



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

## MINUTES

### 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 – **Absent**  
Gwendolyn McMullins  
Adalila Zelada-Garcia, Secretary  
John McDonald  
Ira Bershatsky

**It was noted by Director Kittay that Trustee David Tuck formally resigned from the Board of Library Trustees.**

#### 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. **Director Kittay provided the Board with a letter from the Auditors and explained that the Auditors have not provided the district with a draft audit due to a delay from a third party vendor to provide special reporting in reference to new GOFA laws and Calpers, and that there were no financial reports, and recommended that item 10b replace items 6a and 6b on the agenda. Moved by McMullins, Seconded by McDonald.**

#### 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.

**Patron H. Sahrur mentioned that she spoke to the department of regional planning regarding head-in parking for library patrons that are disabled, as the current parking along Mariposa is very difficult to get in and out of. She stated that this ADA issue should be addressed, and that the Library needed to contact the county. Director Kittay noted that this was discussed at Town Council and that she would check in with them again to find out what the status on the project was.**

#### 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

**Director Kittay reported on the Personnel Appointments and Resignations, also noting that the Library had welcomed a new Children's and Family Services Librarian, Christina McTighe.**

6. **FINANCIAL REPORTS**

- a) Financial reports for September 2016 (**DISCUSSION/POSSIBLE ACTION**) – **Moved to January meeting**
- 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**) – **Moved to January meeting**

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.  
**Removed from Agenda, Postponed to January Board Meeting**

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

**Moved by McDonald, Seconded by McMullins. Approved**

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

Items removed from the Consent Calendar will be discussed individually at this time.  
**None**

Item 10b was addressed at this time: Presentation of Suggested Use of HUD Funds (**DISCUSSION/POSSIBLE ACTION**)

Director Kittay presented the Board with the complete Project package prior to the meeting, and asked if any Trustees had questions. She read the Decision Memorandum in its entirety and then asked the Board to have a discussion so that Trish Pengra from the Foundation could present a possible letter of support.

Trustee McMullins asked that at least one of the toilets in the women’s restroom be included in this plan, to make the toilet itself more accessible. Director Kittay noted that the District most likely had funds in the facilities budget to cover the cost of a new toilet.

Trustee Bershatsky mentioned that he was on the Foundation Board at the time the District received the HUD grant and believes this is the best use of the HUD funds. He also asked if the District had in the budget the approximately 157k that was included in the project budget in capital funds, Director Kittay mentioned that those funds are in the District’s budget and that some funds were coming from other areas that had overages such as technology.

Trustee McDonald asked if it was a good idea to allocate most or all of the grant funds towards shelving and not include some of the other budget line items in the project. Director Kittay noted that only shelving and doors would be covered by HUD funds and no other costs of the project would be covered by the grant. Trustee McDonald also asked about the amount the District was seeking from the Foundation, Director Kittay noted that she hopes for support from the Foundation but does not have an amount.

Trustee McDonald also expressed concern regarding the 6-week closure, Director Kittay noted that a Project Manager could possibly streamline processes so that the timeline would be adjusted, she also noted that staff would possibly be re-shelving the library for budget and time concerns.

Trustee McMullins asked about a project manager and also regarding publicity and notifying the public with a large drawing of the layout. Director Kittay noted that she will be meeting this week with possible publicity consultants that will assist the Library in creating a marketing plan which will start in December to notify the public and display plans at both Main and Branch.

Trish Pengra from the Foundation expressed the support of the Foundation for the Library moving forward with the Phase 1 Renovation, also noting that if the District did not use the HUD funds it would be very difficult for the Library to seek federal funding in the future. She provided a letter of support, noting that she did not have a specific amount of support since the project budget had not been finalized.

Trustee McMullins made a motion to approve the Phase 1 Renovation and suggested use of the HUD funds.

It was noted by Director Kittay that in order to move forward in a timely manner the District would have to sign contracts in December and should possibly have a special meeting so the Board could do so, or give her authority to sign contracts on behalf of the District.

Trustee McMullins added to her motion that the Board approve the plan with the note that Director Kittay has the authority to sign all contracts in relation to the Phase I Renovation budget, and provide copies to the Trustees.

Seconded by Trustee Bershatsky.

Trustee McDonald suggested that some of the smaller ADA issues be addressed as well, and that the vendors be instructed to work as quickly as possible to help speed up the renovation and possibly reduce the Library closure. Kittay responded that she would do everything she could to make the closing as short a time as possible and would start working with a Project Manager to help finalize the plan, budget and schedule.

Trustee Zelada-Garcia Thanked staff for their efforts in providing all of the information on the plan, and working with the Friends and Foundation.

Trustee McMullins also thanked administration for the staff involvement in the process.

Approved Unanimously.

9. **DIRECTOR'S REPORT**

a) Facilities Update (**INFORMATION**)

Director Kittay made note of the thorough Adult Services monthly report and thanked Sue Colasurdo for all the work that went into providing that report, she also provided an overview of the new ESL program of computer training started at the Branch last month. She also provided the Board an update on the opening of the Small Meeting Room that is now available for public use.

b) Human Resources Outsourcing Update (Progress) – Report by HRNETwork

Director Kittay introduced Adrienne Adams-Lee from HRNetwork. Audrienne provided the Board with an outline and provided details on each item, and noted the current progress of Human Resources at the District. She noted that HRNetwork is working with staff on a cultural values exercise, and will be working to update the Employee Handbook, Standard Operating Procedures and Job Descriptions.

Trustee Zelada-Garcia asked about the one year assessment and how that will be conducted, Mrs. Adams-Lee stated that it has not yet been determined.

Trustee McMullins asked about how receptive the staff has been with HR being outsourced. Mrs. Adams-Lee noted that it has been positive and she believes staff wants a positive environment for all.

c) Community Conversations (Strategic Plan)

Director Kittay stated that she sent out an e-mail invitation to the Board, Friends, and Foundation for a Community Conversation that will be taking place on December 17<sup>th</sup>. She also noted that the first Community Conversation will take place with all staff on December 9<sup>th</sup>.

10. **OLD BUSINESS**

a) Approval of Final Operating Plan FY 2016/17 (**DISCUSSION / POSSIBLE ACTION**)

Director Kittay presented to the Board the final Operating Plan with the modifications that the Board had requested. She mentioned that after the Community Conversations the Board may want to revisit the vision, mission and strategic plan to make it more relevant and reflective of the community.

Trustee McDonald stated that the Operating Plan looks great, and that he would encourage the Board to start the process of reviewing the plan earlier in the year.

Director Kittay noted that the Board will receive a handbook in January that will include a schedule of the Board Meetings and what should take place throughout the year.

**Moved by McDonald. Seconded by McMullins. Approved.**

b) Approval to use LACCD Master Agreement Contract to Purchase Library Book stacks

(**DISCUSSION/ POSSIBLE ACTION**) Director Kittay noted that this line item was for Information and mentioned that of all the Libraries in Southern California who she asked regarding what shelving company they used, all used Yamada. She noted that she believed the contract that was already in place was a good contract for the District to use and would be looking into possibly using other contracts for other aspects of the plan such as flooring.

c) Above and Beyond Award for 3<sup>rd</sup> Quarter 2016 (**INFORMATION**)

Director Kittay presented the Above and Beyond award to Lauren McCoy.

d) Board of Library Trustees Meetings Calendar for 2017 (**DISCUSSION/ POSSIBLE ACTION**)

- Moved by McMullins, Seconded by Bershatsky. Approved**  
e) Holidays and Closures for 2017 (**DISCUSSION/ POSSIBLE ACTION**)  
**Moved by McDonald. Seconded by McMullins. Approved.**

11. **NEW BUSINESS**

a) Board Representative for the Altadena Library Foundation (**DISCUSSION/ POSSIBLE ACTION**)  
**It was decided that Trustee Bershatsky would be the Board Representative for the Friends of the Library and Trustee Zelada-Garcia would be the Board Representative for the Library Foundation.**

- c) Unique Integrated Communications – Live-Party Answering Service  
**(INFORMATION/DISCUSSION)**

Director Kittay presented an overview of the Unique Contract and Service, noting that Leadership had attended a presentation which included staff from the Palos Verdes Library who was Unique's first customer for this service. Leadership asked questions and received clarification and it was determined that the District should move forward with the service. Trustee McDonald noted that he would like to see statistics and questioned as to whether the service would be cost effective for the District.

Director Kittay noted that the District will receive extensive reports from Unique and will re-negotiate the contract and pricing if necessary and that the Contract is month to month. She also stated that she would provide reporting to the Board so they could also review.

- d) Resignation of Board Member (**INFORMATION**)

It was noted by Director Kittay that Administration received a verbal resignation from David Tuck on November 23<sup>rd</sup> and was awaiting a signed letter and Leaving Office Form that was provided to him. It was decided amongst the Trustees that a special meeting would be held on January 10<sup>th</sup> to interview and appoint a new Board Member.

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

**Elected President – Ira Bershatsky**  
**Elected Secretary- Adalila Zelada-Garcia**

13. **CORRESPONDENCE & PRESS**

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

14. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation - None  
b) Friends of the Altadena Library – **Marne Brown noted that the Friends will be at the Christmas Tree Lane Lighting and invited Trustee McDonald to join any of the Friends Monthly Meetings.**

15. **REPORTS OF TRUSTEES**

Trustee Bershatsky thanked the Trustees for electing him president. Trustee Zelada-Garcia noted she was thankful to be secretary for the Board.

Director Kittay noted that Trustee McMullins had been conducting a number of fundraisers and outreach on behalf of the Library Foundation including a casino trip, Mijares restaurant fundraiser and Pasadena Playhouse ticket fundraiser.

16. **CLOSED SESSION – 7:39 pm**

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 - 8:18 pm**

18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION. None**

19. **AGENDA ITEMS FOR FUTURE AGENDAS**

This is an opportunity for Board members to request that items be placed on future agendas.  
**The draft Audit and September financial reports will be added to the January Agenda.**

20. **ADJOURNMENT**

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

**Meeting adjourned at 8:19 pm**