



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

## **AGENDA**

### **Regular Meeting**

Board of Library Trustees – Altadena Library District

Community Room – Main Library

**June 26, 2017 – 5:00 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:**

Ira Bershatsky, President  
Adalila Zelada-Garcia, Secretary  
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.

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.

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

**HIRES/PROMOTIONS:**

**Resignation- Tina Wallin (effective May 12)**

6. **FINANCIAL REPORTS**

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

**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.

**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 May 22, 2017
- b) Statistical Reports – YTD – May 2017
- c) Departmental Monthly Report – May 2017

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**
  - a) CTLA Donation of \$400
  - b) Presentation by the County of Los Angeles Board of Supervisors – 50<sup>th</sup> Anniversary
  - c) Tournament of Roses Foundation Presentation of Grant
  - d) LA County Arts Second Saturday Grant Award
  - e) Update of Phase I Renovation and Final HUD Payment
  - f) Credit Cards and Sales of Merchandise
  
10. **OLD BUSINESS**
  - a) Human Resources Update – Written Report by HRNETwork (**INFORMATION**)
  
11. **NEW BUSINESS**
  - a) Presentation of Draft Budget FY 17/18 (**DISCUSSION/ACTION**)
  - b) Closure for A/C HVAC Repairs and approval of Quote (**DISCUSSION/ACTION**)
  - c) Updated District Salary Schedule, FY2017-18 (**INFORMATION**)
  - d) Staff Accountant Job Description (**DISCUSSION/ACTION**)
  - e) Marketing and Communications Coordinator Job Description (**DISCUSSION/ACTION**)
  - f) Video Surveillance Policy (**DISCUSSION/ACTION**)
  - g) GANN Appropriation Limit (**INFORMATION**)
  - h) Approval of Earthquake Insurance Payment (Over \$10,000) (**DISCUSSION/ACTION**)
  - i) Approval of Board of Library Trustees Calendar 2017/2018 (**DISCUSSION/ACTION**)
  
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**
  
15. **AGENDA ITEMS FOR FUTURE AGENDAS**  
This is an opportunity for Board members to request that items be placed on future agendas.
  
16. **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) PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code Section 54957  
Title: District Director  
Annual Review of District Director
  
17. **RECESS BACK INTO OPEN SESSION**
  
18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**
  
19. **ADJOURNMENT**  
**Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.