



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

**AGENDA  
Minutes**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **March 7, 2018 – 5:09 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** <https://youtu.be/Wo-iAA2voYw?t=8>

**2) ROLL CALL:** <https://youtu.be/Wo-iAA2voYw?t=20>

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

**3) ADOPTION OF AGENDA** <https://youtu.be/Wo-iAA2voYw?t=47>

- 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).

Public Comment: Monica Hubbard, Mark Mariscal

**Motion by Trustee Zambrano to adopt the minutes with the addition of Swearing in of new Trustee  
Second by Trustee Bershatsky**

**Aye: Trustee Bershatsky, Trustee McMullins, Trustee McDonald, Trustee Zambrano**

**No:**

**Abstain:**

**4) PUBLIC COMMUNICATION** <https://youtu.be/Wo-iAA2voYw?t=379>

- 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.

Public Comment:

Mark Mariscal  
Monica Hubbard  
Sebastian Zelepian  
Jennifer Hall Lee  
Jan Sanders  
Joan R.  
Michelle Zack

**5) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS** <https://youtu.be/Wo-iAA2voYw?t=1282>

- a) **HIRES/PROMOTIONS:** Deysi Flores – PT Page, January 3, 2018
- b) **APPOINTMENTS:**
- c) **RESIGNATIONS AND TERMINATIONS:**
- d) **TRANSFERS AND PROMOTIONS:**

**Acting District Director Ryan Roy Reported on the hiring of Deysi Flores.**

**6) FINANCIAL REPORTS** <https://youtu.be/Wo-iAA2voYw?t=1304>

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

**Staff Accountant Nicole Fabry Reported on the Financial Reports**

**Motion by Trustee McMullins to receive and file the financial reports**

**Second by Trustee Bershatsky**

**Aye: Trustee Bershatsky, Trustee McMullins, Trustee McDonald, Trustee Zambrano**

**No:**

**Abstain:**

**The Board Went Into Recess from 5:25 PM to 5:30 PM**

**7) CONSENT CALENDAR (5 Minutes) <https://youtu.be/Wo-iAA2voYw?t=1807>**

- 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.

**Public Comment- Mark Mariscal**

**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 January 22, 2018, Page #
- ii) Approval of Minutes – Special Meeting held January 25, 2018
- iii) Statistical Reports – YTD – January 2018, Page #
- iv) Departmental Monthly Reports – January 2018, Page #
- v) Human Resources Update – Written Report by HRNETwork – January 2018, Page #
- vi) District Director's Report – January 2018, Page #
- vii) Board of Trustees Meeting Calendar for 2018- Revised May Meeting Date

**Motion by Trustee Bershatsky to approve the consent calendar with removal of item vii  
Second by Trustee Zambrano**

**Aye: Trustee Bershatsky, Trustee McMullins, Trustee McDonald, Trustee Zambrano**

**No:**

**Abstain:**

**8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR <https://youtu.be/Wo-iAA2voYw?t=2111>**

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

**Motion by Trustee Zambrano to amend the previously approved Trustee Calendar and schedule the Board of Trustees May meeting on May 21, 2018 at 5 p.m.**

**Second by Trustee McMullins**

**Aye: Trustee Bershatsky, Trustee McMullins, Trustee McDonald, Trustee Zambrano**

**No:**

**Abstain:**

**9) NEW BUSINESS <https://youtu.be/Wo-iAA2voYw?t=2174>**

- a) Board Member Interviews and Vote for Potential New Trustee (INFORMATION/ACTION)

**Public Comment: Mark Mariscal, Anne Chomyn, Monica Hubbard, Patricia Cunliffe**

- i) Rene F. Amy
- ii) Shari E. Asplund
- iii) John R. Benson
- iv) William F. Burke
- v) Katie E. G. Clark
- vi) Anthony V. Costanzo
- vii) David Herman
- viii) Betsy Kahn

**The Board Went into Recess from 6:32 to 6:37 PM**

- ix) Steven S. Lamb
- x) Franci Levine-Grater
- xi) Susan Savitt Schwartz
- xii) Stephen D. Svetich
- xiii) Joe Walsh

**Motion by Trustee Bershatsky to vote for a new Trustee**

**Second by Trustee McMullins**

**Aye: Trustee Bershatsky, Trustee McMullins, Trustee McDonald, Trustee Zambrano**

**No:**

**Abstain:**

**The Board of Trustees Interviewed nine candidates and voted by ballot over four rounds:**

**McDonald: Herman; Kahn; Kahn; Kahn.**

**Bershatsky: Herman; Herman; Herman; Kahn,**

**McMullins: Kahn; Kahn; Kahn; Kahn.**

**Zambrano: Svetich; Svetich; Svetich; Svetich.**

**Acting District Director Ryan Roy carried out the swearing in of new Trustee Betsy Kahn.**

- b) Compensation Adjustment for Acting District Director (INFORMATION/ACTION) <https://youtu.be/Wo-iAA2voYw?t=7780>

**Public Comment: Mark Mariscal, Monica Hubbard**

**Motion by Trustee Bershatsky to increase Acting Director Ryan Roy's salary by \$1,000 per month  
Second by Trustee McMullins**

**Aye:**

**No:**

**Abstain:**

**Motion by Trustee McMullins to postpone this agenda item to the March 26<sup>th</sup> Meeting**

**Second by Trustee Kahn**

**Aye: Trustee McMullins, Trustee Kahn**

**No: Trustee Bershatsky, Trustee McDonald, Trustee Zambrano**

**Abstain:**

**Amended Motion by Trustee Bershatsky to increase Acting Director Ryan Roy's Salary to Step 1 of District Director per the District's Approved Salary Schedule Retroactive to January 26<sup>th</sup> and to continue as long as he is Acting District Director**

**Second by Trustee Zambrano**

**Aye: Trustee Bershatsky, Trustee McDonald, Trustee Zambrano**

**No: Trustee McMullins, Trustee Kahn\***

**Abstain:**

**Motion Passes.**

**Public Comment: Mark Mariscal <https://youtu.be/Wo-iAA2voYw?t=9116>**

- c) RFP Process for a New Auditor (INFORMATION/ACTION) <https://youtu.be/Wo-iAA2voYw?t=9184>  
**It was noted that Administration would begin working with CPA Cindy Byerrum to start the RFP process for a new auditor for the District's annual audit.**

- d) Additional legal counsel (INFORMATION/ACTION) <https://youtu.be/Wo-iAA2voYw?t=9356>

**Motion by Trustee Zambrano to engage one of the two law firms interviewed by Trustee McDonald**

**Second by Trustee Bershatsky**

**Aye:**

**No:**

**Abstain:**

**Public Comment: Mark Mariscal**

**Public Comment: Monica Hubbard**

**Motion Withdrawn**

**Motion by Trustee Zambrano to ask that the law firms provide a presentation at the March 26 Board Meeting**

**Second by Trustee McMullins**

**Aye: Trustee Kahn, Trustee McMullins, Trustee Zambrano**

**No:**

**Abstain:**

- e) Quote for Adding Volunteers to Worker's Compensation Coverage – SDRMA (INFORMATION/ACTION) <https://youtu.be/Wo-iAA2voYw?t=10016>

**Public Comment: Mark Mariscal, Rene Amy**

**Motion by Trustee Zambrano to move this item to the next meeting so that information can be provided regarding the fiscal impact to the District and the reporting requirements by SDRMA.**

The Board went into recess from 7:54 to 8:09 PM

- f) RFP – Facilities Condition Assessment (INFORMATION/ACTION) <https://youtu.be/Wo-iAA2voYw?t=10405>

**Public Comment: Rene Amy, H. Shakur**

**Jonathan Arevalo Presented the Proposals for the Facilities Condition Assessment**

**Motion by Trustee Kahn to approve and accept the bid from vendor ISES for the facilities condition assessment and allow Acting District Director Ryan Roy signing authority to engage the vendor.**

**Second by Trustee Zambrano**

**Aye: Trustee Kahn, Trustee McMullins, Trustee Zambrano, Trustee McDonald**

**No:**

**Abstain:**

**10) OLD BUSINESS**

- a) Update from Ad hoc Committee for Bylaws Review (INFORMATION/ACTION) (5 Minutes), Page #none

**Trustee McMullins noted that a draft will be provided and the item will carry forward to the next meeting. <https://youtu.be/Wo-iAA2voYw?t=11729>**

- b) Revised Resolution for Authorized Signers for Fiscal Documents (INFORMATION/ACTION)

<https://youtu.be/Wo-iAA2voYw?t=11781>

**The Trustees asked that there be quarterly reviews by Administration of the financial policies.**

**Motion by Trustee McMullins approve resolution 201803 to include both Trustee Zambrano and Trustee Kahn as additional signers.**

**Second by Trustee Bershatsky**

**Aye: Trustee Kahn, Trustee McMullins, Trustee Zambrano, Trustee McDonald**

**No:**

**Abstain:**

- c) Update on Budget Memo & Midyear Budget adjustment (INFORMATION/ACTION) (5 Minutes)

<https://youtu.be/Wo-iAA2voYw?t=12108>

**Acting District Director Ryan Roy reported that the budget subcommittee will meet and possibly present recommendations at the next meeting.**

- d) Update on Project Plan for Bob Lucas Branch Library Upgrades (INFORMATION/ACTION)

<https://youtu.be/Wo-iAA2voYw?t=12172>

**Acting District Director reported on Branch updates.**

- e) Update on Salary Comparison and Wage Scale Revisions by HRNETWORK, (INFORMATION/ACTION)

(5Minutes) <https://youtu.be/Wo-iAA2voYw?t=12310>

**HR Network was not present. Acting Director Ryan Roy reported that he and Trustee McDonald would be meeting with HR NETWORK later in the week.**

**11) CORRESPONDENCE, Page #**

**12) REPORTS OF SUPPORT GROUPS (5 minutes) <https://youtu.be/Wo-iAA2voYw?t=12344>**

- a) Altadena Library Foundation

**Cynthia Carmona reported**

- b) Friends of the Altadena Library

**Mark Mariscal reported**

**13) REPORTS OF TRUSTEES <https://youtu.be/Wo-iAA2voYw?t=12653>**

**Trustee Bershatsky, Trustee Kahn, Trustee Zambrano, Trustee McDonald**

**14) CLOSED SESSION <https://youtu.be/Wo-iAA2voYw?t=13106>**

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) LIABILITY CLAIMS (45 minutes)

Pursuant to Government Code Section 54956.9

Claimant: Tina Wallin

Agency Claimed Against: Altadena Library District

- b) PENDING LITIGATION

Pursuant to Government Code Section 54956.9

TITLE: Melloney Collier vs. Altadena Library District, Case No. BC682812

- c) PUBLIC EMPLOYEE PERFORMANCE EVALUATION (15 minutes)  
Pursuant to Government Code Section 54957  
Title: District Director  
Review of District Director  
**The Board went into closed session at 9:03 PM**

**15) RECESS BACK INTO OPEN SESSION <https://youtu.be/Wo-IAA2voYw?t=13117>**

**The Board came out of closed session at 9:42 PM**

**16) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION. (Section 54960 et seq.)**  
<https://youtu.be/Wo-IAA2voYw?t=13129>

**There was no action taken on any item. It was Noted that The District Director was absent.**

**17) AGENDA ITEMS FOR FUTURE AGENDAS <https://youtu.be/Wo-IAA2voYw?t=13158>**

- a) This is an opportunity for Board members to request that items be placed on future agendas.  
**The Election of officers and Appointment of Liaisons to Friends and Foundation.**

**18) ADJOURNMENT <https://youtu.be/Wo-IAA2voYw?t=13229>**

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

**Motion by Trustee McMullins adjourn the meeting.**

**Second by Trustee Bershatsky**

**Aye: Trustee Kahn, Trustee McMullins, Trustee Zambrano, Trustee McDonald**

**No:**

**Abstain:**

**Meeting adjourned at 9:44 PM**