



## 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 28, 2015**  
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**

2. **ROLL CALL:**

Meredith McKenzie, President  
David Tuck  
Gwendolyn McMullins, Secretary  
Adalila Zelada-Garcia  
John McDonald -- **absent**

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.

Trustee President McKenzie notified meeting attendees that Item 15: Closed Session involves a personnel matter related to the position of the Library Director per Government Code Section 54956.9.

**It was Moved (McMullins) and Seconded (Zelada-Garcia) to approve the agenda.**

### 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**

TERMINATION OF PORAWAN CUSTODIA, PART-TIME LIBRARY ASSOCIATE IN FINANCE, EFFECTIVE JULY 22, 2015

6. **FINANCIAL REPORTS**

a) ALTADENA LIBRARY DISTRICT FOR THE MONTH OF AUGUST 2015  
**(DISCUSSION/POSSIBLE ACTION)**

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

Finance Director Wallin reported that the District was 17% into the fiscal year. There were prior year adjustments resulting in a decrease of \$1,600. Electrical bill savings of \$1,500 were realized are due to the lighting renovation. The District received its first installment of the CLLS literacy grant, \$1800.

Director Kittay added that Wallin has been working with the auditors who are on schedule, which will result in year-end reports and the subsequent annual report generation.

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 24, 2015
- b) STATISTICAL REPORTS – AUGUST 2015
- c) DEPARTMENTAL MONTHLY REPORT – AUGUST 2015

**It was Moved (McMullins) and Seconded (Zelada-Garcia) to approve the Consent Calendar as-is.**

**APPROVED**

**8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

Items removed from the Consent Calendar will be discussed individually at this time.

**9. DIRECTOR’S REPORT**

Director Kittay presented a letter from literacy student, Silvia, who came to the program speaking no English. After meeting with a tutor one-on-one for eight months, Silvia wrote a letter (in English) outlining her progress and noting that she was not employed. Literacy statistics continue to rise month after month.

Kittay also highlighted comments from patrons who attended a writing class taught by volunteer Juhi Kalra which the library is now sponsoring as a library program for the month of October due to its high success with patrons.

Kittay presented the original space plan of the Main library drawn by Boyd Georgi which called for an estimated 79,500 volumes. Upon Kittay’s arrival the collection held nearly 130k volumes. With the recent collection maintenance initiative Director Kittay noted that there is a similar goal of having approximately 80k volumes in the library.

Nathaniel Imel, of Eagle Scout Troop 1 Altadena, presented his proposed project of constructing and installing reinforced and structurally sound shelving for the east wing of the library’s basement storage room along the north and south walls. Imel’s goal is to alleviate clutter while ensuring a fortified storage system. Imel presented trustees with the project’s diagram. The estimated timeline is two months from start to finish, including one month of construction. Costs are estimated at \$2500 total for raw materials and supplies. Imel closed his presentation with solicitations for donations from colleagues, his church, and other groups, including the Friends of the Altadena Library.

**It was Moved (McMullins) and Seconded (Tuck) to accept Eagle Scout Nathaniel Imel’s project proposal.**

**APPROVED**

**10. OLD BUSINESS**

- a) REQUEST TO APPROVE AND SUBMIT RESOLUTION 201506 TO LA COUNTY’S ELECTION COORDINATION UNIT AND BOARD OF SUPERVISORS PER CALIFORNIA ELECTION CODE §10515

Administrative Executive Secretary Shermaine Barlaan presented an amended resolution per the County Registrar-Recorder.

**It was Moved (Tuck) and Seconded (McMullins) to approve an amended Resolution 201506.**

**APPROVED**

- b) ACCEPTANCE OF COAL WATER\$MART TURF RESERVATION APPLICATION REBATE IN THE AMOUNT OF \$3,000 **(INFORMATION)**

Trustee President reported an approved rebate amount of 3k for turf removal in conjunction with the water conservation demonstration garden.

- c) ACCEPTANCE OF ALTADENA LIBRARY WATER CONSERVATION DEMONSTRATION GARDEN GRANT FROM THE COUNTY OF LOS ANGELES REGIONAL PARK AND OPEN SPACE DISTRICT IN THE AMOUNT OF \$25,000 **(INFORMATION)**

Trustee President reported LA County Board of Supervisors approved grant funding in the amount of 25k towards the Library Water Conservation Demonstration Garden.

- d) UPDATE ON BESTFEST **(INFORMATION)**

BestFest committee member Dale LaCasella announced the latest updates concerning the upcoming weekend festival. Over 90 vendors will be present and volunteer parking is designated for the Altadena Senior Center only.

**11. NEW BUSINESS**

- a) BOARD OF LIBRARY TRUSTEES CALENDAR 2015/2016 **(DISCUSSION/POSSIBLE ACTION)**

Director Kittay presented the calendar requesting to move the Annual Report from the month of August to November so that the document will have use of the audited figures.

**It was Moved (McMullins) and Seconded (Zelada-Garcia) to move the Annual Report from the month of August to November and include edits concerning elections items which occur during odd-numbered years.**

**APPROVED**

- b) DISCUSSION REGARDING A NAMING POLICY FOR THE LIBRARY DISTRICT **(DISCUSSION/POSSIBLE ACTION)**

**It was Moved (Zelada-Garcia) and Seconded (McMullins) for the Director and/or library staff to present the trustees with a draft of a formal naming policy for the District at the October Board Meeting.**

**APPROVED**

c) **DISCUSSION REGARDING REPORTING REQUIREMENTS FROM THE LIBRARY FOUNDATION AND FRIENDS GROUPS TO THE BOARD (DISCUSSION/POSSIBLE ACTION)**

**It was Moved (McMullins) and Seconded (Zelada-Garcia) to add regular reporting items from both the Library Foundation and Friends groups to the monthly Board agenda.**

**APPROVED**

12. **CORRESPONDENCE & PRESS**

a) **PRESS CLIPPINGS (INFORMATION)**

Director Kittay presented an update on the programs and initiatives surrounding the Latino American grant. The first program in conjunction with the Altadena Historical society drew almost 90 attendees and the first installment of the award-winning PBS series on Latino Americans had an attendance of 25. Director Kittay mentioned researching ways to increase advertising for the grant programs and noted that the May Second Saturday would coincide with a Latino Cultural Festival at the Library and include Latino American music in the evening.

13. **REPORTS OF TRUSTEES**

Tuck—None

Zelada-Garcia—Reported on the Friends 9/14 meeting. Zelada-Garcia offered to help the Friends in communication with their attorney regarding the 501(c)3 designation. Claire Newman was named social media contact for the Friends. Clarity regarding membership processing was addressed. Lastly, the Friends, in agreement with the District Director and Public Services Director, agreed to cease charges to patrons for new-release library DVD rentals. Future funding from the Friends would be addressed at the next Friends meeting.

McMullins—Reported on the Foundation 9/01 meeting attendance and Dale LaCasella, provided details.

McKenzie—See Items 10(b) and 10(c).

14. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

**No additional items**

15. **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)

**Meeting was moved to Closed Session at 6:25pm.**

16. **ADJOURNMENT OF CLOSED SESSION**

17. **RETURN TO REGULAR MEETING – REPORTABLE ITEMS FROM CLOSED SESSION (DISCUSSION/POSSIBLE ACTION)**

**Meeting returned to regular session at 7:30pm.**

18. **ADJOURNMENT**

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

**It was Moved (McMullins) and Seconded (Tuck) to adjourn the meeting. Meeting adjourned at 7:32pm.**