



*Honoring the past, cultivating the present, empowering the future*

## AGENDA

### Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

November 27, 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:

- a) Ira Bershatsky, President
- b) Adalila Zelada-Garcia, Secretary
- c) Gwendolyn McMullins
- d) John McDonald
- e) Armando Zambrano

#### 3) ADOPTION OF AGENDA

- a) 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).
- b) **Recommended Action:** The Board of Library Trustees hereby adopts the Agenda as presented.

#### 4) PUBLIC COMMUNICATION

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals 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 state the agenda item and/or issue you wish to address.

#### 5) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

- a) HIRES/PROMOTIONS: NONE
- b) APPOINTMENTS: NONE
- c) RESIGNATIONS AND TERMINATIONS: NONE
- d) 

Name	Position	Status	Effective Date
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- e) TRANSFERS AND PROMOTIONS: NONE

#### 6) FINANCIAL REPORTS (15 minutes)

- a) Financial reports for September 2017 and First Quarter Review (**INFORMATIONAL/ACTION**) (5 minutes)
- b) Presentation of Altadena Library District Final Draft of the Annual Financial Report For The Year Ended June 30, 2017, conducted by Independent Certified Auditor, The Pun Group. (Formal Presentation by Auditor will be at the January 2018 Board Meeting) (**INFORMATIONAL/ACTION**) (10 minutes)
- c) **Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

#### 7) CONSENT CALENDAR (5 minutes)

- a) 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.
- b) **Recommended Action:** The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
  - i) Approval of minutes – Regular meeting held August 28, 2017
  - ii) Approval of minutes – Regular meeting held October 23, 2017
  - iii) Approval of minutes – Special meeting held October 28, 2017

- iv) Statistical Reports – YTD – October 2017
- v) Departmental Monthly Reports – October 2017
- vi) Human Resources Update – Written Report by HRNETWORK
- vii) District Director's Report – October 2017

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

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

**9) NEW BUSINESS**

- a) Annual Election of Board Officers, 2017-2018 **(ACTION) (5 minutes)**
- b) Annual Calendar for Board of Trustees Meetings for 2018 **(ACTION) (5 minutes)**
- c) Annual Calendar of Library Closures for 2018 **(ACTION) (2 minute)**
- d) Review of California Minimum Wage Increase, effective January 1, 2018 and updated Altadena Library District Salary Schedule, FY 17-18. **(INFORMATIONAL/ACTION) (2 minutes)**
- e) Approval to hire an independent auditor, reporting to the Board, to review the library's financial records, processes, and procedures **(ACTION) (2 minutes)**
- f) Approval to hire an administrative assistant, reporting directly to the President of the Board of Trustees **(ACTION) (2 minutes)**
- g) Brown Act training **(ACTION) (2 minutes)**
- h) Bob Lucas Branch improvements **(ACTION) (5 minutes)**

**10) OLD BUSINESS**

- a) 2017/2018 Materials Budget **(ACTION) (2 minutes)**
- b) Bylaws Review **(ACTION) (2 minutes)**
- c) Update from Subcommittee for RFP for Legal Counsel **(INFORMATIONAL/ACTION) (5 minutes)**
- d) Presentation of Annual Report **(INFORMATIONAL/ACTION) (5 minutes)**
- e) Installation of 3D Printers **(ACTION) (2 minutes)**

**11) DIRECTOR'S REPORT (INFORMATIONAL/ACTION) (5 minutes)**

- a) Update to Director's Written Report **(5 minutes)**

**12) CORRESPONDENCE**

**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) PENDING LITIGATION  
Pursuant to Government Code Section 54956.9  
TITLE: Melloney Collier vs. Altadena Library District, Case No. BC682812
- b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code Section 54957  
Title: District Director  
Review of District Director

**16) RECESS BACK INTO OPEN SESSION**

**17) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION. (Section 54960 et seq.)**

**18) AGENDA ITEMS FOR FUTURE AGENDAS**

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

**19) ADJOURNMENT**

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