



MINUTES
Regular Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library
August 24, 2015
5:05 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, Secretary
Adalila Zelada-Garcia
John McDonald

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 (Zelada-Garcia) and Seconded (McMullins) to amend the agenda and move Items 11a and 11b to be presented before Item 6.

APPROVED

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.

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

**HIRING OF WILLIAM RYAN ROY, PUBLIC SERVICES DIRECTOR,
EFFECTIVE JULY 1, 2015**

11. a) **ADULT AND YOUTH SERVICES SUMMER READING CLUB FINAL
REPORT (INFORMATION)**

Teen librarian Carrie reported on behalf of Senior Librarian Youth Services Manager Cassandra Stearns. 461 children up to age 12 and 90 teens participated in the respective children and teen summer reading programs. 214 participants completed the 5-book challenge, while the Branch celebrated its first-ever participation. 34 teens attended Karaoke & Cookies on June 25 while 175 attendees attended the Pacific Animal Productions' Songs of the Wild on July 14th.

Senior Librarian Lauren McCoy reported on behalf of Adult Services. 54 adults registered for the 2nd annual installation of the adult summer reading program, *Read to the Rhythm*. Two films were presented in conjunction with the program's theme, *Life Inside Out* (June 29) and *Searching for Sugarman* (July 11). The former featured a Q&A with the film's award-winning director, producer, and leading actress who also wrote the script. Other aptly themed programs included Simon Spaulding's *Life at Sea in the Age of Sail* (July 20), Brother Yusef Sings the Blues: *Fatback Blues* (July 24), and another film with Q&A of *Twenty Feet From Stardom* featuring one of the film's actresses, Claudia Lennear. For the summer reading program finale, a first-time participant won the prized Samsung Nook.

b) **ABOVE & BEYOND AWARD – 2nd QUARTER (INFORMATION)**

Carrie Wilson, Teen Librarian, was the recipient of the 2nd Quarter Above & Beyond recognition award.

6. **FINANCIAL REPORTS**

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

Finance Director Wallin reported County FY14/15 statements remain outstanding, anticipating receipt of auditor's draft report for October. Regarding Gasby G8 paperwork which is also anticipating receipt, is estimated for delivery in November. Wallin confirmed 3k was received for the Latino American grant award. No expenditure highlights to report at present.

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 JULY 22, 2015
- b) STATISTICAL REPORTS – JULY 2015
- b) DEPARTMENTAL MONTHLY REPORT – JULY 2015

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

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

9. **DIRECTOR’S REPORT**

Public Services Director Ryan Roy presented the report in Director Kittay’s absence. Trustee President McKenzie applauded the District for its noticeable community-wide publicity.

10. **OLD BUSINESS**

11. **NEW BUSINESS**

- c) APPROVAL TO CHANGE STRATEGIC PLAN GOAL 4
(DISCUSSION/POSSIBLE ACTION)

It was Moved (McMullins) and Seconded (Zelada-Garcia) to approve the revision to Strategic Plan Goal 4 to expand the focus from teens to a broader community-oriented goal towards lifelong learning.

APPROVED

- d) REQUEST MAIN LIBRARY FULL DAY CLOSURE ON SEPTEMBER 2ND
FOR COLLECTION DEVELOPMENT TASKS **(DISCUSSION/POSSIBLE ACTION)**

Public Services Director Ryan Roy requested a full day closure of the main library to assist the District in satisfying goal-oriented deadlines. The Branch would remain open.

It was moved (Zelada- Garcia) and Seconded (McMullins) to approve the full day closure of the Main library on September 2nd, 2015.

APPROVED

- e) REQUEST TO AMEND JOB DESCRIPTION AND SALARY RANGE FOR NETWORK INFORMATION SPECIALIST CLASSIFICATION
(DISCUSSION/POSSIBLE ACTION)

Finance Director Wallin presented the amended job description and salary schedule for the IT Manager position. There was discussion and clarification about the transition from an IT specialist to a manager position. Additional discussion centered around the salary structure and the Board was informed that the increase was based upon an informal survey of surrounding libraries with similar positions and review of their salary structures.

It was Moved (Tuck) and Seconded (McDonald) to approve the amended job description and salary range for Network Information Specialist to IT Manager.

APPROVED

- f) REQUEST TO APPROVE AND SUBMIT RESOLUTION 201506 TO LA COUNTY'S ELECTION COORDINATION UNIT AND BOARD OF SUPERVISORS PER CALIFORNIA ELECTION CODE §10515

Executive Secretary Shermaine Barlaan presented the resolution in accordance with the LA County Registrar-Recorder's office requiring that a formal resolution be approved in order to cancel elections due to insufficient amount of candidates. County confirmed that if the number of candidates equals the number of seats coming open it is considered an insufficient number of candidates. The Altadena Library District received three applications for exactly three seats coming open for the upcoming November general elections.

It was Moved (Tuck) and Seconded (McMullins) to approve the resolution and appoint the incumbents as official trustees for the Altadena Library District in lieu of the coming elections.

APPROVED

12. **CORRESPONDENCE & PRESS**

13. **REPORTS OF TRUSTEES**

McMullins: Per Dale LaCasella, a capital campaign consultant had been hired and Best Fest committee had received approval for the street closure

Zelada-Garcia: Was unable to attend recent Friends meeting though received a report that the meeting had been well attended.

Tuck: No report

McKenzie: No report

McDonald: No report

14. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

15. **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.

APPROVED

Meeting adjourned at 5:50 p.m.