



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees
Altadena Library District
Community Room – Main Library
September 22, 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 – excused absence
Thomas Hubbard
David Tuck
Gwendolyn McMullins
Meredith McKenzie, Secretary (acting interim President)

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 (Tuck) and Seconded (Hubbard) to adopt the Agenda as presented.

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.

Cassandra Stearns, Sr. Librarian for ALD, thanked the Board on behalf of the staff for including them in the recruitment process for District Director.

Suzanne Martin, Volunteer literacy tutor for ALD, announced October 21st is Read for the Record. The event will take place at the Main library and the Friends of the Altadena Library will be solicited to provide additional support in promoting this program.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

NONE

6. FINANCIAL REPORTS

- a) Altadena Library District for the month of August 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 AUGUST 25, 2014
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR AUGUST 2014
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR AUGUST 2014

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

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

No items were listed though Acting Director Dutton provided an update on the library's new sign. The sign was presented Dutton with raised lettering prompting Dutton to request that a protective cover be made to prevent vandalism and prolong the life of the sign.

10. NEW BUSINESS

a) CHRISTMAS TREE LANE 2014 **(DISCUSSION/POSSIBLE ACTION)**

Lucinda from Christmas Tree Lane Association reported that the library would receive 75% of the profits generated from the Winter Festival. This is a change to the previous year wherein the amount given was a negotiated flat rate of \$300-350. Last year profit sales were estimated at 2k. The event is confirmed for December 13. The festival will begin at 2 p.m. and the tree-lighting ceremony is scheduled to begin at 6.

It was Moved (McMullins) and Seconded (Hubbard) to accept the Christmas Tree Lane Association's offer.

APPROVEDb) LAFCO CONFERENCE **(INFORMATION/POSSIBLE ACTION)**

Acting Director Dutton reported the conference would be held in Ontario, CA, from October 15th thru 17th. Any interested trustees were invited to notify Dutton following the meeting.

c) CALIFORNIA GREEN FUNDS **(DISCUSSION/POSSIBLE ACTION)**

The California Green Fund Initiative offered ALD a free energy to see if the library qualifies for an LED retrofit. It will include an energy cost reduction report with no investment; a portion of the energy savings cost will be allocated to repay retrofit costs.

d) CLLS AWARD LETTER **(DISCUSSION/POSSIBLE ACTION)**

Acting Director Dutton reported that 15k was received in funding, which was 5k more than the usual 10k.

11. CORRESPONDENCE

a) RESIGNATION LETTER FROM ROBERTA LAUDERDALE **(INFORMATION)**

Dutton reported on Lauderdale's funeral services. Unbeknownst to the library staff, Roberta Lauderdale had volunteer and community commitments that extended beyond her time committed to the Bob Lucas Branch.

b) NO PAID WORKERS' COMPENSATION CLAIMS IN 2013-2014 **(INFORMATION)**

12. REPORTS OF TRUSTEES

a) Trustee McMullins reported that ALF was not certain a response regarding the Bank of America grant has been sent. The next meeting is for October 6th. A volunteer from Jericho Road will make a presentation at the meeting. There are plans to visit Newport Beach Public Library on November 8th with hopes to meet NBPL foundation members.

b) Acting Director Dutton reported a change in the tentative AOMR date to October 3, 2015 in conjunction with the Sheriff's Car Show slated for the same time. The plan is to make the annual event a community-wide effort, involving other local groups to participate.

c) Trustee McKenzie reported on developments for the upcoming Homesteader Harvest Family Festival on October 4th. Tables are still available and it will be an opportunity to meet and learn from other locals about living the urban agricultural lifestyle. Children's crafts will be available throughout the day in the Barbara J. Pearson Community Room. Barn animals may be present at the event as well. The event will run from 1-4 p.m.

d) Additional programs as mentioned by Dutton include *Get Healthy, Lose Weight* and *Watch It, Dance It, Make It, Taste It!* (partially sponsored by El Patron). Trustee McMullins commended the library for the caliber of its programming schedule.

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) VOTE TO DETERMINE WHICH CANDIDATE TO CHOOSE FOR THE LIBRARY'S NEW DISTRICT DIRECTOR **(DISCUSSION/ACTION)**

15. ADJOURNMENT OF CLOSED SESSION – 5:42 p.m.

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

The Board of Trustees unanimously agreed to proceed with an offer to one of two finalists for the District Director position. Trustee McKenzie will be in charge of negotiating the offer package. The Trustees further agreed to keep the process confidential pending the candidate's formal acceptance of the offer and terms.

17. ADJOURNMENT

It was Moved (Tuck) and Seconded (McMullins) to adjourn the meeting at 5:50 p.m.

ADJOURNED

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