



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **January 22, 2017** – 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 Administration 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:

- a) Ira Bershatsky
- b) Adalila Zelada-Garcia, Secretary
- c) Gwendolyn McMullins
- d) John McDonald, President
- e) Armando Zambrano

3) ADOPTION OF AGENDA

- a) 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.

4) CLOSED SESSION

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:

- a) **LIABILITY CLAIMS (45 minutes)**
Pursuant to Government Code Section 54956.9
Claimant: Tina Wallin Agency Claimed Against: Altadena Library District
- b) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (15 minutes)**
Pursuant to Government Code Section 54957
Title: District Director
Review of District Director

5) RECESS BACK INTO OPEN SESSION

6) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION. (Section 54960 et seq.)

7) PUBLIC COMMUNICATION

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals 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 state the agenda item and/or issue you wish to address.

8) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

- a) **HIRES/PROMOTIONS:** Abel Sepulveda – Temporary Clerk I – 12/18/17
- b) **APPOINTMENTS:** NONE
- c) **RESIGNATIONS AND TERMINATIONS:** Naomi Ruiz – Clerk I – 11/22/17
- d) **TRANSFERS AND PROMOTIONS:** Nicole Fabry – Library Associate to Staff Accountant – 11/9/17
Melissa Aldama – PT Clerk I to FT Clerk II – 11/23/17
Helen Cate – Page to Clerk I – 12/1/17

9) FINANCIAL REPORTS

- a) **Financial reports for October and November 2017 (INFORMATION/ACTION) (10 Minutes) Page #3-25**

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

- b) **Presentation of Altadena Library District Final Draft of the Annual Financial Report For The Year Ended June 30, 2017, conducted by Independent Certified Auditor, The Pun Group. (INFORMATION/ACTION) (15 Minutes) Page #26 & Separate Document**

Recommended Action: The Board of Library Trustees hereby approves the Annual Financial Report for the Year Ended June 30, 2017 conducted by Independent Certified Auditor, The Pun Group.

10) CONSENT CALENDAR (5 Minutes)

- a) 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:

- i) Approval of minutes – Regular meeting held November 27, 2017, Page #27-31
- ii) Statistical Reports – YTD – November and December 2017, Page #32-50
- iii) Departmental Monthly Reports – November and December 2017, Page #51-78
- iv) Human Resources Update – Written Report by HRNETwork – November and December, Page #79-80
- v) District Director's Report – November and December 2017, Page #81-88
- vi) Special Tax Annual Reporting Pursuant to Senate Bill 165., Page # Separate Document
- vii) Mid-Year Review of Operating Plan for Fiscal Year 2017/2018, Page #89-97
- viii) Updates to Trustees Calendar – 2017/2018, Page #98-99

11) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

12) NEW BUSINESS

- a) **Resolution 201801** – RESOLUTION OF THE GOVERNING BODY OF THE ALTADENA LIBRARY DISTRICT DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES (INFORMATION/ACTION) (5 Minutes), Page #100-101
- b) Presentation of Project Plan for Bob Lucas Branch Library Upgrades (INFORMATION/ACTION) (10 Minutes), Page #102-104
- c) Salary Comparison and Wage Scale Revisions Update by HRNETwork, (INFORMATION/ACTION) (15 Minutes), Page #none

13) OLD BUSINESS

- a) Update from Ad hoc Committee for Bylaws Review (INFORMATION/ACTION) (5 Minutes), Page #none
- b) Update on Installation of 3D Printer (INFORMATION/ACTION) (5 Minutes), Page #none
- c) Brown Act / Board Training Update (INFORMATION/ACTION) (5 Minutes), Page #105-106

14) DIRECTOR'S REPORT (INFORMATION/ACTION)

- a) Update to Director's Written Report, (5 Minutes) Page #none

15) CORRESPONDENCE, Page # 107-114

- a) California State Library CLLS Final Second Payment Letter
- b) CLA Legislative Update

16) REPORTS OF SUPPORT GROUPS (5 minutes)

- a) Altadena Library Foundation
- b) Friends of the Altadena Library

17) REPORTS OF TRUSTEES

18) AGENDA ITEMS FOR FUTURE AGENDAS

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

19) ADJOURNMENT

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