



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

## MINUTES

### Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

April 24, 2017 – 5:10 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 **Absent**

Gwendolyn McMullins **Absent**

John McDonald

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 McDonald, 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:**

**None**

6. **FINANCIAL REPORTS**

a) Financial reports for January/February 2017 (**DISCUSSION/POSSIBLE ACTION**)

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports. Director Kittay noted that she was presenting the financials for January/February. She also noted that later in the meeting the Board would be presented with the budget amendment. Trustee Bershatsky asked about the interest for Chase bank account, and Director Kittay noted that it had been the district's plan to move the money into CalTrust where it would accrue more interest, but the Finance Director did not complete the change over. She noted she is working to move the money, and to determine if the County will make monthly transfers directly to CalTrust. She also noted that the District has hired a new firm to do a monthly review of the district's financials as well as the preparation of documents for the annual audit. This firm works for a large number of special districts in California and is well versed in government and district accounting.

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

**Director Kittay noted that due to the closure, circulation was down, and branch circulation was up. It was Moved by McDonald, Seconded by Zambrano to approve/adopt the consent calendar.**

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

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

**None**

9. **DIRECTOR'S REPORT**

**Director Kittay noted that the Town Hall meeting was coming up. Director Kittay also reported on the progress of the 50<sup>th</sup> anniversary committee and the passport program. She noted that Andy Vargas had been hired as entertainment for June 10<sup>th</sup> and that the Drum Corps from John Muir would be opening the day.**

10. **OLD BUSINESS**

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

**Audrianne from HRNETwork presented the HR update through a conference call. She gave an update as to the progress of all projects and gave a brief discussion of staff interactions for the month including the need for Calpers to hold an informational session for all staff in the future. She discussed the Pulse survey that is done monthly at the staff meetings and noted that it is quite an improvement from when their first took over as HR.**

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

**Director Kittay noted that the Town Hall meeting was coming up and that the public (and board) would be receiving a copy of the full report from the Community Conversations.**

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

**Director Kittay provided the Trustees with a quick tour of the Main Library, noting that the renovation was nearly complete.**

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

**Deferred to next meeting**

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

**Director Kittay mentioned that an e-mail had gone out with possible dates for a joint meeting. The dates that had been narrowed down were either July 22<sup>nd</sup> or 29<sup>th</sup>.**

11. **NEW BUSINESS**

- a) Presentation of Budget Amendment to FY 16/17 Budget **(DISCUSSION/ACTION)**

**Director Kittay presented the budget amendment, noting an overall savings, with less funds being transferred in from reserves than were originally budgeted. Other items of note were that revenue from grants was now reflected in the budget as are the related expenses. The adjustment to the FOAL funds was made lowering that from \$40,000, as in previous years, to \$21,000. The amendment removes the funds for the website rework and those will be placed in next year's budget as a priority. There is the addition of \$40,000 to repair the roof, which may or may not happen in this budget year but is also a priority.**

**It was Moved by McDonald, Seconded by Zambrano to approve the budget amendment.**

- b) Creation of Budget Committee **(DISCUSSION/ACTION)**

**Director Kittay requested the resumption of the Budget Committee and asked for members of the Board to volunteer. Trustee Bershatsky and Trustee McDonald offered to serve on the budget committee.**

- c) Branch Manager and Literacy Librarian Job Description **(DISCUSSION/ACTION)**

**Director Kittay and Ryan Roy discussed the change to the job description for the Librarian II position that currently works as Branch Manager. The new job description adds in all of the Branch Management duties as well as having the employee act as the Literacy Coordinator for the District. The Literacy program will focus more on bringing in traditional Literacy learners, rather than just ESL students. Funding for this program from the State Library does not cover ESL.**

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

d) Presentation of New Circulation Policies: **(DISCUSSION/ACTION)**

i) Fines & Fees –

ii) Access for Children and Young Adult to Non-Print Materials

**Public Services Director Roy presented the policies to remove late fees, and the access for children policy, which was brought to ALA standards.**

**Moved by McDonald, Seconded by Zambrano to approve items i & ii.**

iii) Video Surveillance Policy

**Trustees McDonald and Zambrano expressed concern over some of the language in the policy, and made some suggestions. They also recommended that the District have the policy reviewed by legal, then brought back to the Board for approval.**

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 Zambrano noted the progress of the 50<sup>th</sup> anniversary committee.**

**Trustee Bershatsky thanked the staff and administration for all of their hard work through the renovation, and noted that he had come in to volunteer and help staff with the collection.**

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

16. **ADJOURNMENT**

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

**Moved by McDonald, Seconded by Zambrano, Adjourned at 7:13 p.m.**