



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

February 27, 2017 – 5:05 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:

Ira Bershatsky, President **Present**
Adalila Zelada-Garcia, Secretary **Present**
Gwendolyn McMullins **Present**
John McDonald **Present**
Armando Zambrano **Present**

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 noted that the Financial Reports for item 6 were not ready as she had not yet received the information from the Accountant and she intended to present year end financials for 2015/2016 instead.

Moved by McMullins to adopt the agenda as amended. 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.

Donna Gajavada requested to speak before the board, noting that the District only posts the Agenda for the Board Meetings with no supporting documents, and that she would like to see the Board Package and supporting documents, specifically, the employee handbook and human resources update.

Administrative Assistant Kylynn Chaney noted that she is welcome to submit a public records request for the documentation.

Director Kittay noted that she is willing to post the Board Package to the website, but the Board has previously instructed her not to do so.

Trustee Zelada-Garcia and Trustee Bershatsky noted that it would be beneficial to have this information on the website, and thanked the patron for her suggestions.

5. PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

HIRES/PROMOTIONS:

New Hires:

Yuni LaFontaine – Volunteer Coordinator

Rebecca Moreton – Clerk I at Bob Lucas

Promoted:

Mikayla Arevalo – Page to Clerk I

Melissa Aldama – Page to Clerk I

Resignations:

Lucy Molina

Ashley Ravelo

Director Kittay presented the Personnel Information.

6. **FINANCIAL REPORTS**

- a) Financial reports for November/December and 1st Half of Year (7/1 – 12/31 2016)
(DISCUSSION/POSSIBLE ACTION)

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports. **Director Kittay presented the year end financials for FY 15/16 with comparisons to previous year, budget and % of total expenses. There were many highlights including an over 5% increase in property tax revenue from the previous year, over \$400,000 in savings for both 14/15 and 15/16, increased spending for materials and programming which is consistent with the strategic and operational plans of the library. Additionally, benefits and wages have increased for staff during this time period but the overall cost of personnel only increased by a few percentage. This is partially due to attrition.**

She noted that at the next Board meeting she will be presenting the November/December financials and an overview of the first six months of the fiscal year.

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 January 23, 2017
b) Statistical Reports – January 2017
c) Departmental Monthly Report – January 2017

Moved by Zelada-Garcia, 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.

9. **DIRECTOR'S REPORT**

- a) Facilities Update **(INFORMATION)** – **Director Kittay noted that there was water coming into the building in the collection development area during the torrential rains last week and that she was contacting the roofing company that did the repair in 2016 to come and look at it.**
- b) Volunteer Coordinator Update **(INFORMATION)** - **Director Kittay spoke about the 50th anniversary committee, made up of mostly volunteers and also includes Trustee Zambrano and she thanked everyone who has been involved. She gave a brief description of the current work that the committee is completing, and distributed notes from the meeting about the passport program. The Passport Program is a great example of how the library is supporting the local community. She mentioned that Yuni, the new volunteer coordinator has been working on a Volunteer program and manual.**
- c) PowerPoint Presentation: Altadena Library District: Our Story
Director Kittay presented her PowerPoint presentation to the board and welcomed any invitations to present at other meetings/community organizations.

10. **OLD BUSINESS**

- a) Human Resources Update – Report by HRNETwork **(INFORMATION)** - **Lorraine from HR Network mentioned the current projects that they are working on, which include: the new handbook, SOP status, new payroll schedule, and a new HRIS system which will take effect on April 1st. She also mentioned some items that are on their to-do list which include a review of compensation and benefits, job descriptions and the performance review system.**

Trustee McDonald suggested that the Board discuss and review the employee handbook before it is presented to staff. His concern was that there was a staff meeting scheduled, to go over the handbook, when the board has not approved.

Lorraine provided an overview of the changes and additions to the handbook, which included: a free holiday policy, timeclock rounding, drug testing, updates to the vacation and sick leave policies.

Trustee Zambrano expressed concern surrounding the Free Holiday policy in which staff would have to designate their choices within a week. He suggested that the policy be consistent between employees who are already working at the District, and employees hired during the year, and suggested that staff be given 15 days to designate their free holiday.

Trustee McDonald inquired as to why the Free Holidays are not given as vacation days. Director Kittay noted that administration and HR did not want to make any major policy changes to the employee handbook, prior to completing the upcoming reevaluation of employee benefits and wages.

Lorraine noted that a policy had been added to give staff the option of cashing out vacation, if there is an excess in their accrual of over 40 hours, twice per year. This would help with employees who accrue large amounts of vacation time and then are forced to take it at the end of the year, or lose it. Trustee McDonald expressed concern over this policy, and asked the other Trustees if they had seen a similar policy, to which Trustee Zambrano mentioned that he had previously seen this benefit given as a one-time benefit. The Trustees expressed concern that this type of policy would encourage staff to not take vacations, and noted that the Library should address staffing issues when they arise.

Trustee Zelada-Garcia expressed concern over the lack of a policy similar to 'FMLA' and asked if it could be clearly laid out in the handbook.

Trustee McDonald and Trustee Bershatsky asked that some of the policies related to sick leave and drug testing be clarified as there is some confusion and contradicting information.

Kittay noted that the majority of the changes to the manual were based on the fiscal health of the organization as well as errors and omissions in the previous two documents that in some cases contradict each other. She also noted that HRNetwork was hired with the understanding that they would create a new Employee Manual for the organization and the manual presented includes the basic language and rules and regulations that are required by the State of California and the Federal government and have been thoroughly vetted by their employment attorneys.

The Board requested that the Employee Manual be brought before the Board again in March for further review.

- b) Community Conversations Update (**INFORMATION**)
Director Kittay noted that the number of community conversations was increased from 15 to 20, and that the conversations were being successfully held in many places around the community. She noted that the community has expressed a great deal of interest and gratitude for this opportunity. The Library will be holding a community conversation in the meeting room on March 9th for anyone who wanted to attend a conversation but was unable to make it.
- c) Update: Phase I Renovation: (**INFORMATION**)
An update was provided regarding the progress of the renovation. The new doors were recently installed and the community room ceiling tiles were replaced. The planters have all been cleaned out and are in the process of being refurbished, and the flooring in the community room, staff room and administration offices will be replaced prior to closing.
- d) Resolution 201701 Update (**INFORMATION**)
Administrative Assistant Kylynn Chaney noted that the Board of Supervisors will be meeting on March 21, 2017 to vote on the resolution presented.
- e) Review new Library Board of Trustees Handbook and Discuss Training Requirements and Board on-site Trainings and Retreats (**DISCUSSION/ACTION**)
Director Kittay noted that this item would be deferred.
- f) Joint meeting of FOAL and Board of Trustees Update (**INFORMATION**)
Director Kittay noted that administration is working on securing a facilitator/moderator for the meeting and that new dates would be presented to the Board and support groups.

11. NEW BUSINESS

- a) Approval of Revised Employee Manual (**DISCUSSION/ACTION**)

This item was discussed in 10a above during the HRNetwork update and deferred to the next Board of Trustees meeting.

b) Hours for June (Open Studios) **(DISCUSSION/ACTION)**

Director Kittay requested that on June 2nd, the Library close at 4pm and re-open at 6pm to 9pm to allow set-up for the Open Studios event taking place that evening.

Moved by Zelada-Garcia, Seconded by McDonald. Motion approved.

d) Review of Annual Report Fiscal Year 2015/2016 **(INFORMATION)**

Director Kittay presented the final report received from the Auditor and noted that it was now located on the Libraries website. She also provided the Board with the Annual Report created in-house that highlights all the activities for the 15/16 year as well as describing the upcoming renovation. The report also provides some financial information and is intended for the public.

12. **CORRESPONDENCE & PRESS**

a) Press Clippings **(INFORMATION)**

b) Letter from CalPers, Discount Rate Change **(INFORMATION)** – Kittay explained the ramifications to the libraries budget based on the estimated increase that CalPers will be placing on employers starting in 2018. She also brought up the Auditors report and his explanation of the OPEB Liability and the monthly cost to the library for retiree’s health insurance benefits. Kittay reminded the board that the cost to run the libraries continues to increase at a rate that is higher than the increase to revenue and that this is not sustainable.

c) The Voice for America’s Libraries, United for Libraries **(INFORMATION)**

13. **REPORTS OF SUPPORT GROUPS**

a) Altadena Library Foundation – none present

b) Friends of the Altadena Library – none present

14. **REPORTS OF TRUSTEES**

Trustee Zelada-Garcia mentioned that she recently attended a community conversation and noted that the community seems to appreciate the opportunity to connect and is thankful to the Library for taking on this initiative.

Trustee McDonald requested HR Network prepare a report regarding Vacation and Sick accruals without names to be used to evaluate the effect of some of the changes to policy requested in the updated Employee Manual.

15. **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: A potential legal case involving an employment claims of an employee 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.

The Board of Trustees went into Closed Session at 8:30 p.m.

16. **RECESS BACK INTO OPEN SESSION**

The Board of Trustees came out of Closed Session at 9:25 p.m.

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

The Board provided instruction to request further information on the employee’s claim.

18. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

The Board will review the Employee handbook for approval at the March Board Meeting.

19. **ADJOURNMENT**

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

Moved by Zelada-Garcia, Seconded by Zambrano.

Meeting adjourned at 9:26 p.m.