



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

October 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:**

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

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. **(Please NOTE: Descriptions of items is for reference only and is not normally read at the meeting)**

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

HIRES/PROMOTIONS: (3 minutes)

1) **APPOINTMENTS**

Naomi Ruiz, PT Library Clerk I - September 5, 2017
Helen Cate, PT Library Page - September 11, 2017

2) **RESIGNATIONS AND TERMINATIONS**

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Effective Date</u>
None			

3) **TRANSFERS AND PROMOTIONS**

None

6. **FINANCIAL REPORTS (5 minutes)**

a) Financial reports for August 2017

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

7. **CONSENT CALENDAR (5 minutes)**

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. **(Please NOTE: Descriptions of items is for reference only and is not normally read at the meeting)**

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 28, 2017, September 25, 2017, October 9, 2017
- b) Statistical Reports – YTD – August 2017 and September 2017
- c) Departmental Monthly Report – August 2017 and September 2017
- d) Update on CalPERS Benefits/ Open Enrollment

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

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

9. **NEW BUSINESS**

- a) Annual Review of Summer Reading Program (Summer Reading Committee) **(INFORMATION) (5 minutes)**
- b) Update on new ILS Koha (Christopher Kellermeyer) **(INFORMATION) (10 minutes)**
- c) Review of Draft of Annual Report **(INFORMATION) (5 minutes)**
- d) Review of RFP for Legal Council **(INFORMATION) (5 minutes)**

10. **OLD BUSINESS**

- a) Human Resources Update – Written Report by HRNetwork **(INFORMATION) (15 minutes)**
- b) 2017/2018 Materials Budget **(INFORMATION) (5 minutes)**
- c) Tree Trimming Update **(INFORMATION) (5 minutes)**
- d) Revised IT Report **(INFORMATION) (1 minute)**
- e) Update on Bylaws Review **(INFORMATION) (2 minutes)**

11. **DIRECTOR'S REPORT (INFORMATION) (10 minutes)**

- a) Facilities Update
- b) Taste of 'Dena Update
- c) Save The Date – Volunteer Event: Wednesday November 8, 7-9pm at the Library
- d) Professional Development Day

12. **CORRESPONDENCE**

- a) Award from the Pasadena Weekly

13. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation (5 minutes)
- b) Friends of the Altadena Library (5 minutes)

14. **REPORTS OF TRUSTEES (5 minutes)**

15. **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) LABOR NEGOTIATIONS (§ 54957.6)
Pursuant to Government Code Section 54957.6
Title: District Director
Negotiation of District Director Contract

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.