



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

January 23, 2017 – 5:08 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:

3. Ira Bershatsky, President
- Adalila Zelada-Garcia, Secretary
- Gwendolyn McMullins
- John McDonald – Absent, Excused
- Armando Zambrano

4. 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).

Director Kittay requested to move the HR update (Item 10a) to the beginning of the meeting since Audrianne had another meeting to attend.

Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.

Move to adopt agenda as amended – Moved by Zelada-garcia, Seconded by McMullins. Adopted

Item 10a – HR Update (Presentation by Audrianne Adams-Lee from HR Network)

Audrianne explained about an error in free holiday accrual calculations for 2016/2017 and that all affected employees had been notified and stated that free holiday accruals will be correct going forward.

The new payroll system, **Stratex**, will be operational starting with the April payroll. As part of the change, the District will create a four or five day lag between the pay date and the end of the pay period. This will eliminate the number of corrections that have to be made each pay period due to what employees report that they think they will work and what was actually worked. There was discussion about how to do this so that there is not a change to the current pay dates of the 15th and last day of the month and it was decided to keep those pay dates. It was also discussed as to how to best institute the lag so that employees do not have a short paycheck.

Audrianne also noted that other benefits will be announced in the future that will benefit employees such as the opportunity to be paid out for a portion of unused vacation hours.

Staff will be completing DISC assessments and training. We have introduced the ‘Pulse survey’- which measures culture and morale. The Pulse survey is completed at the monthly staff meetings and is discussed with Administration.

Trustee Bershatsky asked about employee recognition and Audrianne noted that there is a current program called “Above and Beyond” which is being improved and expanded.

The new employee handbook will be presented at the February board meeting for approval.

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
HIRES/PROMOTIONS:**

New Hires:

Christina McTighe, Children's Librarian, November 2016

Kylynn 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

Director Kittay reported on the New Hires, Retirements and Resignations.

6. **FINANCIAL REPORTS**

- a) Financial reports for September/October and 1st Quarter (7/1 – 9/30) 2016
(DISCUSSION/POSSIBLE ACTION)

Director Kittay presented reports for September and October. The outside consulting firm has been hired to come in and audit financials from July – which is taking some time. By the February Board meeting we hope to be current with presentation of financials. The goal is to do the Mid-Year financial review and recommendations for budget adjustments by the February or March meeting. Mindy is in contact with LA County to gather information regarding the calculation of the Districts revenue but it is a slow process. Mindy informed the Board that she will be updating the format of the financial reports so they will be easier to read in the future.

- 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)

Paul Kaymark presented from the Pun Group. Kaymark noted that the audit found no problems or areas of concern. There was some discussion about the increase to the District for CalPERS retirement based on their lowering of the Discount Rate and that the District should be prepared to pay a higher percentage into the fund in the upcoming years. There was also discussion regarding the OPEB costs to the District and the corresponding liability which will be shown at over 1 million dollars on next years' audit. Kaymark explained that the OPEB was the health insurance benefit for retired employees that provides, at this time, \$500 per month per retiree who elects to maintain their health insurance through CalPERS and that this is a lifetime benefit. He noted that many other Districts do not maintain a health insurance benefit for their retirees and confirmed that the Director's assessment, that at our current rate of funding, this is an unsustainable benefit, without cutting expenses in other areas of library service.

Director Kittay noted that the District will be conducting a survey / salary and benefits analysis. She also noted that the Board may want to form a subcommittee in the future to review benefits. Trustee Zelada-Garcia noted she would like for the Board to review the survey and be presented with any options.

**Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.
Motion to accept financials – Moved by McMullins Seconded by Zelada-garcia.**

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)**

It was noted that Item 7d needed to be moved to 11e.

Adoption of Consent Calendar- Moved by McMullins, Seconded by Zelada-Garcia.

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

None

9. DIRECTOR'S REPORT

- a) Facilities Update – Bathroom Upgrade **(INFORMATION)** Director Kittay reported that to raise the toilets in the bathroom it would cost approximately \$10,000. Trustee McMullins asked if there was another place in the budget from which the funds could come, Director Kittay noted that she would look into it, and would look into other options for the bathroom.
- b) Altadena Chamber of Commerce Dinner is on Friday, February 3rd at 6pm at the Altadena Country Club. **(INFORMATION/ACTION)** Director Kittay mentioned that in the past the Library encourages board to go, but only pays for the Director. Director Kittay requested that the Library pay for the Board to attend, to be part of the Community and advocate for the Library and that they invite one or two members from the FOAL and ALF.
- 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)**

Director Kittay mentioned that she met with ALDI and they would like to support the Library, and that they may have a table at the grand re-opening.

Director Kittay noted that the security company required an inspection by the Fire department in order to provide a proposal and upgrade our security system. The Fire Department noted missing exit signs, conflicting exit signs and missing and inadequate fire extinguishers. They also noted that the storage area in the basement used by FOAL and staff could be made safer and is a fire hazard. The isles should not be obstructed with boxes of books or any items, there is no emergency lighting and the stacking of books and other items on the shelves is not secure. They will be coming back to do a further inspection and provide a full report. Trustee Bershatsky recommended that the report be shared with FOAL and the Board.

10. OLD BUSINESS

- a) Human Resources Outsourcing Update – Report by HRNetwork, **(INFORMATION)**

Completed at Beginning of meeting

- b) Community Conversations Update **(INFORMATION)**

Director Kittay provided an update on the Community Conversations. Trustee Zelada-Garcia noted that she would like to attend the next conversation at the Branch. She also mentioned that she knows someone at the Islamic Center and would like to speak with them about having a conversation. Trustee McMullins noted that she can speak with someone at her Church.

- c) Update: Phase I Renovation: **(INFORMATION)**

Powerpoint Foundation Support Updated Budget Vision Boards Timeline

Director Kittay provided an update on the Phase 1 Renovation, she noted that some contracts have been signed including the movers and flooring, she also noted that the doors will be installed soon, and that the ceiling tiles will be replaced on 1/24, and certain areas of flooring will be completed prior to the closing.

Director Kittay provided a brief overview of the operating plan and noted that as last year, an implementation team would be created for Professional Development Day.

11. NEW BUSINESS

- a) Resolution 201701 – Request for Consolidation of Governing Board Elections with Statewide General Elections **(DISCUSSION/ACTION)**

Administrative Assistant Kylynn Chaney presented the resolution to the Board and explained the purpose of the resolution which serves as a formal request to the Los Angeles County Board of Supervisors to consolidate the District's election with the statewide general election.

Trustee Zambrano asked about the code which allows this change, as it is currently in the education code as law for the District to have elections in odd numbered years. Kylynn noted that it is in the elections code, and once approved by the Board of Supervisors, would be changed so that the Districts elections would be held in even years.

Moved by Zelada-Garcia, Seconded by McMullins. Trustee Bershatsky conducted a vote and the resolution was passed with four (4) ayes.

- b) Update to Community and Meeting Room Policies **(DISCUSSION/ACTION)**

Trustee Bershatsky asked whether the new fees were comparable to other Libraries. Director Kittay noted that Administration did a survey of other local libraries to establish the new fee schedule.

Moved by Zelada-Garcia, Seconded by McMullins. Moved to approve the new policy.

- c) Review and Approve New Job Descriptions: Volunteer Coordinator and Library Associate-Collection Development. **(DISCUSSION/ACTION)**

Director Kittay introduced the two (2) new job descriptions to the Board for approval. Trustee McMullins asked how the salary was determined for the positions, and Director Kittay noted that the District has a salary schedule, and that the Volunteer coordinator position fell under the Librarian I classification, as the position requires a higher degree of experience.

Moved by Zelada-Garcia, Seconded by Zambrano.

- d) Review new Library Board of Trustees Handbook and Discuss Training Requirements and Board on-site Trainings and Retreats **(DISCUSSION/ACTION)**

A new Trustee Handbook was presented to the Board, Director Kittay noted that the conversation for required trainings would need to be deferred for a later date. Kylynn noted that some of the Board members would need to complete the AB1234 ethics training.

- e) Branch Hours during Closure of Main **(DISCUSSION/ACTION)**

Public Services Director Ryan Roy introduced a proposed schedule for extending Branch hours during the Phase 1 Renovation closure. He noted that there were multiple projects to be completed during the closure but that the branch would be fully staffed and open seven days per week. These extended hours would cease as soon as Main re-opens. The extended branch hours would start March 13th. There will be staff at Main near the Community Room to help patrons with returns and checking of holds as well as to manage the use of the Community Room.

Moved by McMullins, Seconded by Zelada-Garcia.

12. CORRESPONDENCE & PRESS

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

Director Kittay made a recommendation that the Board request a meeting with the FOAL and bring in a member of the Association of Library Trustees, Advocates, Friends and Foundation (ALTAFF) to facilitate. The goal of the meeting is to open discussion of the challenges faced by the Library, Staff and FOAL and work together to search for solutions and to use this opportunity to create a Memo of Understanding (M.O.U.) between the Library and the FOAL. It was noted by both Director Kittay and Trustee Bershatsky, that the Friends have repeatedly ignored requests for a copy of their most recent bylaws, and requests for a meeting.

It was decided that the Friends would be invited to attend a meeting, with the Director, Trustees and a mediator from the California Public Libraries Association or ALTAFF, and Director Kittay will be writing a draft letter for this purpose. The Trustees suggested that Director Kittay forward a copy of the report from the Fire Department to the Friends once it is received.

13. REPORTS OF SUPPORT GROUPS

- a) Altadena Library Foundation
- b) Friends of the Altadena Library
None

14. REPORTS OF TRUSTEES

Trustee Zelada-Garcia reported that she attended the Board Member Best Practices workshop and received valuable information from the California Special Districts Association. She noted that the association offers grants to special districts so that board members and staff can attend leadership conferences and workshops.

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.

The Trustees Went into closed session at 8:18 p.m.

16. RECESS BACK INTO OPEN SESSION

The Trustees returned from closed session at 8:56 p.m.

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

The Board voted unanimously to reject the employee's claim.

18. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

None

19. **ADJOURNMENT**

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

Adjourned at 8:57 p.m.