



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

**AGENDA  
Special Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **March 29, 2018** – 6:00 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:**

- a) Ira Bershatsky
- b) Betsy Kahn
- c) Gwendolyn McMullins
- d) John McDonald, President
- e) Armando Zambrano

**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).

**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.

**5) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

- a) **HIRES/PROMOTIONS:**
- b) **APPOINTMENTS:**
- c) **RESIGNATIONS AND TERMINATIONS:** Adriana Muro - Library Associate - February 8, 2018
- d) **TRANSFERS AND PROMOTIONS:** Amanda Toledo - Library Clerk I to Library Associate - February 28, 2018

**6) FINANCIAL REPORTS**

- a) **Financial reports for January 2017 (INFORMATION/ACTION) (10 Minutes) Page #**  
**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

**7) CONSENT CALENDAR (5 Minutes)**

- 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.

**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 March 7, 2018, Page #
- ii) Statistical Reports – YTD – February 2018, Page #
- iii) Departmental Monthly Reports – February 2018, Page #
- iv) Human Resources Update – Written Report by HRNETwork – February 2018 Page #
- v) District Director's Report – February 2018, Page #

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

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

**9) NEW BUSINESS**

**10) OLD BUSINESS**

- a) Update from Ad hoc Committee for Bylaws Review (INFORMATION/ACTION) (5 Minutes), Page #none
- b) Update on Budget Memo & Midyear Budget Adjustment (INFORMATION/ACTION)
- c) Consideration of Purchase of Gondola Shelving per Midyear Budget Adjustment (INFORMATION/ACTION)
- d) Update on Project Plan for Bob Lucas Branch Library Upgrades (INFORMATION/ACTION)
- e) Update on Salary Comparison and Wage Scale Revisions by HRNetwork, (INFORMATION/ACTION)
- f) Compensation Adjustment for Acting District Director (INFORMATION ONLY)
- g) RFP Process for a New Auditor (INFORMATION/ACTION)
- h) Additional legal counsel (INFORMATION/ACTION)
- i) Quote for Adding Volunteers to Worker's Compensation Coverage – SDRMA (INFORMATION/ACTION)

**11) CORRESPONDENCE, Page #**

**12) REPORTS OF SUPPORT GROUPS (5 minutes)**

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

**13) REPORTS OF TRUSTEES**

**14) CLOSED SESSION**

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

**15) RECESS BACK INTO OPEN SESSION**

**16) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.** (Section 54960 et seq.)

**17) AGENDA ITEMS FOR FUTURE AGENDAS**

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

**18) ADJOURNMENT**

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