



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

## MINUTES

### Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

May 22, 2017 – 5:07 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  
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 McMullins, seconded by McDonald, Adopted.**

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:**

**Director Kittay noted that Tina Wallin submitted her resignation as Finance Director, effective May 12, 2017.**

6. **FINANCIAL REPORTS**

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

**Director Kittay presented the March financials. She also noted that the District has contracted with a new financial consultant who was recommended by the Districts' Auditor and who has vast experience working with Special Districts and Governments in California.**

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.  
**Moved by McDonald, Seconded by McMullins.**

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 April 24, 2017
- b) Statistical Reports – NONE (April will be presented in June)
- c) Departmental Monthly Report – April 2017

**Director Kittay noted that because the main library was closed for all of April there were limited statistics to report and the June reports would include April and May statistics.**

**Moved by McDonald. 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.

**None**

9. **DIRECTOR'S REPORT**

**Director Kittay presented gifts, a book bag, T-shirt and special edition water bottle, to the trustees in honor of the Library's 50<sup>th</sup> anniversary.**

**The District received payment from HUD for the shelving which was approximately \$250,000 and the final draw of HUD funds, taking is to 100% utilization of the grant, would happen in the next few weeks.**

**It was noted that the Library was still awaiting the arrival of some of the Children's furniture and that staff were continuing to work on small projects in relation to the renovation but that the library opened on time and under budget.**

**The District received notification of a grant award from the Tournament of Roses foundation for second Saturday concerts in the amount of \$5,500.**

**The Director reminded the Board of the upcoming Friends of the Library annual meeting.**

**Director Kittay announced that Passports passed their annual oversight review, and that starting on June 1<sup>st</sup> they would be expanding their hours by opening up at 9 a.m. instead of at 10a.m. She noted that the report was 100% with no areas of concern and her appreciation for the hard work and dedication of the passports staff.**

**Director Kittay introduced Melissa Aldama who spoke about some of the initiatives that she is working on after completing the Harwood educational process and assisting with the community conversations and Town Hall. These included: a guest art curator program, a web-based digital reference library and a book bike. Melissa also noted that she had been working with the Summer Reading committee and had procured some sponsorships for the program. Melissa also expressed her appreciation of the Director and her willingness to allow staff to create and try new programs and ideas.**

**Director Kittay introduced Trustee Zambrano to update the Board about the upcoming June 10<sup>th</sup> Grand Re-Opening event. Trustee Zambrano updated the Board and asked the Board to commit to attending the event on June 10<sup>th</sup> for dedicated time slots.**

10. **OLD BUSINESS**

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

**Director Kittay noted that there were no major updates in HR beyond the written report by HRNETwork.**

- b) Overview of Community Conversations, Town Hall and Final Report **(INFORMATION)**

**Director Kittay introduced Brian Biery, the consultant for the Community Conversations process, who spoke briefly about options for next steps going forward, and asked the trustees for input on the final report and priority areas they thought the district should focus on.**

**There was discussion about focus areas and what the Library may or may not want to work on based on the overall results and priority areas. Trustee McDonald noted that he felt information sharing was an important area to prioritize, and Trustee McMullins believed that having meetings with elected officials and others in the community was an important initiative.**

The Director discussed using the report to create a new Strategic Plan for the Library and bringing together the community and stakeholders to help with future planning. It was suggested that a separate working meeting be held to start this discovery process and/or a subcommittee be created. It was agreed that a separate meeting to go over the Final Report and create next steps for the Library District would be arranged.

- c) Review new Library Board of Trustees Handbook and Discuss Training Requirements and Board on-site Trainings and Retreats (**DISCUSSION/ACTION**)  
Annual Board(s) retreats were discussed and determined they should be continued. Further discussion about specific training for the Board of Trustees was deferred to a future meeting.
- d) Joint meeting of FOAL and Board of Trustees Update (**INFORMATION**)  
It was noted that this meeting will take place on July 29<sup>th</sup>, and will be off-site. The purpose of this meeting will be to discuss the direction of Library's, their support groups and Boards and to discuss challenges here at the Altadena Library District so that an M.O.U could be created between the Friends and the Library and the District.

11. **NEW BUSINESS**

- a) Presentation of Budget Draft FY 17/18 Budget (**DISCUSSION/ACTION**)  
Trustee Bershatsky noted that both himself and Trustee McDonald had not had a chance to review the draft budget and they removed it from the agenda.  
The Director requested that the Board provide some direction to staff so that they could move forward with the creation of a final budget. It was determined that the budget sub-committee would meet to discuss the budget and have a budget prepared to present to the board at the June meeting.

There was a brief discussion regarding the Library moving to a new ILS. It was noted that the projected savings from moving to a new open source (KOHA) ILS was not reflected in the budget. Trustee McDonald suggested that the district should not rush the process for the purpose of saving financially. Director Kittay noted that I.T. Manager Christopher Kellermeyer had already been working on this process for quite some time. Christopher Kellermeyer, IT Manager, reported that everything was ready to go and the district was on track to switch over to the new system, pending staff input. It was determined that the Board would leave the decision to Staff.

- b) Review And Adoption Of Resolution #201702 – To Ask The Auditor-Controller Of Los Angeles County To Prepare A New Tax Roll For Account #57.12, Altadena Library District (**ACTION REQUIRED**)  
Moved by McDonald. Seconded by McMullins. Approved with a vote of four (4) Ayes.

12. **CORRESPONDENCE & PRESS**

- a) Press Clippings (**INFORMATION**)
- b) Pasadena Tournament of Roses – Grant Award Letter

13. **REPORTS OF SUPPORT GROUPS**

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

14. **REPORTS OF TRUSTEES**

The Trustees all thanked staff and administration for their hard work, and Trustee McMullins noted that the Library looked outstanding.

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 7:09 p.m.**