



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

## MINUTES

### Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

March 27, 2017 – 5:06 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  
Adalila Zelada-Garcia, Secretary  
Gwendolyn McMullins – **Absent**  
John McDonald - **Absent**  
Armando Zambrano

#### 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.  
**Moved by Zelada-Garcia, Seconded by Zambrano.**

#### 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.

**None**

#### 5. PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

##### HIRES/PROMOTIONS:

##### New Hires:

Selena Alegria – Library Page 2/6/17  
Mark Parsons – Library Associate (Collection Development) 2/6/17  
Adriana Muro – Library Associate (Youth Services) 2/21/17

**Director Kittay welcomed Nicole Fabry as she is now a full time associate in Finance. She also reported on the new hires, Mark Parsons and Adriana Muro.**

#### 6. FINANCIAL REPORTS

a) Financial reports for November/December and 1<sup>st</sup> Half of Year (7/1 – 12/31 2016)

##### (DISCUSSION/POSSIBLE ACTION)

Director Kittay noted that the Board would normally review the financials one month at a time, but due to circumstances she was presenting a review of the first six months rather than individual months. Some areas she noted during the presentation of the financials were the total assets, the rewards and incentives (Credit card rebates), the per parcel benefit assessment, employee benefits, miscellaneous expenses, and library materials. She noted that since the budget was completed without knowing that the HUD funds would be received, she will be doing a mid-year budget amendment to adjust some line items. She also noted the increased costs to financial consulting due to a leave of absence and the need to cover the department.

Director Kittay noted that the current expenditure for internet service does not reflect a rebate that the District will receive from Erate.

She also noted that upon detailed review and correction of the financials, they now correlate to the auditor's report without error or discrepancy.

**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.

**Director Kittay made a note regarding the statistics, noting that a large increase was seen for the Children's and YA collections because of the maintenance that had been done to the collection by the new Librarians. She also noted that with the closure, there will be some notable reductions in usage statistics but they may be made up by the surge that is normal after a closing.**

**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 February 27, 2017
- b) Statistical Reports – February 2017
- c) Departmental Monthly Report – February 2017

**Moved by Zelada-Garcia, Seconded by Zambrano. 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**

10. **OLD BUSINESS**

- a) Human Resources Update – Report by HRNETwork **(INFORMATION)**

**Audrienne from HR Network presented an update.**

- b) Community Conversations Update **(INFORMATION)**

**Director Kittay noted that the final report was in the process of being created. She also noted that there will be a town hall meeting taking place at the end of April.**

- c) Update: Phase I Renovation: **(INFORMATION)**

**Director Kittay provided some updates to the project, noting that we are ahead of schedule and on budget. She would like to have staff visit a Rancho Cucamonga library so as to see display and other interesting operational procedures from that library. Kittay noted that staff are working on many projects such as the revisions to the circulation manual and policies.**

- d) Resolution 201701 Update **(INFORMATION)**

**Administrative Assistant Kylynn Chaney provided a copy of the letter from the Board of Supervisors noting that they had approved the district's request for a change of election dates.**

- e) Review new Library Board of Trustees Handbook and Discuss Training Requirements and Board on-site Trainings and Retreats **(DISCUSSION/ACTION)**

**Director Kittay requested that this topic be deferred.**

- f) Joint meeting of FOAL and Board of Trustees Update **(INFORMATION)**

**Director Kittay will be sending out alternative dates for a joint meeting, once she has a confirmed facilitator available.**

11. **NEW BUSINESS**

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

**Trustee Zelada-Garcia expressed concern over the lack of language that clearly defines a family medical leave- or personal leave, not legally covered under other policies in the employee handbook. HR representative Audrienne explained that because the District is not legally required to provide FMLA, that no such policy was written, and any request would be evaluated on a case-by-case basis by the District Director and HR Network. It was agreed to add a sentence that notes that requests would be evaluated on a case-by-case basis.**

**It was moved by Trustee Zelada-Garcia and Seconded by Trustee Zambrano to approve the handbook, effective April 1<sup>st</sup>.**

- b) Review of Operating Plan (Mid-Year Update) **(INFORMATION)**

**Director Kittay provided the six month update to the Operating Plan including a one page synopsis of the three most important initiatives that the District staff are currently working on. She noted that the leadership team had created this document to clearly defining the district's operating goals and the team agreed that the one page synopsis made it easier for all staff to know what the priorities were. The Leadership Team is looking at using the current Operating Plan for 2017/2018, updated,**

and defining three new initiatives for the year rather than creating a new Operating Plan from scratch.

12. **CORRESPONDENCE & PRESS**  
a) Press Clippings (**INFORMATION**)

13. **REPORTS OF SUPPORT GROUPS**  
a) Altadena Library Foundation  
b) Friends of the Altadena Library

14. **REPORTS OF TRUSTEES**  
Trustee Bershatsky thanked the administration and staff for all their hard work.

Trustee Zambrano noted that he was working with the 50<sup>th</sup> anniversary committee.

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 went into closed session at 6:58 p.m.

16. **RECESS BACK INTO OPEN SESSION**

The board came out of closed session at 7:25 p.m.

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

The Board of Library Trustees rejected 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.

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  
Adjourned at 7:26 p.m.