



*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 – 5:10 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** <https://youtu.be/nZliRjG6g2c?t=3>

2) **ROLL CALL:**

- a) Ira Bershatsky, President - Present
- b) Adalila Zelada-Garcia, Secretary – Arrived at 5:20 p.m.
- c) Gwendolyn McMullins - Present
- d) John McDonald - Present
- e) Armando Zambrano – Present

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.

**Public Comment- Mark Mariscal** <https://youtu.be/nZliRjG6g2c?t=71>

**MOTION BY Trustee McMullins TO ADOPT THE AGENDA:**

**Second: Trustee Zambrano, Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins**

**No: None, Abstain: None**

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.

**Rene Amy** –<https://youtu.be/nZliRjG6g2c?t=203>

**Monica Hubbard-** <https://youtu.be/nZliRjG6g2c?t=340>

**Anne Chomyn .** <https://youtu.be/nZliRjG6g2c?t=488>

**Marge Nichols-**<https://youtu.be/nZliRjG6g2c?t=592>

**George Null** –<https://youtu.be/nZliRjG6g2c?t=761>

**Elisa callow-** <https://youtu.be/nZliRjG6g2c?t=884>

**Grannie Shakur-** <https://youtu.be/nZliRjG6g2c?t=1013>

**Dorothy Wong-** <https://youtu.be/nZliRjG6g2c?t=1081>

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

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

d) **Name**                      **Position**                      **Status**                      **Effective Date**

e) TRANSFERS AND PROMOTIONS: NONE  
<https://youtu.be/nZliRjG6g2c?t=1151>

6) FINANCIAL REPORTS (15 minutes) <https://youtu.be/nZliRjG6g2c?t=1176>

a) Financial reports for YE June 30, 2017, September 2017 and First Quarter Review  
(INFORMATIONAL/ACTION) (5 minutes)

**Director Kittay presented the Financial Reports.**

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) <https://youtu.be/nZliRjG6g2c?t=1451>

**Public Comment from Rene Amy**

b) **Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.  
<https://youtu.be/nZliRjG6g2c?t=1905>

**MOTION BY Trustee McDonald to receive and file the Financial Reports:  
Second: Trustee Zelada-Garcia**

7) CONSENT CALENDAR (5 minutes)  
<https://youtu.be/nZliRjG6g2c?t=1915>

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

<https://youtu.be/nZliRjG6g2c?t=1942>

**Public Comment from Rene Amy and Anne Chomyn**

**MOTION BY Trustee McDonald to approve the consent calendar with removal of item 6 (HR Report):  
Second: Trustee Zambrano, Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky No: None, Abstain: None**

8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

a) Items removed from the Consent Calendar will be discussed individually at this time.  
<https://youtu.be/nZliRjG6g2c?t=2546>

It was noted that the HR Report was incomplete due to the attachment not being provided.

9) NEW BUSINESS

<https://youtu.be/nZliRjG6g2c?t=2570>

**Public Comment from: Mark Mariscal, Monica Hubbard, Anne Chomyn, Rene Amy.**

**Trustee McDonald noted for the record that he uses his IPAD as a tool for reference during the Board Meetings.**

a) Annual Election of Board Officers, 2017-2018 (ACTION) (5 minutes) <https://youtu.be/nZliRjG6g2c?t=3372>  
**Administrative Assistant Kylynn Chaney read from the election of officer ballots.  
Trustee Bershatsky Voted: McDonald for President, Zelada-Garcia for Secretary.  
Trustee Zambrano Voted: McDonald for President, Zelada-Garcia for Secretary.**

Trustee McMullins Voted: Zambrano for President, McDonald for Secretary.  
Trustee Zelada-Garcia Voted: Zambrano for President, McDonald for Secretary.  
Trustee McDonald Voted: McDonald for President, Bershatsky for Secretary.

Trustee McDonald was Voted in as President, Trustee Zelada-Garcia was Voted in as Secretary.

- b) Annual Calendar for Board of Trustees Meetings for 2018 (ACTION) (5 minutes)  
<https://youtu.be/nZliRjG6g2c?t=3634>

Trustee McDonald noted that the Board Package is difficult to navigate and recommends adding the page numbers to the agenda.

**MOTION BY Zelada-Garcia to approve the Board of Trustees meeting calendar. Second: Trustee Zambrano,  
Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky No: None, Abstain: None.**

- c) Annual Calendar of Library Closures for 2018 (ACTION) (2 minute) <https://youtu.be/nZliRjG6g2c?t=3717>

**MOTION BY Trustee McMullins to approve the Library Closures Calendar. Second: Trustee Zambrano,  
Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky  
No: None, Abstain: None**

- 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)  
<https://youtu.be/nZliRjG6g2c?t=3788>
- e) Approval to hire an independent auditor, reporting to the Board, to review the library's financial records, processes, and procedures (ACTION) (2 minutes) <https://youtu.be/nZliRjG6g2c?t=3961>

**Motion by Trustee McDonald to discuss possible approval to hire an auditor.**

Public Comment from Mark Mariscal, Anne Chomyn, Rene Amy, Elisa Callow, Mark Mariscal

Trustee McDonald- Motion Withdrawn.

- f) Approval to hire an administrative assistant, reporting directly to the President of the Board of Trustees (ACTION) (2 minutes) <https://youtu.be/nZliRjG6g2c?t=5108>

**Motion by Trustee McDonald to draft a job description and advertise for RFQ for administrative assistant to the board. Board will draft a job description.**

Second by Trustee McMullins

Trustee Zelada-Garcia asked for clarification. Trustee McDonald provided information.  
Administrative Assistant Klynn Chaney- read from her job description.

Public Comment from Mark Mariscal and H. Shakur

Trustee Bershatsky called for a vote. Trustee McDonald repeated his motion.

Public Comment from H. Shakur

**VOTE: Aye: Trustee McDonald  
No: Trustee Zambrano, Trustee McMullins, Trustee Zelada-Garcia  
Abstain: Trustee Bershatsky**

- g) Brown Act training (ACTION) (2 minutes) <https://youtu.be/nZliRjG6g2c?t=5727>
- h) Bob Lucas Branch improvements (ACTION) (5 minutes) <https://youtu.be/nZliRjG6g2c?t=6026>

10) OLD BUSINESS <https://youtu.be/nZliRjG6g2c?t=6709>

Public Comment from Mark Mariscal and Rene Amy

- a) 2017/2018 Materials Budget (**ACTION**) (2 minutes)

<https://youtu.be/nZliRjG6g2c?t=6918>

**Motion by Trustee McDonald to earmark \$75,000 of funds to be added back into the materials budget at the mid-year budget adjustment.**

**Second: Trustee McMullins Aye: Trustee Zelada-Garcia, Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, No: None**

- b) Bylaws Review (**ACTION**) (2 minutes)

<https://youtu.be/nZliRjG6g2c?t=7158>

**Trustee Zelada-Garcia and Trustee McMullins volunteered to serve on this committee.**

**Motion by Trustee McDonald to form an ad-hoc committee with two Board Members to review recommendations and bylaws and bring back recommendations to the full Board in January. Second: Trustee Zambrano**

**Aye: Trustee Zelada-Garcia, Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, Trustee McDonald No: None**

- c) Update from Subcommittee for RFP for Legal Counsel (**INFORMATIONAL/ACTION**) (5 minutes)

<https://youtu.be/nZliRjG6g2c?t=7335>

**Trustee Zambrano stated that the Board is holding off and will continue the discussion in January.**

**THE BOARD MEETING WENT TO RECESS AT 7:18 P.M.**

<https://youtu.be/nZliRjG6g2c?t=7624>

**THE BOARD MEETING RECONVENED AT 7:31 P.M.**

<https://youtu.be/nZliRjG6g2c?t=8445>

- d) Presentation of Annual Report (**INFORMATIONAL/ACTION**) (5 minutes)

<https://youtu.be/nZliRjG6g2c?t=8456>

**Trustee McDonald stated that there were staff and volunteers in the photos and he would like to see those replaced with members of the community.**

- e) Installation of 3D Printers (**ACTION**) (2 minutes)

<https://youtu.be/nZliRjG6g2c?t=8574>

**Trustee Zambrano asked that the Board be provided an update in January.**

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

- a) Update to Director's Written Report (5 minutes) <https://youtu.be/nZliRjG6g2c?t=8817>

**12) CORRESPONDENCE <https://youtu.be/nZliRjG6g2c?t=9315>**

**13) REPORTS OF SUPPORT GROUPS <https://youtu.be/nZliRjG6g2c?t=9330>**

- a) Altadena Library Foundation (5 minutes)

- b) Friends of the Altadena Library (5 minutes)

**Mark Mariscal, President of the Friends provided updates.**

**14) REPORTS OF TRUSTEES (5 minutes)**

<https://youtu.be/nZliRjG6g2c?t=9448>

**Trustee McDonald, Trustee McMullins and Trustee Bershatsky**

**15) CLOSED SESSION <https://youtu.be/nZliRjG6g2c?t=9596>**

**Public comment from Mark Mariscal and Rene Amy**

**THE BOARD WENT INTO CLOSED SESSION AT 7:54 P.M.**

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**

**THE BOARD RECONVENED AT 8:53 P.M.** <https://youtu.be/nZliRjG6g2c?t=9833>

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

Trustee McDonald noted that Trustee Zelada-Garcia had to leave, he read from the reportable items:

The Board took no action on either closed session items. The Board went into closed session at 7:54 p.m. and came out of closed session at 8:53 p.m.

**18) AGENDA ITEMS FOR FUTURE AGENDAS**

- a) This is an opportunity for Board members to request that items be placed on future agendas.  
None <https://youtu.be/nZliRjG6g2c?t=9861>

**19) ADJOURNMENT** <https://youtu.be/nZliRjG6g2c?t=9864>

- a) **Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.  
**Meeting Adjourned at 8:58 p.m.**