



## ALTADENA LIBRARY DISTRICT

### BOARD OF TRUSTEES

#### BYLAWS

d. Crisis Communications

During crisis situations, all media inquiries shall be routed to the office of the Director or his/her designee, who shall prepare and update an official statement responding to the situation as events unfold.

e. Confidentiality

The District shall not release information which is private or confidential as identified by law and Board policy.

#### L. Prohibitions

1. No member of an immediate family of a Board member shall - be hired as an employee of the District.
2. The Board is precluded by the conflict of interest laws from entering into a contract with a member of the Board or a member of his/her immediate family. "Immediate family" includes the Board member's spouse, registered domestic partner, and dependent children. Accordingly, bids or proposals received from those individuals will be rejected.
3. No Board member or Staff shall represent himself/herself as representing the Library in any public forum or publication without prior Board approval.

#### M. Emergencies

Whenever an emergency arises requiring a decision normally requiring Board action, the District Director, or the Acting District Director, will attempt to reach Board members by telephone to apprise them of the situation and obtain their endorsements. If the emergency is of such nature as to require immediate action, or if Board members are not available, the District Director, or the Acting District Director, will take whatever action is needed and will notify Board members at the next regular meeting, or sooner if he considers it appropriate.

(See definition of "Emergency Situation", Section G. 2. (a) )

#### N. Conflicts

If any section of these bylaws are in conflict with The State Education Code, other state or local statutes, the applicable section shall be considered void until amended to conform.

#### O. Amendments to Bylaws

These bylaws may be amended at any regular meeting of the Board, provided the amendment was proposed at the previous meeting and a copy given to all Board members.



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

BYLAWS

P. Ethics Training -

1. Training

Government Code §53234-53235.2 mandates AB1234 Chaptered in October 2005 ethics training for the governing bodies of local agencies. Each Board member must complete at least two hours of training in general ethics principles and ethics laws every two years. Government Code § 53235(b) and § 53234(d) outline the topics that are to be covered by each training. The first completion date for training depends upon when each Board member took office:

<i>Term Begin Date</i>	<i>Ethics Training Completion Date</i>
Prior to January 1, 2006	December 31, 2006 (first training) and every two years thereafter
January 1,2007, forward	Before the one-year anniversary of their service (first training) and every two years thereafter

If a Board member serves more than one local agency, he/she is not required to attend training for each agency. (§53235.1(c).)

The Library must provide information on available training to the Board members at least once per year. (§53235(f).)

2. Records of Ethics Training

The Library must maintain records which indicate the dates on which the Board members fulfilled the ethics training requirements and the entity that provided the training. (§53235.2(a).) These records must be kept for at least five years and are subject to disclosure under the California Public Records Act. (§53235.2(b).)

Any entity which provides training must also provide the participants with proof of participation. (§53235(e).)

3. Reimbursement

Refer to Administrative Policy 2601 approved by the Board on 9/25/06. ?



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

BYLAWS

**APPENDIX A** Administrative Policy 2601, District Reimbursement Policy for Travel, Lodging, Mileage and Miscellaneous Expenses, approved 10/30/06 Board meeting.

**APPENDIX B** County of L.A., Office of the County Counsel – Opinion dated 4/13/06 RE: Assembly Bill 1234 (Reimbursement Policy and Ethics Training)

Approved and Adopted this 27<sup>th</sup> day of November 2006.

By \_\_\_\_\_  
-Dale E. LaCasella, President

BY: \_\_\_\_\_  
-David Datz, Secretary

*Supersedes*  
*Revision Update Approved 2/25/08*  
Revision Update Approved 5/24/04  
Approved 6/23/80  
Amended 7/25/83  
Amended 9/5/95

# APPENDIX A – Approved at 10/3/06 Board Meeting



## ALTADENA LIBRARY DISTRICT

### ADMINISTRATIVE POLICY 2601

#### SUBJECT

DISTRICT REIMBURSEMENT POLICY FOR TRAVEL, LODGING, MILEAGE, AND MISCELLANEOUS EXPENSES

#### EFFECTIVE DATE

October 30, 2006

#### POLICY OBJECTIVE

To establish a policy and procedure for the reimbursement of actual and necessary expenses incurred in the performance of official duties for the Library. This policy was created and adopted in compliance with Government Code Section 53232.2 et seq.

#### STATEMENT OF POLICY

District employees and Trustees will be reimbursed for actual and necessary expenses incurred while in the performance of their official duties. An expense will only be reimbursed if all of the following requirements are met:

- 1) For Board Members the expenses of the type that is permitted under this policy and is approved by a majority of the Board at a public meeting before it is incurred.
  - (a) For District employees the expenses of the type that is permitted under this policy or is approved by a majority of the Board at a public meeting before it is incurred.
- 2) the expense is for an amount permitted under this policy;
- 3) the Altadena Library District Employee/Trustee Expense Sheet created in conjunction with this policy is properly filled out and submitted to the District Librarian within fifteen (15) business days of after the expense has been incurred, or fifteen (15) business days after the end of a reimbursable trip, whichever is later (except for request for mileage reimbursement, which may be submitted monthly); and
- 4) a receipt or other appropriate documentation for the expense(s) is provided with the Altadena Library District Employee/Trustee Expense Sheet.

Additionally, a Trustee must provide a brief report on any convention/meeting/training/seminar attended at the expense of the Library at the next regular meeting of the Board following the convention/meeting/training/seminar.

In the event of a dispute over eligibility for reimbursement for an expense to an employee, the District Librarian's decision is final. In the event of a dispute over eligibility for reimbursement to a Trustee, the decision of the majority of the Board is final.

## **REIMBURSABLE EXPENSES**

For Library employees, travel, overnight accommodations and associated costs, such as public transportation expenses and convention/meeting/training/seminar fees, within the State of California must be approved by the District Librarian prior to the incurring of any expense for which reimbursement will be sought. For Library employees, travel, overnight accommodations and associated costs, such as public transportation expenses and convention/meeting/training/seminar fees, outside the State of California must be approved by a majority of the Board of Trustees prior to the incurring of any expense for which reimbursement will be sought.

For Trustees, travel, overnight accommodations and associated costs, such as public transportation expenses and convention/meeting/training/seminar fees, must be approved by a majority of the Board of Trustees prior to the incurring of any expense for which reimbursement will be sought.

All out-of-state travel, for employees and Trustees, must be supported by documentation describing the reason for the trip, trip dates, estimated cost, the name of the individual(s) traveling, and the funding source(s). The request for approval must be submitted to the Board at least two (2) weeks prior to the trip.

### **1. Travel**

The most efficient method of transportation should be used after considering the time involved and the cost of alternative travel. The method of travel that utilizes the District's resources and employee's/Trustee's time most efficiently should be the first priority.

**Air Travel:** when this type of travel is necessary and pre-approved, it shall be in coach/economy class; non-refundable tickets. Group and/or government rates that are offered shall be used when available.

**Private Vehicle Usage:** the employee/Trustee must present proof of both a valid driver's license and liability insurance; otherwise, no approval shall be given for this mode of transportation.

**Mileage Reimbursement Rates:** If private vehicle usage is approved, the mileage reimbursement rate shall be the current Internal Revenue Service rate. Only one automobile allowance per automobile traveling will be authorized regardless of the number of persons traveling in the same vehicle. Carpooling is encouraged. Procedures for calculating mileage are based on the fact that the District does not reimburse for normal commuting mileage. Mileage as published by Rand-McNally, and available at [www.randmcnally.com](http://www.randmcnally.com), will be regarded as official. Reasonable vicinity mileage will be allowed. If an employee/Trustee begins or ends a trip at his/her official station, reimbursable mileage will be the mileage from the official station to the destination. If an employee/Trustee begins or ends a trip at his/her residence without stopping at the official station, reimbursable mileage will be the lesser of the mileage from the person's residence to the destination or the official station to the destination. If an employee/Trustee travels between destinations without returning to the official station or residence, reimbursable mileage is the actual mileage between those destinations. If traveling to purchase District supplies, the closest location to the District must be used to minimize mileage expenses. Mileage will not be reimbursed for purchases made for the District when out on personal business. Mileage reimbursement may be requested monthly.

**Taxi and Other Ground Transportation:** reimbursement (including driver tip) needed for reasonable transport to the activity (e.g. convention, meeting, training, or seminar), restaurant, or other meeting locations will be provided. Group and/or government rates that are offered shall be used when available.

**Parking:** parking fees and overnight garage charges will be reimbursed. Group and/or government rates that are offered shall be used when available.

**Rental Vehicle:** the request for approval to rent a vehicle in lieu of public or private transportation must be made prior to incurring the expense in reimbursement will be sought. The availability and cost of other transportation (private or public) shall be considered when determining whether the request for will be approved. If the request is approved, the employee/Trustee shall be reimbursed for the most inexpensive vehicle available. Group and/or government rates that are offered shall be used when available.

2. Per Diem to cover miscellaneous expenses including meals (including a reasonable tip based on current tipping courtesy), other gratuity (e.g. skycaps, housekeeping, etc.), and other incidental costs.

**Rates:** \$40 for a full travel day. For less than full days, the amount is \$10/morning, \$10/afternoon, and \$20/evening. For full days, the total per diem may be combined to cover per diem expenses as the employee/Trustee wishes.

Per Diem allowance shall be adjusted for instances where a meal(s) is provided as part of the activity fee (e.g. conference, meeting, etc.). The amount of the adjustment will be based on what meal is being provided by the activity (e.g. if lunch is provided, the per diem shall be reduced by \$10 for that day).

The employee/Trustee is responsible for any costs under this category that exceed the per diem rate. The cost of alcoholic beverages is not an authorized per diem expense and is not reimbursable.

Fixed-fee meals provided in conjunction with the activity are not subject to the above per diem limits, provided that proper documentation is provided with an Altadena Library District Employee/Trustee Expense Sheet and done within the time limits given above.

3. Lodging

Room rates plus applicable taxes are reimbursable up to \$150.00 per night plus applicable taxes. Group and/or government rates that are offered shall be used when available.

If the lodging is in connection with an activity covered by Government Code section 54952.2, including but not limited to ethics training required by Section 53234 et seq., lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, the maximum room rate and the requirement to use group and/or government rates when available apply.

There will be no reimbursement for lodging when an employee/Trustee stays with friends or family while on District business.

4. Other Actual and Necessary Reimbursable Expenses

The following other actual and necessary expenses are reimbursable:

- Seminar/Conference/Convention/Training/Other Similar Meeting or Registration Fees
- If provided for on a lodging bill: local telephone calls, long distance telephone calls for official District business, and one personal call of no more than five (5) minutes per night of lodging. However it is strongly encouraged to use personal cell phones instead of the hotel telephone.
- Expenses specifically approved by a majority of the Board at a public meeting before they are incurred.

**NON-REIMBURSABLE EXPENSES**

The following expenses shall not be reimbursed:

- Personal costs associated with lodging (e.g. room service, in-room bar, movies, other personal calls). Costs associated with a spouse/partner/friend attending a convention/meeting/training/seminar with the employee/Trustee. Those associated expenses shall be identified and deducted from all requests for reimbursement
- All other expenses not specifically permitted under this policy or approved by a majority of the Board at a public meeting before they are incurred.

**REQUEST FOR ADVANCEMENT**

If traveling out of town consecutively for four (4) or more days and/or overnight, an advance on the anticipated reimbursement may be requested. An advancement will be based on the established per diem, lodging costs and other trip expenses approved by the Board or District Librarian (whichever is applicable). Mileage expenses will not be advanced.

**PUBLIC RECORDS ACT**

All documents related to this policy and the Altadena Library District Employee/Trustee Expense Sheet are public records subject to disclosure under the California Public Records Act (Government Code section 6250 et seq.).

**PENALTIES**

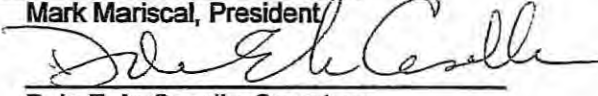
Penalties for misuse of public resources or falsifying expense reports in violation of expense reporting policies may include, but are not limited to, the following: Loss of reimbursement privileges; restitution to the Library; civil penalties for misuse of public resources pursuant to Government Code section 8314; and/or prosecution for misuse of public resources pursuant to Penal Code section 424.

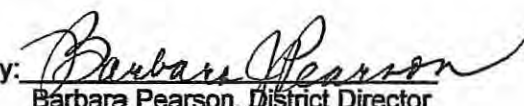
Approved and Adopted this 30th day of October, 2006.

Ayes: 3 Noes: 0 Abstentions: 0

Altadena Library District Board of Trustees

By:   
Mark Mariscal, President

By:   
Dale E. LaCasella, Secretary

Attested by:   
Barbara Pearson, District Director

Supersedes District Business Travel Expense Policy (9/22/03) and District Mileage Reimbursement Policy (9/22/03)



District Employee/Trustee Reimbursement

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Instructions: List each reimbursable expense separately and attach a receipt or other supporting documentation for each expense. Only reimbursements that are in compliance with the District Reimbursement Policy for Travel, Lodging, Mileage, and Miscellaneous Expenses shall be paid.

Destination:		Dates of Trip:						
Date	Place - Explanation	\$ B	Meals L	D	\$ Lodging	\$ Misc	\$ Air/Rail/Taxi	\$ Total
Page Total								

I attest that the above information is true and correct to the best of my knowledge and that the reimbursement I am requesting is for actual and necessary expenses incurred while the performance of my official duties for the Library.

Signed: \_\_\_\_\_  
District Employee/Trustee

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_

Approved as consistent with the requirement of the District Reimbursement Policy for Travel, Lodging, Mileage, and Miscellaneous Expenses which was adopted pursuant to Government Code Section 5323.2 on October 30, 2006.

Signed: \_\_\_\_\_  
District Director

Date: \_\_\_\_\_



**STAFF REPORT**

**DEPARTMENT:** Branch Services

**MEETING DATE:** November 27, 2017

**PREPARED BY:** Ryan Roy, Public Services Director

**LOCATION:** Community Room

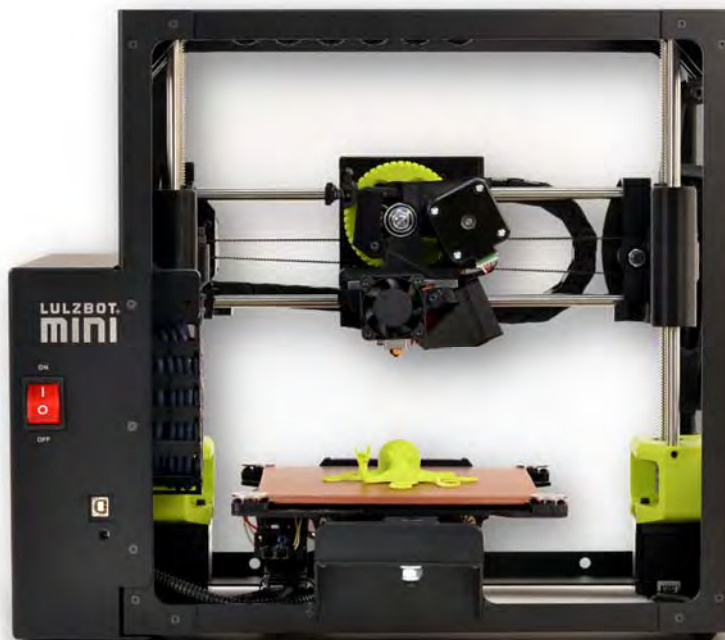
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**TITLE:** 3D Printing Arrives at Bob Lucas Memorial Branch Library & Literacy Center

**OBJECTIVE:** To offer creative and innovative maker opportunities for patrons of the Bob Lucas Branch Library.

**BACKGROUND/ANALYSIS:** In early December 2017, the Bob Lucas Memorial Library will be receiving a Lulzbot Mini 3D Printer. This 3D Printer was acquired by the Altadena Library District in October of 2017, through a grant facilitated by the Southern California Library Cooperative. One challenge we face, as is the case when installing any new piece of equipment or furniture at the Branch, is space. Staffing for technology is another challenge for the District, especially High-Tech and newer technology. To best offer this service to Branch patrons, Mindy and I will be meeting with Diana and Christopher about optimal locations for the 3D printer and discussion of ways to provide information and training to the public on the 3D Printer at a specified date and time, monthly.

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October 21, 2017

Altadena Library District Board of Trustees  
*Sent via email to [ibershatsky@altadenalibrary.org](mailto:ibershatsky@altadenalibrary.org)*

Dear Members of the Board:

When people in the greater Altadena/Pasadena area think of the Altadena Library District today, it is of a thriving organization, alive with programs, outreach, innovation and involvement – a true hub in the community. What an incredible transformation it has made over the past few years!

Collaborate PASadena is particularly grateful to Mindy Kittay and her capable and enthusiastic team's vision and support of collaboration on so many levels. The recent community conversations and resulting report not only exhibit the team's willingness to listen to the community they serve, but also to work toward equipping the community for collaboration, and finding solutions to some of the most challenging issues we face today. The now robust programmatic offerings at the Library also serve all members of the community with everything from educational offerings to current events, and fun social, community-building gatherings.

Collaborate PASadena's vision is that all children in Pasadena, Altadena and Sierra Madre will grow up in a safe, stable and supportive environment that prepares them for success in school and in life. Altadena Library District staff members participate on our Student Success Work Group which meets monthly toward the goal of contributing to the academic success of all students, and identifying opportunities for students to be actively engaged in school and the community. The time, talent, ideas, and resources they bring to the table are critical to our work, and we are grateful for Mindy's vision and the staff's commitment that brings them to this collaborative effort.

Finally, the changes in the physical Library main location, both functional and aesthetic, are admirable and welcome. It has become a significant resource to many in the community who need space for meetings and gatherings, and the space is impressive and inviting.

The Altadena Library District has become a gem of the community under Mindy's leadership. We all look forward to helping it continue to thrive for many years to come!

Warmest regards,



Lisa J. Cavelier  
Director

cc: *Mindy Kittay via email to [mkittay@altadenalibrary.org](mailto:mkittay@altadenalibrary.org)*

## Mindy Kittay

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**From:** Victoria Knapp <victoria@christoria.net>  
**Sent:** Monday, October 23, 2017 5:17 PM  
**To:** Ira Bershatsky  
**Cc:** Mindy Kittay  
**Subject:** Mindy Kittay

**Categories:** Board Package

Board President/Board of Trustees:

My name is Victoria Knapp and in addition to be a resident 6 yr resident of Altadena and 45 yr resident of Pasadena, I am also a council member on the Altadena Town Council. When we moved to Altadena, the Altadena main library was among the first places we visited. I have two sons (one is now 10 ½ and the other is almost 5) and my older son is both an avid reader and someone who enjoys clubs and events. His great aunt works at the Sierra Madre, CA library and he has been going to the library since he was born. Though I was thrilled to have a library so close to home, I will admit to being a bit dismayed at the condition of the library and the lack of event and club offerings. The library is a vital asset to Altadena and has improved in this way under the direction and leadership of Mindy Kittay. Prior to her arrival, although we borrowed books, I can't recall ever attending a club or other event at the library. By the time our second son was born and ready for library himself, there was much more going on.

Not only is it a beautiful space, especially with the recent remodel, but there is so much happening that it is quite a hub of community activity. My older son's 4H group meets monthly in the community room, the Altadena Education Committee held its inaugural meeting there and many groups throughout Altadena use that space in particular to hold meetings. Further, we attended the Taste of Dena which was a hugely popular, successful, and fun way to commune with other Altadenaens in our gorgeous main library. I know that the Bob Lucas branch could use some TLC and look forward to seeing what positive changes Mindy will make there. We need to do our best to make sure the western part of Altadena feels included and attended to.

Mindy is active with the Town Council, providing monthly presentations at our meeting. The Connect newsletter is teeming with events and information. I find Mindy to be approachable, down to earth, and a library booster. I do hope that as she continues in her role, the library will support other community events. The library itself is a big part of the greater Altadena community and doesn't exist in a vacuum. Often times, we need the support of the library and Sheriff's Dept. to anchor other community events. I would like to see collaboration and partnership in this regard.

I express my gratitude for all Mindy has accomplished in her 3 years helming our library. It's the beginning of the library becoming central to a flourishing and bustling community.

Regards,  
Victoria Knapp



**Altadena**  
Town Council

Council Member

CT- 4601

<http://altadenatowncouncil.org/>

<https://www.facebook.com/victoriaknappATC4601/>

Cynthia Carmona  
3376 Monterosa Drive  
Altadena, CA 91001

October 22, 2017

Mr. Ira Bershatsky, Chair  
Altadena Library District  
600 East Mariposa Street  
Altadena, CA 91001

Dear Mr. Bershatsky,

I'm writing to express my endorsement of Mindy Kittay's efforts as Director of the Altadena Library District. In my time as a volunteer on the 50<sup>th</sup> Anniversary Committee and now the Altadena Library Foundation, I've been impressed with Mindy's hard work, dedication and 'outside-the-box' thinking in her work to advance the library's mission and priorities.

We began our work for planning the June 10<sup>th</sup> Anniversary Celebration in early 2017. We started with a large group of volunteers eager to assist in the planning process. When it became clear that volunteers had reached maximum bandwidth, Mindy and her staff took on much of the remaining work to make sure the event was successful including reaching out to area business, equipment, booking entertainment and more. Throughout our time planning, I also enjoyed my time working with Mindy and her staff, as it became clear to me that they were extremely devoted to the library and were willing to put in all time and effort required to make all programming successful. While I was designated "Chair" of the Anniversary Committee, it is my feeling that the real credit for that work belongs to Mindy and the staff that assisted her.

We had little time following the June 10<sup>th</sup> event to prepare for our first annual "Taste of 'Dena" event, which occurred on September 23<sup>rd</sup>. This time, fewer volunteers stepped forward to assist in the planning process. We met weekly for about 12 weeks, with Mindy and her staff taking on the bulk of the work. Mindy and staff did almost all of the sponsorship outreach, logistics planning and outreach. As you are now aware, the event resulted in over \$13,000 in revenue for the library, establishing a solid foundation to build upon for fundraising events in the future.

As you also know, I am now volunteering with the Library Foundation and was happy to do it knowing that Mindy would be a strong partner and has been committed to achieving any joint goals that will be established. I look forward to working with Mindy in this capacity as well. In addition to these efforts, I also witnessed Mindy lead a number of innovative programs, initiatives and improvements to library throughout my time working with her. While I have not been involved with the library for long, I have been very happy with improvements I have seen at the library in my short time here as a resident of Altadena.

Ira, thanks so much for the opportunity to discuss my thoughts on Mindy's work as Library Director. I look forward to continued work supporting the library and working with the Board as well.

Best,

Cynthia Carmona

## Mindy Kittay

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**From:** Cynthia Kumanchik <ckumanchik@yahoo.com>  
**Sent:** Wednesday, October 18, 2017 2:15 PM  
**To:** Ira Bershatsky  
**Cc:** Mindy Kittay  
**Subject:** Letter of appreciation

**Categories:** Board Package

October 18, 2017  
Ira Bershatsky  
President  
Board of Library Trustees  
Altadena Library District  
600 E. Mariposa St.  
Altadena, CA 91001

Dear Mr. Bershatsky,

As a recent library volunteer and resident of Altadena, we became aware of the Altadena Library's services and activities through the District Director Mindy Kittay. With her leadership, the Altadena Library is a major gathering place for the community and an *experience*. It's not just a place to check out books, but a place for community conversations, music/wine events, teen programs, film fests, book clubs and story-telling workshops. Something for everyone! In fact, my husband Brian and I first met Mindy at one of the Second Saturday events.

Having lived in Altadena for five years, we've noticed the 360-degree change in the library with the complete remodel and refurbishment of the interior. The Library is efficiently arranged to serve the public with the Special Teen section, new Children's Area and Fab Lab for technology users, just to name a few examples. Even the exterior is cleaner with no trash, graffiti or piles of donations as in previous years. In addition, checkout is fast, easy with emails alerting patrons of the status of their books.

We was amazed at the Altadena Library's new website and newsletter, chock full of information on programs, entertainment, community news, book reviews, the teen collection and The Friends of the Library. We gave our first donation to the Friends of the Library and found out through Mindy about other fundraising and volunteer opportunities. Being avid readers and supporters of children's reading programs, the

Bohland-Kumanchik families gave \$10,000 to upgrade the Children's Area, prior to the Altadena Library's Grand Opening in June. I also served on the Taste of Dena committee, all due to Mindy's persuasive efforts.

The Taste of Dena surpassed its goals, bringing in over 150 guests and over \$13,000 in profits. Everyone enjoyed themselves with the great jazz band, food and wine vendors and the wine pull. There were over 100 bottles sold that evening, with 150 presented. I enjoyed being on the committee and working at this exciting event.

Brian and I have also attended the Christmas tree-lighting event, Second Saturdays and Annual Book Sale.

I truly believe Mindy is an asset to the Altadena Library District, not only for the reasons listed above, but also for her community outreach, budget management of assets/reserves, staff/volunteer development and training and a Reader Recommended winner from the *Pasadena Weekly*.

It is with Mindy's strategic planning and vision that the Altadena Library has been so successful and a major community player.

Regards,

Cynthia Kumanchik

## Mindy Kittay

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**From:** Lance Anderson <vergefringe@gmail.com>  
**Sent:** Monday, October 23, 2017 1:12 PM  
**To:** Ira Bershatsky  
**Cc:** Mindy Kittay  
**Subject:** Letter in support of District Director, Mindy Kittay

**Categories:** Board Package

Dear President Ira Bershatsky & the Altadena Library Board of Directors

I am writing you to give my full support to District Director, Mindy Kittay. A rare person with both vision and enthusiasm. Two years ago I met Mindy at a "coffee and conversation" session which allowed me to informally hear her plans going forward for the library and it's valuable place in the community. Having previously attended a screening of The Big Lebowski at the library, I became convinced that something new and exciting was taking shape and I wanted to be a part of possibilities. It was abundantly clear that Mindy had created the space for the library and community flourish together.

Mindy and I soon started to talk about the idea of a storytelling workshop that I would lead, based on my background in storytelling and podcasting. The first series of the "innovative storytelling workshops" were held this past summer as part of the reading program (the next series of workshops are currently being booked for early 2018). If Mindy wasn't the district director, I'm sure I wouldn't have proposed the idea in the first place.

Recently, I became acquainted with an internationally famous independent filmmaker, who by chance, happens to live in Altadena. I casually mentioned to the filmmaker about The Big Lebowski screening and how it would be fun to screen one of her hard to find films. The filmmaker loved the idea, and not surprisingly, so did Mindy when I proposed it to her just last week. Once again, if Mindy wasn't the district director, I wouldn't have even considered the idea.

Of course those are just my personal connections to the Mindy's work with the library. Please consider the many other vibrant events that have taken place past year alone: the continued momentum of Second Saturday performances, the Taste of Altadena fundraiser, the solar eclipse gathering and the amazing the 50th Anniversary celebration. I know there are countless other people who helped to make these events come to life, but behind all of them is Mindy and her vision for taking the Altadena Library into the future.

I humbly ask the board to continue working with Mindy Kittay as the District Director of the Altadena Library District. Mindy is a unique force that is leading all of us with her creativity and passion.

Sincerely,

Lance Anderson  
Altadena, California

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[Lance Anderson](#)

Writer, Storyteller, Podcaster & Leather Artisan

## Mindy Kittay

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**From:** Gail Casburn <gcasburn@gmail.com>  
**Sent:** Monday, October 23, 2017 11:55 AM  
**To:** Mindy Kittay  
**Subject:** Fwd: Letter commending Mindy Kittay's contributions to our community

**Categories:** Board Package

----- Forwarded message -----

From: "Altadena Heritage" <[altadenaheritage@gmail.com](mailto:altadenaheritage@gmail.com)>  
Date: Oct 23, 2017 11:07 AM  
Subject: Letter commending Mindy Kittay's contributions to our community  
To: <[ibershatsky@altadenalibrary.org](mailto:ibershatsky@altadenalibrary.org)>  
Cc: "Gail Casburn" <[gcasburn@gmail.com](mailto:gcasburn@gmail.com)>, "Camille Dudley" <[areyasun@earthlink.net](mailto:areyasun@earthlink.net)>, "Mabel Duncan" <[mabelduncan@ymail.com](mailto:mabelduncan@ymail.com)>, "Bill Ellinger" <[ellinger.wm@sbcglobal.net](mailto:ellinger.wm@sbcglobal.net)>, "Lili Etezady" <[lili.etezady@gmail.com](mailto:lili.etezady@gmail.com)>, "Da M" <[dmand1000@gmail.com](mailto:dmand1000@gmail.com)>, "Justin Pinchot" <[sgreg22@yahoo.com](mailto:sgreg22@yahoo.com)>, "Dick Rubin" <[drubin@drccassociates.com](mailto:drubin@drccassociates.com)>, "Judy Rubin" <[judy@judyrubin.com](mailto:judy@judyrubin.com)>, "Sharon Sand" <[sharonsand@sbcglobal.net](mailto:sharonsand@sbcglobal.net)>, "Jinghuan Liu Tervalon" <[sandychannel@gmail.com](mailto:sandychannel@gmail.com)>, "Michele Zack" <[michelezack@mac.com](mailto:michelezack@mac.com)>, "Martin Zacks" <[mzlalalib@gmail.com](mailto:mzlalalib@gmail.com)>, "Alan Zorthian" <[zorthian@worldnet.att.net](mailto:zorthian@worldnet.att.net)>

Dear Mr. Bershatsky:

At the Altadena Heritage board meeting on Monday, October 16, our directors voted unanimously to send a letter of commendation for the work Mindy Kittay has done as our library's district director over the past three years. The library has always been a beloved Altadena institution, but under Mindy's direction, it has opened up as a broad-based center of community activity. The redesign seems particularly welcoming to young people, which is always a community service.

We want particularly to express our gratitude for the Community Conversations she sponsored last year, which engaged so many members of this diverse community both in small groups and in the workshop at Farnsworth Park. Moreover, the report that came out of this project is a civic document that everyone interested in Altadena's future can use to baseline their work.

We are amazed at all Mindy has been able to accomplish in just three years, and we thank her, her staff, and the library's board and volunteers for making the library a fun place to be while still offering a quiet space to browse and study. Keep up the good work!

Best regards,  
-Linda World, Board Chair

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Altadena Heritage  
Advocacy and Preservation  
<http://altadenaheritage.org/>



## Mindy Kittay

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**From:** Leigh Adams <leighlaughing@icloud.com>  
**Sent:** Monday, October 16, 2017 10:57 PM  
**To:** Ira Bershatsky  
**Cc:** Mindy Kittay  
**Subject:** Commendation

**Categories:** Board Package

To The Altadena Library Board of Directors  
Regarding: Mindy Kittay

October 16th, 2017

Dear Mr Director and Board Members,

I would like to commend you on the hiring of Mindy Kittay as District Director of the Altadena Library System.

As a 30+ year user of the library, I am extremely invested in the well-being of our library. I became acquainted with the library when Linda Madaras and I co-authored a book researched and partially written in the Main Branch of the Altadena Library. I didn't even live here at that time, I lived in Pacific Palisades and commuted to this wonderful library. I moved here to Altadena, in part, due to the excellence of the library system.

I had heard of the library through friends in Masters of Library Science programs throughout the country. The Altadena system is known for its excellence in meeting the diverse needs of the community, something of extreme interest to me. And although those services were outstanding, the library was showing its age in recent years.

That downtrodden aspect changed dramatically with the hiring of Ms. Kittay. Piles of old materials, musty boxes and untidy systems disappeared. Threatening trees were cleaned up and trimmed, avoiding tragic possibilities experienced in other local public gardens. Dialogues were held with the community asking for involvement and input.

The library itself underwent a bootcamp like transformation where its shoddy aspects were cleaned up, sorted out, shaped up and overhauled. That process continues and is a constant source of pride in our community. My friends and families attend events and activities that are well publicized and have excellent attendance. While teaching in downtown Los Angeles today, an adult student spoke enthusiastically of a program she attended in the Altadena Library this past weekend. (I may have crowed!)

Speaking of publicity and publicizing, the library now has an online presence and a superb self checkout system with email postings for check outs, renewals and check ins. How wonderful! The use of technology to keep our selves apprised of what is going on at the library is a huge benefit. My entire family uses multiple services to keep our reading current. And possibly the most exciting thing of all is the Library Calendar which we are all encouraged to engage with and keep up to date and filled with exciting local events. Our library provides that, thanks to Mindy Kittay's vision.

Whether it's fundraising, innovating, renovating or more, Mindy Kittay's presence at the helm of the Altadena Library System has inspired me to donate many hours of my time to support the various marvelous upgrades and improvements.....as it has inspired so many others to do the same. Ms. Kittay has polished the stars in the crown of Altadena, its Library System. Thank you for bringing her to us.

Regards, Leigh Adams

The society which scorns excellence in plumbing as a humble activity and tolerates shoddiness in philosophy because it is an exalted activity will have neither good plumbing nor good philosophy: neither its pipes nor its theories will hold water.

John W. Gardner

Leigh Adams

<http://LAGlassArt.com>

<http://www.piecebypiece.org>

<http://www.arboretum.org>

October 15, 2017

Board of Trustees  
Altadena Library District  
600 E Mariposa St  
Altadena, CA 91001

Re: Mrs. Mindy Kittay, Library Director

Dear Board of Trustees,

My name is Justin Sager and I am the West Region Lead for ARCH Consultants Ltd., a project management and development services firm. I work closely with many organizations, public and private, and help them deliver building projects in support of their missions. Being involved in the remodel at ALD, I have been remarkably impressed with the innovation and dedication of Mrs. Mindy Kittay. I write this letter to express my utmost support for her, her vision, her commitment and what she's been able to accomplish during her tenure.


In my decades of experience, I can attest that Mrs. Kittay is among the few who understand what it takes to transform an organization for the better, affect positive change, and make a public library deliver on its promise. This includes: improving staff morale and encouraging their contributions, producing an environment which attracts people, and providing the information and programming which is relevant, exciting, and contributes to the richness of the community. Mrs. Kittay does all of this this every single day.

The condition of the Library which she inherited, and to which I was a witness, presented a tired lifeless box with comparatively uninspired staff, programming and presentation. To see how far ALD has come, on all fronts, is both remarkable and rare.

Based on the contributions she's made and the impact she's had, Mrs. Kittay has earned the right to have your unwavering support.

I welcome any questions; you may contact me at 858-876-5999.

Kind regards,

A handwritten signature in black ink, appearing to read "Justin Sager", with a long horizontal flourish extending to the right.

Justin Sager

## Mindy Kittay

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**From:** Mindy Kittay <mindykittay@gmail.com>  
**Sent:** Friday, October 20, 2017 3:32 PM  
**To:** Mindy Kittay  
**Subject:** Fwd: What an asset Mindy Kittay is to Altadena

----- Forwarded message -----

From: **Michele Zack** <[michelezack@me.com](mailto:michelezack@me.com)>  
Date: Fri, Oct 20, 2017 at 2:49 PM  
Subject: What an asset Mindy Kittay is to Altadena  
To: [ibershatsky@altadenalibrary.org](mailto:ibershatsky@altadenalibrary.org)  
Cc: mindy Kittay <[mindykittay@gmail.com](mailto:mindykittay@gmail.com)>

October 19, 2017

Dear Altadena Library Board President and Members

Although I'm in Portugal on a much needed vacation, I'm always happy to pause a moment to think about Altadena. In particular I want to say a few words of appreciation to the library and its board for supporting the inspiring work Mindy Kattay has done her first three years as library director.

Even as she has significantly strengthened the library as a civic institution, her work has extended far beyond library walls and deep into the community. In three years our library has undergone transformation, becoming a civic nerve center, a place that is relevant to our aspirations because it is helping us to build the sort of community we want to be. This is happening through a rich offering of programs for young and old, events, classes, and the Community Conversation initiative — all of which truly serve our needs. Together, these efforts have vastly increased participation, drawing more and diverse members of our unique community to the Library. In the process, the library has become a stronger and much more significant force in Altadena.

Obviously Mindy didn't do this alone. She was enabled by a board that guided, consulted with, and supported her, and a staff willing to stretch and grow. For that I thank you, and request that you continue to support her so Altadena library will continue its positive development.

Change never comes without stress and even some conflict — considering the amount and pace of change at the Altadena Library over the past three years, it was inevitable that all wouldn't be equally enthusiastic about the new direction, and resist the leader most visibly at the center of it. Everyone, including Mindy, the board, the staff, and the community has been through a transition. There has been some pain, but the results have been overwhelmingly positive.

As one who served on the search team to find a new director, I was involved in many conversations about what the board and the community were looking for. I read the resumes of many qualified people; our committee did due diligence in reaching out to learn more about several of them. The staff was involved. Mindy was truly the consensus pick because she had the vision and the energy to lead our library to a new level. We wanted a more dynamic institution and we are getting it.

I have to say I'm impressed at how hard Mindy has worked to study and learn about Altadena; she "gets" us. After many years and untold expense before she came, the former director kept pushing a library expansion whose grandiose scale was completely out of touch with what the community wanted, or, frankly would support. This despite the fact that

everyone loves the library and wanted to see it fixed up, and expanded where necessary.

Within a relatively short time, Mindy realized this, and has been working with the board to develop a "right-sized" masterplan, while making smaller but important improvements in such things as lighting, carpeting, reconfiguring the layout, and pruning the collection to free up more space. These improvements have been noticed and appreciated, they have helped to bring in many new people. I am quite confident that the next iteration of the "grand scheme" will receive better support than the last, both from individuals and groups such as Altadena Heritage. Mindy has been a good leader, not easy in Altadena. I also have no doubt that she has learned a lot along the way, and I know she has had many humbling experiences that she will use to improve her leadership moving forward.

We are lucky to have someone as smart and dynamic and hardworking as Mindy as our Library Director. And we are also fortunate to have a dedicated and visionary volunteer board that has supported all the library's progress over the past three years. Please continue to work hard with Mindy and our community to make the library even better — a stronger institution because it meets more of our needs, and a place we all love to be.

Michele Zack

## Mindy Kittay

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**From:** Marge Nichols <marge@margenichols.com>  
**Sent:** Wednesday, October 25, 2017 3:17 AM  
**To:** Ira Bershatsky  
**Cc:** Mindy Kittay  
**Subject:** Minday Kittay

I am writing in support of Mindy Kittay for renewal of her contract as Director of the Altadena Library District.

Mindy has brought an expansive vision to the job, organizing innovative programs of many kinds and bringing the library into a new era of popularity. Her lively and engaging ideas have created excitement and a new level of engagement by community members. Her openness to new ways of doing things is just what we need to keep the library a vital center of our unincorporated community. She has built a wonderful staff team that works to execute new ways of doing things.

I enthusiastically support renewal of her contract for another term of innovative programs that make our library the pride of Altadena.

Marge Nichols