



MINUTES

Regular Meeting

Board of Library Trustees
Altadena Library District
Community Room – Main Library
August 25, 2014
5:01 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 – excused absence

Staff: Cassandra Stearns, Sr. Librarian – standing in for Acting Director Pauline Dutton
Tina Wallin, Finance Director
Laureen McCoy, Sr. Librarian
Shermaine Alya, Executive Administrative Secretary

Guest: Dave Herman, Chair of AT-SOAL

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 adopt the Agenda as-is.

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

Cassandra reported the termination of Amber Mullins, Accounts Payable Library Associate effective July 2, 2014 and appointment of Pora Custodia, Accounts Payable Library Associate effective July 21, 2014. Cassandra confirmed Pora is a new employee of ALD.

6. FINANCIAL REPORTS

- a) Altadena Library District for the month of July 2014
ALD has received the anticipated redevelopment funds. Investment earnings for FY2013/2014 (page P of the financial report) is \$13,597.53.
- b) Friends of the Altadena Library Final Report for FY 2013-14
Finance Director Wallin reported the Friends Final Report was on budget.

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 28, 2014
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR JULY 2014
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR JULY 2014

It was Moved (McMullins) and Seconded (Hubbard) to approve the Consent Calendar. Trustee Datz' sole correction was to item 10C. The report needed to be updated to reflect Actual vs. Estimated and was not a typographical error as previously recorded.

APPROVED

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**

None

10. **NEW BUSINESS**

- a) **2014 ADULT, CHILDREN AND TEEN and SUMMER READING CLUB FINAL REPORT (INFORMATION)**

Sr. Librarian Cassandra Stearns reported another great year for Children and Teen reading programs. 457 children and 96 teens signed up for specific programs. Over 4,000 books were read by the children and 450 for teens. Total attendance for both children teen programs this year is over 1500. For the summer reading programs, grand prizes of a \$200 Visa Gift Card and one (1) iPad Mini were issued for the children and teen summer reading program winners respectively. Prizes were made possible by the Friends of the Altadena Library.

Sr. Librarian Lauren McCoy reported the first-ever Altadena Library District sponsored Adult Summer Reading Program. 66 adults signed up with 23 completing all program requirements. On August 2nd the closing ceremony was held and the grand prize, one (1) iPad Mini, was awarded.

- b) **REPORT ON RECRUITMENT COMMITTEE FOR NEW DISTRICT DIRECTOR (MEREDITH MCKENZIE) (DISCUSSION/POSSIBLE ACTION)**

Trustee McMullins, a member of the Recruitment Committee, reported first round interviews were conducted for six of seven applicants via Skype while the other applicant was conducted in-person. Three (3) finalists were selected and will be scheduled for an onsite interview in September which will include a Special Meeting with the Board of Trustees. All three (3) candidates are local (within California) and one is currently employed. Trustee Datz inquired about scheduling final round interview dates and Executive Administrative Secretary Shermaine Alya confirmed that final candidates had been notified of a final interview date in mid-September.

It was Moved (McMullins) and Seconded (Tuck) to approve Special Meetings of the Board of Trustees on Tuesday, Sept. 16, Wednesday, Sept. 17, and Thursday, Sept. 18 at 3 p.m. each day to conduct final interviews for the District Director applicants pending any adjustments by the Recruitment Committee.

APPROVED

- c) MEASURE LETTER DESIGNATION & APPROVAL OF ENCLOSURE PROOFS FOR THE NOVEMBER 4, 2014 GENERAL ELECTION **(DISCUSSION/POSSIBLE ACTION)**

It was determined no action was needed and correspondence received from the County was filed.

- d) @ALTADENA NEWSLETTER MAILING UPDATE **(INFORMATION)**

11. CORRESPONDENCE

- a) CERTIFICATION OF POPULATION FIGURES FOR 2014-15 **(INFORMATION/POSSIBLE ACTION)**
- b) NOTICE OF CONGRESSWOMAN JUDY CHU'S ANNUAL JOB HUNTERS BOOT CAMP **(INFORMATION)**
- c) CLLS' 30TH ANNIVERSARY PROCLAMATION OF SEPTEMBER AS LITERACY AWARENESS MONTH **(INFORMATION/POSSIBLE ACTION)**

It was Moved (McMullins) and Seconded (Hubbard) to approve the proclamation of September as Literacy Awareness Month for the Altadena Library District.

APPROVED

- d) CLA LEGISLATIVE UPDATE - SENATE RULES COMMITTEE CONFIRMS GREG LUCAS AS STATE LIBRARIAN **(INFORMATION)**

12. REPORTS OF TRUSTEES

Though there were no trustee reports, Trustee Datz shared a correspondence received at the meeting from the League of Women Voters of the Pasadena area. At the behest of Trustee Hubbard, Trustee Datz suggested staff contact the league to schedule a forum.

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

14. ADJOURNMENT

It was Moved (Tuck) and Seconded (McMullins) to adjourn at 5:39 p.m.

APPROVED

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