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


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
TRANSFERS AND PROMOTIONS: NONE
https://youtu.be/nZlRjG6g2c?t=1151

6) FINANCIAL REPORTS (15 minutes) https://youtu.be/nZlRjG6g2c?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.


   Public Comment from Rene Amy

      b) Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.
         https://youtu.be/nZlRjG6g2c?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/nZlRjG6g2c?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/nZlRjG6g2c?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/nZlRjG6g2c?t=2546
   
   It was noted that the HR Report was incomplete due to the attachment not being provided.

9) NEW BUSINESS
https://youtu.be/nZlRjG6g2c?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/nZlRjG6g2c?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.

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

c) 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 Kyllyn 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.