



Honoring the past, cultivating the present, empowering the future

Minutes

Rescheduled Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

October 4, 2016 – 5:04 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 - Present

Adalila Zelada-Garcia, Secretary - Present

John McDonald- 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 McMullins, Seconded by McDonald. Adopted

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

Trustee Zelada-Garcia presented Meredith McKenzie with a painting of the Library and thanked her for her years of service to the Library.

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.

Lynn Griffith – a 40 year resident of Altadena, expressed that she is ‘thrilled’ about the changes taking place at the Library, she mentioned that she appreciates better and more efficient use of the space in the Library, the opportunity to self-checkout materials, and that she enjoys the conservation garden and second Saturday events. She is excited for the upcoming ‘Community Conversations’ and believes that the Library should serve as a center for the Community.

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

Finance Director Wallin reported the personnel appointments and resignations. Trustee Zelada-Garcia asked whether staff participated in exit interviews, Director Kittay reported that HR Network conducted exit interviews. Trustee McMullins asked which of the employees who resigned had the longest tenure, and Finance Director Wallin confirmed that it was either Carrie or Kiri who had been with the Library the longest.

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**)

Finance Director Wallin reported that the reports were unaudited reports and that the audited reports would be received in November 2016.

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

Moved by McDonald, Seconded by McMullins, Approved.

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)
 - **Director Kittay provided a facilities update, mentioning a complimentary visit from A.R.C.H. and discussing a facilities assessment and review of systems to guide decisions to forecast expenditures for the next 10 years, And the cost of maintaining facilities. She mentioned that the Library is currently looking at the HUD grant monies and the best way to use the funds before expiration in September of 2017. She mentioned that HUD will be reimbursing for some of the work that the Library has already done. She also mentioned that the outside of the Collection Development office was cleaned up, shelving was removed and that the Friends of the Library has been provided with extra space on the lower level of the Library. She asked for suggestions regarding the trees surrounding the property and Trustee Zelada-Garcia suggested possibly contacting the Tree People, a non-profit organization. She also mentioned that there was a benefactor donation to the Library to restore the 'Lady' statue in the reading court.**
 - **For the Human Resources update, Director Kittay mentioned that a Teen Librarian and Page have been hired. She also mentioned that Leadership has been meeting and discussing with staff the best possible use of staff space as it relates to the needs of the public. Director Kittay mentioned that HR Network will be attending the monthly 'all-staff' meetings and is currently reviewing and updating the operating procedure and staff manuals.**
 - **Director Kittay provided an overview of the upcoming Professional Development Day, mentioning that the Library was going to have guest speaker Miguel Figueroa from ALA attend, and invited the Trustees to attend as well to hear Miguel discuss the future of Libraries in the 21st century.**
 - **Director Kittay provided an introduction to the Community Conversations Project in which the Library would host Community Conversations using the Harwood Institute & Libraries Transforming Communities Method. She mentioned that this would help the district with decision making, future planning and future partnerships as well as funding. Brian Biery will be the consultant on the project, and Mindy and Brain will be attending the Harwood training in October. She mentioned that Pasadena Public Library is also conducting this program, and that there might be an opportunity for partnerships with Pasadena as well.**
 - **Director Kittay mentioned that the Library would have to make adjustments to the Library budget due to the Friends of the Library yearly donation going from approximately \$40,000 to \$20,000, in part due to legal and accounting fees in their effort to regain their non-profit status back.**

- **Administrative Assistant Kylynn Chaney presented a list of upcoming training programs offered by the California Special Districts Association, which include conferences and webinars to assist Library staff and Library Board of Trustees members.**
- **Director Kittay Presented a power-point presentation for the 2016-2017 operating plan which highlighted the goals that staff agreed upon and the progress that has been made so far.**

11. **OLD BUSINESS**

- a) **Review of Final Operating Plan FY 2016/17 (DISCUSSION / INFORMATION)**
Trustee McDonald made a motion to defer this item to the October Board Meeting, which was seconded by Trustee McMullins.

12. **NEW BUSINESS**

- a) **Presentation of Job Description for Librarian II (Teen Librarian) and Librarian II (Children and Family Services Librarian) (INFORMATION/POSSIBLE ACTION)**
Trustee McDonald made a motion that the job descriptions be approved, with the note that they be reviewed for the exempt/non-exempt status by HR Network and be modified as needed, if necessary.
Moved by McDonald, Seconded by McMullins, Approved.

- b) **Board Member Interviews (INFORMATION/POSSIBLE ACTION)**
- Rene Amy
 - Ira Bershatsky
 - Cynthia Carmona
 - Roger Fennell
 - Evan Hilgemann
 - ~~Lorraine Kiewiet~~
 - Stephan Taylor
 - Armando Zambrano

Trustees McMullins, Zelada-Garcia, and McDonald conducted six interviews, and voted by ballot to choose the new Trustee. Ira Bershatsky was selected to be the new member of the Library Board of Trustees.

Trustee McDonald reported that the District do some research as to whether or not the Board can select an 'alternate' Trustee that could sit in on the Board for Board Members who were not able to attend select Board Meetings.

It was decided that Ira would be sworn in during the next meeting.

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

It was moved by McDonald and seconded by McMullins to defer this item to the October Board Meeting.

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 None**
 b) **Friends of the Altadena Library**
Ira reported the eagle scout that built the shelving for the Library provided a refund check to the friends for funds that he did not use for the Project.

16. **REPORTS OF TRUSTEES**

Trustee McMullins reported that she attended the open house at the Branch and she mentioned that Mindy has been working very hard at the Library and that the changes and improvements are very noticeable, and thanked the staff for all their hard work.

Trustee McDonald reported that he attended the special all-staff meeting in September to answer staff questions regarding the Personnel sub-committee.

17. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

Review of Final Operating Plan for FY 2016/17

Possible appointment of alternate Library Board of Trustees Member

Election of Officers by Ballot

21.

ADJOURNMENT

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

Meeting adjourned at 7:13pm