Trustee Hubbard noted the possible alternative of using the BJP Community Room as was presented in the report.

It was Moved (Hubbard) and Seconded (McMullins) to approve of and then to instruct staff to promote the blood drive.

APPROVED

Trustee Hubbard moved to amend the approval, adding the library suggest including semi-annual blood drives scheduled pending success of the initial blood drive on October 31, 2014.

APPROVED

- h) REVIEW AND APPROVAL OF AN ADA UPDATE TO THE CIRCULATION DESK PROPOSED BY DAVE HERMAN (**DISCUSSION/POSSIBLE ACTION**)

Dave Herman reported on the previous application by the Altadena Library to the Flintridge Foundation for a grant to bring the library's circulation desk into ADA compliance. The denial for the grant request resulted in Herman's collaboration with Jim Vitale, an ADA compliance expert, on alternative measures to bring the desk into compliance. Herman presented ADA-compliant renderings to the Board, citing that due to the historical significance of the materials used in the existing circulation desk, was open to and had a recommendation for a professional to complete the work.

Trustee Datz inquired whether the recommended professional would do the work pro bono to which Herman responded was still in-process. Herman invited the Board to review the recommended professional's credentials via the information provided in the report.

Trustee Datz inquired about the salvaging of materials during the rehabilitation to which Herman confirmed their preservation. Trustee Datz inquired about the courtesy of notifying Altadena Heritage Society about the change.

Trustee Datz inquired about the estimated duration of the project to which Herman replied one month's time, citing two (2) weeks' time as a generous window. Trustee Datz inquired of Director Dutton the alternative location for circulation business during the desk's reconstruction.

It was Moved (Tuck) and Seconded (McKenzie) to approve the option presented of lowering the circulation desk to bring it into ADA compliance, preserving and reusing the tiles of the desk, and subjecting the project to a review by Altadena Heritage Society (without veto powers).

APPROVED

- i) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR SEPTEMBER 9, 2014 7:00 P.M. (**INFORMATION**)

Dale LaCasella reported the success of the annual event, citing it as the largest festival to-date. Financial information has not yet been released by the Friends though profit margins were slim. LaCasella reported discussions of moving next year's festival, based on available dates provided by staff, to coincide with the Sheriff's Department car show in either September or October of 2015. Due to a golf charity event in June, LaCasella reported the Sheriff's Department's inability to abide by the Festival's normal festival date. LaCasella cited benefits of coordinating next year's festival with the Sheriff's Department's car show, including though not limited to: drawing larger crowds, drawing more interest for both parties involved, favorable weather, and timing the event with back-to-school excitement in the fall.

Trustee Datz inquired about pre-existing event conflicts in the Altadena area to which LaCasella was certain there were none. Trustee McMullins cited the annual LA County Fair to which LaCasella responded foreseeable conflict as long as the festival is not held during the Fair's opening weekend.

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)**

Director Dutton confirmed \$1,000 set aside for staff and \$300 for Board member attendance. Dutton reported one (1) staff member volunteered to attend and confirmed that attendance was open to any staff with interest. Trustee McKenzie inquired about the \$300 budget for Board member attendance to which Dutton confirmed its accuracy. Trustee McKenzie noted discussing with Director Dutton her possible attendance.

- d) CALIFORNIA SPECIAL DISTRICTS ASSOCIATION CONFERENCE **SEPTEMBER 29-OCTOBER 2-- PALM SPRINGS (DISCUSSION/POSSIBLE ACTION)**

Director Dutton confirmed there were no funds available for attendance to this conference.

- 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)**

It was Moved (Tuck) and Seconded (McKenzie) to nominate David Datz to continue as liaison to the Friends of the Altadena Library Board of Directors.

APPROVED

- b) REPORT BY ALTADENA LIBRARY FOUNDATION. NEXT MEETING SCHEDULED FOR AUGUST 5, 2014, 7:00 P.M. **(DISCUSSION/POSSIBLE ACTION)**

Trustee McMullins reported good activity on the part of the Foundation. Dale LaCasella reported on two potential members for the Board, citing recently submitted grant applications, one for administrative funding to hire an individual to handle administrative tasks for the Board, and current work with nonprofit Jericho Road, a volunteer organization geared towards assisting nonprofits with a variety of activities, specifically, a marketing plan.

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

Trustee Datz requested that anyone in touch with the family of Roberta Lauderdale kindly send a thought-filled message of encouragement on behalf of the Trustees.

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

Board of Trustees Secretary, Meredith McKenzie, reported the Board adjourned to Closed Session and it was Moved (Tuck) and Seconded (Hubbard) that the Acting Library Director be given a raise effective July 1, 2014 through December 31, 2014. Trustee Datz added that Closed session commenced at approximately 6:10 p.m. and returned to Regular Meeting at approximately 6:23 p.m.

Trustee McKenzie inquired about quorum for the August Board meeting to be held on August 25th, 2014. She reported her planned absence for that date. Trustee McMullins reported tentative attendance while upon Trustee Datz' inquiry, both Trustees Tuck and Hubbard will be in attendance.

Director Dutton reported her absence for the August Board meeting.

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

17. ADJOURNMENT

It was Moved (McMullins) and Seconded (Hubbard) to Adjourn at 6:25 p.m.

PASSED

Director Dutton reported Cassandra Stearns as her proxy for the August Board meeting and is available for any Board-requested reports with copy to Executive Secretary Shermaine Alya.

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