



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

October 24, 2016 – 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:

David Tuck - **ABSENT**

Gwendolyn McMullins - **ABSENT**

Adalila Zelada-Garcia, Secretary - **PRESENT**

John McDonald - **PRESENT**

Ira Bershatsky - **PRESENT**

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.

Moved by McDonald, Seconded by Bershatsky. Adopted

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:

Resignation of Cassandra Stearns, Senior Librarian Children's Services, on 9/10/2016

Hiring of Estella Terrazas, Collection Development Manager, on 9/12/2016

Hiring of Kylynn Chaney, Temporary Administrative Assistant, on 9/26/2016

Finance Director Wallin was out, Director Kittay presented the personnel appointments/resignations and also mentioned that the new Teen Librarian started and that the interviews would be conducted for the Children's Librarian tomorrow.

6. FINANCIAL REPORTS

a) Financial reports for September 2016 (DISCUSSION/POSSIBLE ACTION)

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports. **Director Kittay noted that the Revenue Portion of the Financials have not been received from the county and presented the suggestion to the board that the Board Package include the financial statements two months in arrears moving forward so that the Financial reports can be properly reviewed and presented to the Board rather than delaying the board package while awaiting final figures from the County. This would allow the Board to receive their packages at least one week prior to the Board meeting instead of on the Friday before.**

Trustee Zelada-Garcia noted that she appreciates the suggestion and believes it would be a good idea going forward.

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 October 4, 2016
- b) Approval of minutes – Special meeting held October 5, 2016
- c) Statistical Reports – September 2016
- d) Departmental Monthly Report – September 2016
Moved by McDonald. Seconded by Bershatsky.

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 – Facilities Committee
- b) Human Resources Outsourcing Update (Progress)
- c) Professional Development Day – Report of Exit Survey Results
- d) Community Conversations - Update

Director Kittay presented a video clip of the Second Saturday kick off, and noted the door counter stats and estimated that at least 350 people attended Second Saturday.

Director Kittay noted that the Leadership notes for meetings held since the last board meeting are in the Board Package and reflect the continued efforts to be inclusive of all staff. She also noted that we are continuing to work with HR Network to create a better atmosphere and improve morale.

Director Kittay noted that the restoration of Lady was completed and that the District is looking at proposals to purchase a pedestal for her.

The bathrooms at both Main and Branch have been cleaned and repainted, and that the lighting for the flag pole at Main was completed.

A short video was presented on Professional Development Day. Director Kittay presented the results of the Professional Development Day exit survey, and that the results were overwhelmingly positive.

Director Kittay introduced Brian Biery, the consultant for the Community Conversations project. Brian spoke about the Harwood Training conference and the opportunities for the District of holding these community conversations. He discussed the goals of turning outward to find out more information about our community and their needs and aspirations. Brian also mentioned that this project would benefit from Board support and participation, and that the conversations would start with the staff, and also a session with the Board of Trustees and Boards of Foundation and Friends of the Library. Trustee Bershatsky asked about the timeline of these conversations, to which Brian stated they would begin in November, and most likely be completed by March. Trustee Zelada-Garcia inquired as to how these would be conducted, and Brian stated that the District is welcoming information from Trustees, Volunteers and staff as to where they believe the best places would be to hold these conversations and where a vast representation of the Community could be represented.

10. **OLD BUSINESS**

- a) Approval of Final Operating Plan FY 2016/17 (**DISCUSSION / POSSIBLE ACTION**)

Director Kittay noted that the Board had previously approved the Operating Plan two years ago, and last year only reviewed the plan, and that a decision had not been made as to whether the Board would approve the Operating Plan or not. She suggested that the Board Approve the Operating Plan, and be updated quarterly as to the progress of the plan. She noted that the Board has been provided with updates on the current Operating Plan progress throughout this past fiscal year.

Trustee McDonald stated that he had read through the Operating Plan, and did not feel comfortable with the Board taking action or approving the plan since there were items that had already been completed, which were noted as completed in the Operating Plan. He also stated that there were goals that were broad and more general in nature, and that goals should be more specific in detail.

Director Kittay noted that the Operating Plan was designed with the well thought-out collaboration of the Leadership team and all staff, who had met multiple times to set goals as laid out by the Strategic Plan which was previously put in place, and that the District continues to adjust the goals of the operating plan throughout the year as items are completed or as progress is made.

Trustee McDonald suggested that a new operating plan be presented to the Board, that would be adjusted for goals from November and beyond, and that items be more specific in nature.

Trustee Zelada-Garcia asked the Board whether or not they should approve the Operating Plan and when they would need the draft for the following year.

Trustee McDonald stated that he believes the Board should have a say in the Operating Plan, and that the Board should know that the right priorities are being laid out. He stated he doesn't believe it should be tied to the Calendar or Fiscal year, and that once approved, the board should receive monthly updates, but should not approve a plan that is already in place.

Director Kittay replied that the reason the operating plan ties to the fiscal year is due to the fact that the budget should reflect the goals of the operating plan.

Trustee Bershatsky stated that if the Board does not approve the plan, there would be no oversight of the operating plan.

Trustee McDonald stated that everything in the plan is reasonable, however, he would like to have an improved process, with the completed items being removed from the operating plan before it comes to the board for approval.

Trustee Zelada-Garcia stated that this would be added to the Agenda for the November Board Meeting, and that the Board would approve the operating plan as of that date.

Director Kittay asked for further assistance and clarification from Trustee McDonald as to exactly how the Operating Plan should be presented to the Board.

11. **NEW BUSINESS**

a) Presentation of Suggested Use of HUD Funds (**DISCUSSION/ POSSIBLE ACTION**)

b) Approval of LACCD Master Agreement Contract to Purchase Library Book stacks

c) Review of Project Management Proposal (**DISCUSSION/ POSSIBLE ACTION**)

Director Kittay mentioned the previously presented Bridge assessment and estimated costs information as a possible use of HUD funds. She noted that there were other options for the Bride that would save the District money and future maintenance issues but that these ideas would take considerable time to present to the community and receive buy in for. She presented to the Board a suggestion for a possible re-shelving project of the Library, which would possibly restructure the layout and flow of the Library and bring the shelving in the Library up to date. She noted that there is a current agreement with the Los Angeles Community College District that the Library District could use as a contract under which to purchase new shelving. Doing this would dramatically reduce the time and resources needed to create an RFP and to go through the RFP process in order to select a vendor. She noted that using the contract of another government entity for a purchase such as this was common practice. She noted that the Library would be closed for approximately six weeks and that during that time the Library would also have new carpet tiles installed and electrical updates. Director Kittay noted that this had been presented to the Leadership team, and that staff had already begun to suggest and brainstorm ideas for programming and professional development during the closure.

She suggested that the Board create or re-new their facilities committee so that they could participate in the planning process. This would also help the team by having input during the process rather than just once per month at a Board meeting.

She noted that the drawing presented was tentative and that the quote that was provided was not an accurate representation of the quote that the Library would receive for the project, and that the amount would be significantly less. She noted that this was a very tentative, draft plan of action. Director Kittay pointed out that the drawings were prepared with the collection size reflective of what our Library building was designed to hold when built in 1967, a time with much less public space and no computers. She mentioned that because the shelving is lower and further apart for accessibility, that there would need to be more shelving to hold the amount of materials that this Library was built for in 1967. She noted that our current collection is a little over 100,000 items and that our building was designed to hold approximately 80,000 books.

She also mentioned that she is currently and has been researching how other Libraries compare in size of their buildings, and size of their collections. She mentioned that she believes that our collection size is much larger than that of a modern Library in relation to our building size. Also noting that our public needs more space and a Library full of shelving will not best serve our community's needs. She noted that our Library has extremely low circulation, and that we are essentially warehousing old books, considering the average age of our collection.

Director Kittay mentioned that by the November Board meeting, contracts would have to be signed and details finalized so that this project would not interfere with summer reading and the work could be completed and billed in time to use the HUD funds before they expire. She stated that we need to

be considered what type of Library we would like to be for our public, and that this would be an opportunity to reduce shelving, and create a collection that is more responsive, and will be used, instead of continuing to hold books that aren't circulating.

Trustee McDonald asked how much the current shelving would be reduced by.

Director Kittay noted that she would need to speak with Yamada about creating more open spaces and have them come back with the amount that the new shelving would hold. She noted that when Libraries design shelving there are assumptions that are made that say at any given time, 1/3 of the shelves are circulating and therefore empty, she stated that currently, we know that is not the case in respect to our current collection and statistics. She said that the contract with Yamada includes all of the design work that goes into figuring out how much shelving will hold a certain number of items. She noted that she would like to do more research including researching what other Libraries are holding per capita before responding.

She spoke to the Board about an option of which they were provided a draft drawing of the layout, with Children's and adults being flipped, and stated that there are pros and cons to either layout. She mentioned that this is only something to consider. She also mentioned that the Library would provide new shelving and display for the Friends Bookstore in an effort to increase sales and improve the look of the bookstore which is the first thing users see when they enter the library.

Trustee Bershatsky asked as to whether or not the Discount stated in the contract with Yamada is still in effect and would be provided to the District. Director Kittay stated that they would.

Director Kittay also noted that the quote provided was a very high quote and the actual quote would be a much lower number.

She stated that decisions would need to be made in November, unless the Board wanted to call a special meeting in December.

Trustee Zelada-Garcia asked about the deadlines that Director Kittay was referring to, to which Director Kittay stated that it would be ideal for the project to be completed prior to Summer Reading, so it would ideally be completed in March/April, and also noted that the HUD funds will expire in August/September of 2017.

She stated that is why she was suggesting the creation/update of a facilities committee during this Board meeting.

Director Kittay stated that there were only a few options for the use of the HUD funds that are feasible and that she has provided information on both the Bridge project, and shelving project.

Trustee Zelada-Garcia stated that she had concerns, due to the visual impact removing the circulation desk made and how jarring it was (she believed) to the community. She said it was hard to think about coming in and seeing a very different space. She stated that it was a short amount of time and that she believed the process should be slowed down, and wondered if there were other ways to use the HUD funds.

Director Kittay noted that she had been at the District for two years, and that it was a very difficult process to reach the HUD office, she also noted that HUD was very clear as to the purposes that would be covered by the HUD funds, which included: Asbestos Abatement, ADA compliance, shelving, and lighting. She noted that asbestos abatement could not be completed cost effectively without total renovation to the building, and that she believed HUD would cover the bridge, although it was not guaranteed or stated in the grant. She noted that the bathrooms could not be redone without the asbestos remediation, walls being moved which would need permits and plans which may also cause the library to be required to put in sprinklers and that the district is very limited to the projects that could be completed with the funds that are available.

Director Kittay also stated that once the decision was made, the District would start communicating with the public immediately and preparing them for the closure and mini-remodel. She also noted that the Branch would have extended hours during the closure, possibly being open 7 days a week and long hours. She also noted that staff would be paid during the closure and provided with opportunities to shadow at local schools/libraries and other public libraries, do extensive community outreach, planning for future programming, attend and experience innovative programming at museums and other institutions, time for technology training, and other opportunities and that staff was excited about this and coming up with many different ways to efficiently use the time we are closed.

Trustee Zelada-Garcia stated that the size of the collection being reduced, and less volumes is a touchy subject.

Director Kittay stated that difficult decisions have to be made, but ultimately it needs to be decided what type of Library we want to be for our community.

Trustee Zelada-Garcia stated that she had a concern with the timeline and what needs to happen.

Director Kittay noted that there were people waiting for the Closed Session and that the conversation and other items on the agenda might have to be postponed.

Trustee Bershatsky asked about the calendars and election of officers, to which Trustee McDonald stated he was okay with doing those items by e-mail.

Trustee McDonald suggested that Director Kittay present at the November Board meeting, a new set of options regarding the use of the HUD funds and that neither the bridge or shelving proposals, matched the amount of money the District has available through HUD funds.

Trustee Zelada-Garcia asked if this was one-time funding and whether or not there were opportunities to use the funds once they expire.

Director Kittay noted that she had asked the HUD office for an extension and was denied. She noted that she again requests a facilities committee, and perhaps should have requested one month ago.

Trustee Zelada-Garcia asked if one could be created today, and stated that her and Trustee Bershatsky could be the facilities committee.

Trustee McDonald stated that a facilities committee could not be created because it was not on the agenda, but that one currently exists. Director Kittay stated that it was on the Agenda, under the Director's Report, and that there was a facilities committee, but it needed new board members.

Trustee Zelada-Garcia asked if both her and Trustee Bershatsky could communicate informally rather than be a committee.

Trustee Zelada-Garcia asked if there was an alternative project.

Director Kittay noted that she needs to know if this project would even be a possibility, because there would be a tremendous amount of work to be done between now and November.

She also mentioned there were a number of other things she could be working on if the Board was not going to consider this project a possibility.

Trustee Zelada-Garcia acknowledged that she knows the funds have been sitting for a long time, and that it is not the fault of Director Kittay. She noted that Director Kittay has the ability to move very quickly but she believes we need to move at a "healthy pace", and what it would mean for the community to come in and see a different library. She stated we need to "be mindful and consider if this is the right thing to do and not only think about the funds."

Trustee Bershatsky asked if the dimensions changed the number of books they can hold.

Director Kittay stated that to be ADA compliant, the shelving is lower and farther apart. She also noted that it is the current goal of the District to get the collection down to at least 79,000.

Trustee McDonald stated that the board would need the data laid out for the possible projects, and from the information they have currently, he wouldn't vote for either project. He would like to see other options, and needs more details regarding the projects and funding. He would like the staff to investigate potential projects. He stated it "feels like we are rushing to spend money and it may not be the best use of funds." He would like more information and would like to have staff input. He noted that not spending the HUD funds and letting them expire was also an option.

Director Kittay noted again that the district is very limited in what HUD will cover, and that they have made it clear that they will cover a few items, but will not give anything additional in writing.

Trustee Zelada-Garcia asked if doing the bridge project was solving an ADA issue. To which Director Kittay replied that WJE provided a report (which was also previously provided to the Board) that stated due to the deterioration of the bridge, it is no longer ADA compliant.

Trustee Zelada-Garcia stated she believed the ADA compliance was the major issue, and that she believed the bathrooms were the biggest problem, in addition to shelving.

Trustee McDonald stated that he was confused as to why HUD will pay for the lighting if the non-ADA bathrooms were a major issue. Director Kittay stated that lighting was included in the original grant application, and that she has been working with HUD to get reimbursed for the Lighting work that was done approximately two years ago.

Trustee Bershatsky inquired as to whether any overages would come out of capital, and Director Kittay stated that the Foundation received the grant and that it was technically their money.

Trustee Zelada-Garcia stated that this should be postponed to the next board meeting.

**e) Board of Library Trustees Meetings Calendar for 2017 (DISCUSSION/ POSSIBLE ACTION)
POSTPONED**

**f) Holidays and Closures for 2017 (DISCUSSION/ POSSIBLE ACTION)
POSTPONED**

**12. ELECTION OF OFFICERS BY BALLOT (DISCUSSION / ACTION)
POSTPONED**

**13. CORRESPONDENCE & PRESS
a) Press Clippings (INFORMATION)**

**14. REPORTS OF SUPPORT GROUPS - NONE
a) Altadena Library Foundation
b) Friends of the Altadena Library**

15. REPORTS OF TRUSTEES – NONE

16. CLOSED SESSION – RECESSED INTO CLOSED SESSION 7:04PM

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: Two separate potential legal cases involving employment claims of two employees 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.

17. **RECESS BACK INTO OPEN SESSION – 7:48 PM**
18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**
Trustee Zelada-Garcia reported that the Board voted to reject the demand letter.
19. **AGENDA ITEMS FOR FUTURE AGENDAS**
Board of Library Trustees Meetings Calendar For 2017
Holidays and Closures For 2017
ELECTION OF OFFICERS BY BALLOT
20. **ADJOURNMENT**
Recommended Action: There being no further business to come before the Board, the meeting is adjourned.
Meeting Adjourned at 7:58 PM