



ALTADENA LIBRARY DISTRICT

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

September 24, 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 5:01 p.m.

2. ROLL CALL:

Present: David Datz, President
Thomas Hubbard, Secretary
Dale E. LaCasella
David Tuck
Gwendolyn McMullen's (**absent/excused**)

Staff: Barbara J. Pearson, District Director
Tina Wallin, Finance Director
Pauli Dutton
Laureen McCoy

Guests: Linda Bates

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 (LaCasella) to Adopt the Agenda

PASSED

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.

None

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

(a) None.

6. **FINANCIAL REPORTS**

a) Altadena Library District for month of May 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 (Hubbard), Second (Tuck) to Adopt the Consent Calendar

PASSED

- a) APPROVAL OF MINUTES - Regular meeting held August 27, 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) ACCEPTANCE OF CALIFORNIA LIBRARY LITERACY SERVICES GRANT AWARD IN THE AMOUNT OF \$14,355 AND AUTHORIZATION FOR STAFF TO EXPEND FUNDS IN ACCORDANCE WITH GRANT GUIDELINES **(DISCUSSION/POSSIBLE ACTION)**

It was Moved (LaCasella) and Second (Tuck) to accept the California Library Literacy Services grant award and authorize staff to expend funds.

PASSED.

- b) REPORT ON CHRISTMAS TREE LANE WINTER FESTIVAL PROPOSAL **(INFORMATION)**

RECEIVED AND FILED.

- c) ACCEPTANCE OF \$31,000 DONATION FROM THE FRIENDS OF ALTADENA PUBLIC LIBRARY AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH STIPULATED GIFT PURPOSES **(DISCUSSION/ACTION)**

It was Moved (Hubbard) and Second (LaCasella) to accept the \$31,000 Donation and to expend the funds in accordance with the stipulated gift purposes.

PASSED.

10. NEW BUSINESS
- a) APPROVAL OF DISTRICT'S PARTICIPATION IN THE 2012 READ FOR THE RECORD (RFTR) CAMPAIGN – A NATIONWIDE LITERACY AWARENESS EVENT ON OCTOBER 4, 2012 **(DISCUSSION/ACTION)**

Moved by (Tuck) and Second (LaCasella) to Approve the District's participation in the Read for the Record Campaign

PASSED.

- b) ETHICS TRAINING FOR NEW AND RETURNING BOARD MEMBERS – NEXT DUE IN OCTOBER 2012 **(INFORMATION)**

Board Members were reminded to complete their Ethics Training

- c) REVIEW AND APPROVAL OF CHROMEBOOKS POLICY/BORROWER AGREEMENT FOR PATRONS **(DISCUSSION/ACTION)**

Moved (Hubbard) and Second (La Casella) to Approve Chrome Books Policy

PASSED

- d) APPROVE “**TEA TIME FOR VOLUNTEERS**” EVENT ON THURSDAY, APRIL 18, 2013 FROM 1:00P - 3:00P IN THE COMMUNITY ROOM **(DISCUSSION/ACTION)**

Moved (Hubbard) and Second (Tuck) to Approve “Tea Time” for Volunteers Event

PASSED

- e) APPROVAL OF ALTADENA LIBRARY DISTRICT SCHEDULE OF FINES AND FEES (REVISED), EFFECTIVE OCTOBER 1, 2012 **(DISCUSSION/ACTION)**

Moved (Tuck) and Second (Hubbard) to Approve the Altadena Library District Revised Schedule of Fines and Fees.

PASSED

11. CORRESPONDENCE

- a) GOVERNOR SIGNS CLA SPONSORED LEGISLATION; THE AMENDED BILL SB 1044 IS ATTACHED **(INFORMATION)**

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED FOR OCTOBER 8, 2012, 7P.M. **(INFORMATION)**
- b) REPORT BY ART ON MILLIONAIRES' ROW COMMITTEE – NEXT MEETING SCHEDULED FOR OCTOBER 9, 2012, 6:30 P.M. **(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. ADJOURNMENT

It was Moved (LaCasella) Second (Tuck) to adjourn the meeting at 5:41 p.m.

PASSED.