



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

November 28, 2016 – 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:**

David Tuck
Gwendolyn McMullins
Adalila Zelada-Garcia, Secretary
John McDonald
Ira Bershatsky

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.

4. **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.

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS
HIRES/PROMOTIONS:**

Hired:
Melissa Aldama, Page – October 10, 2016
Kathryn Shumaker, Teen Librarian – October 10, 2016

Resigned:
Ashley Ravelo, Temporary Administrative Assistant – October 11, 2016
Pamela Richards, Adult Services Librarian – October 28, 2016

6. **FINANCIAL REPORTS**

- a) Financial reports for September 2016 (**DISCUSSION/POSSIBLE ACTION**)
- b) REVIEW OF ALTADENA LIBRARY DISTRICT DRAFT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2016 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, THE PUN GROUP (**DISCUSSION/POSSIBLE ACTION**)

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

7. **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 October 24, 2016
- b) Statistical Reports – October 2016
- c) Departmental Monthly Report – October 2016

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

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

9. **DIRECTOR'S REPORT**

- a) Facilities Update (**INFORMATION**)
- b) Human Resources Outsourcing Update (Progress) – Report by HRNetwork
- c) Community Conversations (Strategic Plan)

10. **OLD BUSINESS**

- a) Approval of Final Operating Plan FY 2016/17 (**DISCUSSION / POSSIBLE ACTION**)
- b) Presentation of Suggested Use of HUD Funds (**DISCUSSION/ POSSIBLE ACTION**)
- c) Approval to use LACCD Master Agreement Contract to Purchase Library Book stacks (**DISCUSSION/ POSSIBLE ACTION**)
- d) Above and Beyond Award for 3rd Quarter 2016 (**INFORMATION**)
- e) Board of Library Trustees Meetings Calendar for 2017 (**DISCUSSION/ POSSIBLE ACTION**)
- f) Holidays and Closures for 2017 (**DISCUSSION/ POSSIBLE ACTION**)

11. **NEW BUSINESS**

- a) Board Representative for the Altadena Library Foundation (**DISCUSSION/ POSSIBLE ACTION**)
- b) Unique Integrated Communications – Live-Party Answering Service (**INFORMATION/DISCUSSION**)
- c) Resignation of Board Member (**INFORMATION**)

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

13. **CORRESPONDENCE & PRESS**

- a) Press Clippings (**INFORMATION**)

14. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation
- b) Friends of the Altadena Library

15. **REPORTS OF TRUSTEES**

16. **CLOSED SESSION**

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54956.9) for conference with legal counsel – anticipated litigation Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Two separate potential legal cases involving employment claims of two employees where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.

17. **RECESS BACK INTO OPEN SESSION**

18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**

19. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

20. **ADJOURNMENT**

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