



# ALTADENA LIBRARY DISTRICT

**Minutes**  
**Regular Meeting**  
Board of Library Trustees  
Altadena Library District  
Community Room – Main Library

**August 27, 2012**  
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  
Dale E. LaCasella  
David Tuck  
Gwendolyn McMullins

Staff: Barbara J. Pearson Pauli Dutton  
Laureen McCoy Roberta Lauderdale  
Tina Wallin

Guests: Linda Bates  
Prakash Shrivastava  
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 (Hubbard), 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.*

a) None

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

(a) Sarah Bowman was appointed Part-time Accounts Payable Associate effective July 1, 2012.

6. FINANCIAL REPORTS

a) Altadena Library District for month of July 2012 (**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.

**It was Moved (LaCasella), Second (Hubbard) to Adopt the Consent Calendar****APPROVED**

- a) APPROVAL OF MINUTES - Regular meeting held July 23, 2012
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS
- c) DEPARTMENTAL MONTHLY REPORTS - ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES

## 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) REPORT ON CALPERS PENSION SIDE FUND PARTIAL PAYMENT OPTIONS  
**(DISCUSSION/ACTION)**

**Moved (Tuck) and Second (Hubbard) to pay off the Side Fund Liability of \$113,693.00 in full from our General Reserves undesignated balance.**

**PASSED**

## 10. NEW BUSINESS

- a) REVIEW AND APPROVAL OF THE ALTADENA LIBRARY DISTRICT ANNUAL REPORT TO THE PUBLIC, FY 2012/13 **(DISCUSSION/ACTION)**

**Moved (LaCasella) and Second (McMullins) to Approve the Altadena Library District Annual Report FY 2012/13**

**APPROVED**

- b) 2012 READING PROGRAMS – FINAL REPORT **(RECEIVE AND FILE)**

**RECEIVED AND FILED**

- c) REAFFIRMATION OF BOARD OF TRUSTEES BYLAWS, SECTION G-1: "All Meetings are subject to the Ralph M. Brown Act. The District shall post the Agenda for its regular meeting 72 hours prior to the meeting."

**Moved (LaCasella) and Second (Hubbard) to Reaffirm Board of Trustees Bylaws, Section G-1 "All Meetings are subject to the Ralph M. Brown Act. The District shall post the Agenda for its regular meeting 72 hours prior to the meeting."**

**APPROVED**

- d) PROGRAM TO UPDATE SPHERE OF INFLUENCE **(INFORMATION)**

- e) REVIEW AND APPROVAL OF REQUEST FROM CHRISTMAS TREE LANE ASSOCIATION TO USE THE LIBRARY PARKING LOT ON SATURDAY, DECEMBER 8, 2012 FOR THEIR CHRISTMAS TREE LIGHTING CEREMONY AND WINTER FESTIVAL **(DISCUSSION/ACTION)**

**This item was tabled until the next meeting in September.**

11. CORRESPONDENCE

NONE

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT FOUNDATION MEETING SCHEDULED FOR SEPTEMBER 10, 2012, 6:30P.M. **(INFORMATION)**
- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT COMMITTEE MEETING SCHEDULED FOR SEPTEMBER 10, 2012, 6:30 P.M. JUNE 12, 2012. 6:30PM. **(INFORMATION)**
- c) OTHER

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 5:37PM

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 54956.0 (Potential Litigation).

- a) Director's Annual Performance Evaluation **(DISCUSSION/ACTION)**

15. ADJOURNMENT OF CLOSED SESSION

16. RETURN TO REGULAR MEETING 5:47P.M.

- a) REPORTABLE ITEMS FROM CLOSED SESSION

**The Board went into closed session at 5:37p.m., to conduct the Annual Performance Evaluation of Director, Barbara Pearson. The Board was unanimous in commending her for a very successful year. Dated August 27, 2012 and signed by Secretary, Thomas H. Hubbard.**

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 the meeting at 5:51p.m.**