



Honoring the past, cultivating the present, empowering the future

AGENDA

Rescheduled Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

October 4, 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
Gwendolyn McMullins
Adalila Zelada-Garcia, Secretary
John McDonald

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. **PRESENTATION OF RECOGNITION GIFT TO TRUSTEE MCKENZIE**

5. **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.

6. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS
HIRES/PROMOTIONS:**

Carrie Wilson, Teen Librarian, resigned 8/25/2016
Edward William, Literacy Coordinator, resigned 8/26/2016
Andrea Banuelos, Library Clerk, resigned 8/31/2016
Kiri Lahey, Library Page, resigned 8/31/2016
Kelly Ray, Library Clerk I, temporary part-time hired on 8/29/2016

7. **FINANCIAL REPORTS**

- a) Financial reports for Year End 2015/2016 (**DISCUSSION/POSSIBLE ACTION**)
- b) Financial reports for July 2016 (**DISCUSSION/POSSIBLE ACTION**)
- c) Financial reports for August 2016 (**DISCUSSION/POSSIBLE ACTION**)

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

8. **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 August 22, 2016
- b) Statistical Reports – August 2016
- c) Departmental Monthly Report – August 2016

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

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

10. **DIRECTOR'S REPORT**

- a) Facilities Update
- b) Human Resources Outsourcing Update (Progress)
- c) Professional Development Day
- d) Community Conversations
- e) Board Training from the California Special Districts Association (Kyllynn Chaney)

11. **OLD BUSINESS**

- a) Review of Final Operating Plan FY 2016/17 (**DISCUSSION / INFORMATION**)

12. **NEW BUSINESS**

- a) Presentation of Job Description for Librarian II (Teen Librarian) and Librarian II (Children and Family Services Librarian) (**INFORMATION/POSSIBLE ACTION**)
- b) Board Member Interviews (**INFORMATION/POSSIBLE ACTION**)
 - Rene Amy
 - Ira Bershatsky
 - Cynthia Carmona
 - Roger Fennell
 - Evan Hilgemann
 - Lorraine Kiewiet
 - Stephan Taylor
 - Armando Zambrano

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

14. **CORRESPONDENCE & PRESS**

- a) Press Clippings (**INFORMATION**)
- b) Card from California State Librarian Greg Lucas
- c) President's Special Acknowledgement Award – Special District Risk Management Authority

15. **REPORTS OF SUPPORT GROUPS**

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

16. **REPORTS OF TRUSTEES**

17. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

21. **ADJOURNMENT**

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