



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 23, 2013

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 5:01 p.m.

2. ROLL CALL:

Present: David Datz, President
Thomas Hubbard, Secretary
Dale E. LaCasella
David Tuck
Gwendolyn McMullins

Staff: Barbara J. Pearson, District Director
Tina Wallin, Finance Director
Roberta Lauderdale
Laureen McCoy
Kathy Lancaster
Vicky Escobar

Guests: Linda Bates
Robbie Snodgrass, Eagle Scout
Meredith McKenzie, Candidate for ALD Board of Library Trustees
Dave Herman, Potential ALF Board member

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.

Robbie Snodgrass, a Life Scout from Troop 1 here in Altadena and has a long history with the Altadena Library as a volunteer for the used book sale and Art on Millionaire Row. Robbie wants to build book shelves that can attach to the walls for his Eagle Scout project. He believes the library needs new book shelves because the current metal shelves are too deep, there are no shelves along the bottom portion of the wall and the wood shelves he would build would be a better use for the space in the book room. He will pay for the project with donations from lumber yards and donations from the Friends of the Library and from friends he has. He is willing to submit a more detailed drawing and project schedule. He must complete the project by the end of the fall of this year.

Meredith McKenzie introduced herself as a candidate for the upcoming election of Board of Library Trustees on November 5, 2013

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

1. **Leanne Norden, Library Page in Youth Services will be going to college and has resigned effective August 15, 2013 and Joanne McCole was hired as her replacement effective August 15, 2013.**

2. **Ashley Rosenberg, Librarian 1 in Youth Services resigned, effective 8/15/2013 and Jeffrey Whalen was hired as a Temp Part-time YA Librarian.**

3. **Employee recognition for Outstanding Service as Passport Facility Services Agents.**

**Kathy Lancaster
Melloney Collier
Antonia Aguilar
Ly Ear
Deborah Gueringer
Victoria Escobar**

6. FINANCIAL REPORTS

a) Altadena Library District for the month of August 2013 (**DISCUSSION/POSSIBLE ACTION**)

Recommended action: That the Board of Library Trustees approve the July 2013 Financial Reports.

PASSED

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 26, 2013.
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR AUGUST 2013
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR AUGUST 2013

It was Moved (LaCasella), Second (Tuck) to Adopt the Consent Calendar

PASSED

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) APPROVAL OF ALTADENA LIBRARY DISTRICT'S PARTICIPATION IN JUMPSTART'S READ FOR THE RECORD CAMPAIGN ON OCTOBER 3, 2013. THIS YEAR'S BOOK IS *OTIS* BY LOREN LONG. **(DISCUSSION POSSIBLE ACTION)**

It was Moved (Tuck), Second (Hubbard) to Approve the Library's participation in Jumpstart's Read for the Record Campaign on October 3, 2013

PASSED

- (b) REPORT ON MEETING WITH RICHARD MOON, MEMBER ALTADENA TOWN COUNCIL, CENSUS TRACT 4611 REGARDING ALTADENA LIBRARY DISTRICT HEAD-IN PARKING ON MARIPOSA STREET – DATZ AND LA CASELLA **(DISCUSSION POSSIBLE ACTION)**

Dale reported that it was decided that we need more parking in front of the Library, which is the area where we can be ADA compliant. We currently have two spaces out front. Mr. Moon with the Altadena Town Council will be supportive. A letter has been drafted to Supervisor Antonovich's office because the County will have to do the striping. On Tuesday October 15, Dale will attend the Town Council meeting to make a presentation. If the Altadena Town council is supportive the County will be more likely to approve the expenditure for the restriping of the street for the handicapped spaces. We will need to move the drop boxes. This change will give us more parking spaces. All the neighbors were notified of this impending change. Datz reported that Dale wrote the endorsement letter to the Altadena Town Council and believes with Richard Moon's report the Town Council will be supportive.

10. NEW BUSINESS

- (a) OVERVIEW OF PARCEL TAX CAMPAIGN BY FRIENDS OF THE LIBRARY – PARCEL TAX CONSULTANT WENDY SOLTES **(INFORMATION)**

Wendy Soltes reported that she has worked on the two of the Library's previous parcel tax measures; 1998 and 2004. Wendy stated she has had a preliminary discussion with the Friends of the Library about what it was they thought we needed to do. She understands that this is a continuation to fill a \$750,000 gap. The demographics show that registrations are steady and there is a bit of an increase in the Democratic population and a little bit of a reduction in Republican registrations. She will be using a strategic targeting method so that money that is raised for this campaign will be very well spent. Her understanding is that the Library Trustees can be helpful in helping raise money for this campaign.

Wendy said she checked what other measures will be on the ballot that people will be voting on because this will impact turn-out at the polls. There are some pieces of mail we used for several library campaigns which can be tweaked; change the messaging a bit. This will be a great cost saving. It will be helpful to have the Town Council and the Chamber on board with regard to this measure. Wendy stated she would like to see the start of the campaign occur when the Christmas Tree Lane Association, tree lighting event occurs. Put up a table with a campaign banner and letting people know at that time that we are organizing a campaign for the parcel tax measure in 2014. It's a step by step process leading up to the election in November 2014. We can follow a pattern used in the past; going with phone banking and canvassing. If the Friends have the money for the campaign they can put that money into a campaign account. They can raise the money but they have no restrictions. The payment to the County to put the measure on the ballot is approximately \$65,000. We can possibly do an Absentee Ballot campaign; it is expensive piece to put out because you are paying for postage out and in. You send the piece before the County mails the absentee ballots. David Datz said the Board as an entity cannot participate. However, Board members can participate as individuals – as private citizens. David said there will be a campaign committee meeting on October 15 at 7p and everyone is welcome to sit in on the meeting.

Wendy said that we are all 10 years older and that impacts voting, but she is optimistic that the Library will be successful with its parcel tax measure.

- (b) REVIEW AND AUTHORIZE THE USE OF \$6500 FROM ABX1 26 REDEVELOPMENT REVENUE AND APPROVE THE PURCHASE OF INNOVATIVE INTERFACES, INC. ECOMMERCE SYSTEM TO ENABLE THE ONLINE PAYMENT OF MATERIALS FINES AND FEES; AND APPROVE AN ALTADENA LIBRARY DISTRICT REVISED FINES AND FEES SCHEDULE, EFFECTIVE JANUARY 1, 2014 INCLUDING AN ADDITIONAL \$1.00 FEE PER E-COMMERCE TRANSACTION TO DEFRAY THE LIBRARY'S COSTS FOR THIS SERVICE **(DISCUSSION POSSIBLE ACTION)**

It was Moved (LaCasella), Second (Tuck) to Approve the purchase of Innovative Interfaces, Inc. Ecommerce system to enable online payment of material fines and fees.

PASSED

It was Moved (LaCasella), Second (McMullins) to Approve the new Fee Schedule which includes an additional \$1.00 fee per e-commerce transaction

PASSED

- (c) ADOPTION OF RESOLUTION NO. 201303 OF THE GOVERNING BODY OF THE ALTADENA LIBRARY DISTRICT AUTHORIZING A DELEGATE TO VOTE ON BEHALF OF THE DISTRICT, AT THE LAFCO SPECIAL DISTRICT'S SELECTION MEETING ON MONDAY OCTOBER 7, 2013 **(DISCUSSION/POSSIBLE ACTION)**

NO ACTION

11. CORRESPONDENCE

- a) LETTER FROM SDRMA REGARDING NO PAID WORKERS' COMPENSATION CLAIMS IN 2012-13 **(INFORMATION)**
- b) LETTER FROM SDRMA REGARDING NO PAID PROPERTY/LIABILITY CLAIMS IN 2012-13 **(INFORMATION)**
- c) LEGISLATIVE UPDATE: LEGISLATURE CONCLUDES 2013 SESSION **(INFORMATION)**

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED FOR OCTOBER 14, 2013, 7:00 P.M. **(INFORMATION)**

Dale reported that we have recruited one new board member, David Herman, who is very enthusiastic and has some great ideas. ALF will be doing a Wine and Cheese event next year. We plan to invite Qingyun Ma, Dean of Architecture at USC as our guest speaker' We have not formally invited him yet, but we selected him because he does a wonderful presentation on wineries in China. If Mr. Ma chooses not to attend, we have a back-up in Michael Wu, who is the Dean of Architecture at Cal Poly Pomona. We are currently working on Development

- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR OCTOBER 8, 2013 6:30P **(INFORMATION)**

Dale reported that the AOMR 2014 will take place on June 13-14, 2014. If any one is interested, we have space for new committee members. Next month all our paperwork will be finished and approved so we can start signing people up immediately. We have Save the Date cards and she is meeting with the Altadena Sheriff's department regarding incorporating their car show into the event. We do not have a theme yet, it is our 5th year and this event is growing and turning into a really nice well attended event.

Dave Datz reported that he attended the Poetry event last Thursday, and the part I was able to stay for was very good. Pauli and her husband both read their poems and they were very good.

13. AGENDA ITEMS FOR FUTURE AGENDAS

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

14. ADJOURNMENT

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

It was moved (McMullins) Second (Hubbard) to Adjourn at 5:58p.