



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

January 23, 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:**

Gwendolyn McMullins
Adalila Zelada-Garcia, Secretary
John McDonald
Armando Zambrano
Ira Bershatsky, 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.

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**

HIRES/PROMOTIONS:

New Hires:

Christina McTighe, Children's Librarian, November 2016
Kyllynn Chaney, Administrative Assistant (no longer temporary), December 2016

Retirements:

David Butler, Library Associate, December, 2016
Laureen McCoy, Senior Librarian, December 2016

End of Temporary Assignment:

Kelly Ray, Clerk I, December 2016

Resignation:

Shermaine Alya, Administrative Assistant, December 2016

6. **FINANCIAL REPORTS**

- a) Financial reports for September/October and 1st Quarter (7/1 – 9/30) 2016
(DISCUSSION/POSSIBLE ACTION)
- b) REVIEW OF ALTADENA LIBRARY DISTRICT DRAFT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2016 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, THE PUN GROUP
(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 November 28, 2016, Special meeting held January 10, 2017
- b) Statistical Reports – November and December 2016
- c) Departmental Monthly Report – November and December 2016
- d) Branch Hours during Closure of Main (**DISCUSSION/ACTION**)

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**

- a) Facilities Update – Bathroom Upgrade (**INFORMATION**)
- b) Altadena Chamber of Commerce Dinner is on Friday, February 3rd at 6pm at the Altadena Country Club. (**INFORMATION/ACTION**)
- c) Thursday morning February 9th at the Altadena County Club the Chamber will be having a Power Breakfast from 8 to 9:30am with special guest Kathryn Barger our new Supervisor. (**INFORMATION**)

10. **OLD BUSINESS**

- a) Human Resources Outsourcing Update – Report by HRNetwork, (**INFORMATION**)
- b) Community Conversations Update (**INFORMATION**)
- c) Update: Phase I Renovation: (**INFORMATION**)
Powerpoint Foundation Support Updated Budget Vision Boards Timeline

11. **NEW BUSINESS**

- a) Resolution 201701 – Request for Consolidation of Governing Board Elections with Statewide General Elections (**DISCUSSION/ACTION**)
- b) Update to Community and Meeting Room Policies (**DISCUSSION/ACTION**)
- c) Review and Approve New Job Descriptions: Volunteer Coordinator and Library Associate-Collection Development. (**DISCUSSION/ACTION**)
- d) Review new Library Board of Trustees Handbook and Discuss Training Requirements and Board on-site Trainings and Retreats (**DISCUSSION/ACTION**)

12. **CORRESPONDENCE & PRESS**

- a) Press Clippings (**INFORMATION**)
- b) Email from Friends of the Altadena Library (**DISCUSSION/ACTION**)

13. **REPORTS OF SUPPORT GROUPS**

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

14. **REPORTS OF TRUSTEES**

15. **CLOSED SESSION**

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54956.9) for conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: A potential legal case involving an employment claims of an employee where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.

16. **RECESS BACK INTO OPEN SESSION**

17. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**

18. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

19. **ADJOURNMENT**

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