



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

June 26, 2017 – 5:01 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 - **Present**
Adalila Zelada-Garcia, Secretary – **Absent, Unexcused**
Gwendolyn McMullins- **Present**
John McDonald - **Absent, Excused**
Armando Zambrano - **Present**

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 Zambrano, Approved.

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)

Public Services Director Ryan Roy introduced Diana Wong, the new Branch Manager and Literacy Services Librarian.

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.

Director Kittay presented the financials for April of 2017 in which the year was 83% complete. She noted that the financials had been reviewed by the contracted CPA.

She and Finance are working with the County to receive automatic transfers. She is also working on moving the District funds from Chase to CalTrust.

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
- Moved by Zambrano, Seconded by McMullins. Approved.**

Director Kittay noted that Statistics were affected and are lower than would be expected due to the closure for the renovation. There is a new monthly staff report for Marketing and Communications.

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

a) CTLA Donation of \$400
Christmas Tree Lane Association made a donation to assist in the costs of replacing the outdoor posts.

b) Presentation by the County of Los Angeles Board of Supervisors – 50th Anniversary

c) Tournament of Roses Foundation Presentation of Grant

Tournament of Roses Foundation granted the district \$5,500 for Second Saturdays.

c) LA County Arts Second Saturday Grant Award

The LA County Arts Commission provided a grant for the second year in a row for the second Saturday season opener.

d) Update of Phase I Renovation and Final HUD Payment

The District also received the final HUD payment so all \$320,000 that was set to expire in September has now been spent and received. A final report for the Phase 1 Renovation will be generated in July or August. The project came in on time and under budget and that the district was able to complete many additional improvements during the closure that were not on the original project plan.

f) Credit Cards and Sales of Merchandise

The Library now accepts credit cards and is selling merchandise: Posters, Book Bags and Water Bottles.

Director Kittay noted that she was invited to tour the technology incubator building in west Altadena by Katherine Barger's office.

A full, annual operating plan update will be presented in July.

The door counter for the June 10th grand re-opening event was 2,253. 350 People signed up for the newsletter and over 800 was the estimate for attendance at the events throughout the day in the parking lot.

10. OLD BUSINESS

a) Human Resources Update – Written Report by HRNetwork **(INFORMATION)**

It was noted that HRNetwork will be on site for the All Staff meeting on Friday, July 7th.

11. NEW BUSINESS

a) Presentation of Draft Budget FY 17/18 **(DISCUSSION/ACTION)**

Director Kittay noted that the budget includes a 4% increase in wages across the board and \$350,000 from savings to address facilities issues such as A/C repair, bridge repair, parking lot paving and other miscellaneous projects.

Trustee Bershatsky noted that the budget sub-committee had met and recommended approval of the budget.

Moved by McMullins, Seconded by Zambrano. Approved.

b) Closure for A/C HVAC Repairs and approval of Quote **(DISCUSSION/ACTION)**

Jonathan Arevalo presented the Board with a report on the current situation with the HVAC system including bids and evaluation process forms. He noted that the Library has three units, and that it is the North unit which controls the cooling of the main library that needs to be repaired. He presented the three bids he received and recommended that the Board approve the quote from ACS. He noted that the vendor requests the Library be closed on the day of the repairs for public safety reasons.

Trustee McMullins moved to approve the closure on July 3rd, Seconded by Zambrano.

Trustee McMullins also moved to approve the ACS quote and to allow the Director to sign the check. Seconded by Zambrano. Approved.

- c) Updated District Salary Schedule, FY2017-18 **(INFORMATION)**
- d) Staff Accountant Job Description **(DISCUSSION/ACTION)**
Moved by Zambrano. Seconded by McMullins. Approved
- e) Marketing and Communications Coordinator Job Description **(DISCUSSION/ACTION)**
Moved by McMullins, Seconded by Zambrano, Approved.
- f) Video Surveillance Policy **(DISCUSSION/ACTION)**
Trustee Zambrano expressed some concern with the language in the policy, and asked that Administration revise the policy for clarity.
Moved by Zambrano to approve the policy with the revision, Seconded by McMullins. Approved.
- g) GANN Appropriation Limit **(INFORMATION)**
Nicole Fabry presented the GANN appropriation worksheet.
- h) Approval of Earthquake Insurance Payment (Over \$10,000) **(DISCUSSION/ACTION)**
Nicole Fabry presented the earthquake policy options, noting that Golden Bear was still the most competitive policy and there was a \$5,000 savings this year.
Moved by Zambrano, Seconded by McMullins. Approved. Trustee Bershatsky signed the quote.
- i) Approval of Board of Library Trustees Calendar 2017/2018 **(DISCUSSION/ACTION)**
Kylynn Chaney presented the Library Trustees Calendar for FY 17/18, noting that the calendar was flexible and some items were moved to months prior or after the scheduled month on the calendar.
Moved by Zambrano, Seconded by McMullins. Approved.

12. **CORRESPONDENCE & PRESS**

- a) Press Clippings **(INFORMATION)**

13. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation
Trustee McMullins noted that the Foundation had a meeting with an investing presentation from the Pasadena Community Foundation.
- b) Friends of the Altadena Library
Janette Allen noted that the Friends were in the process of receiving their 501(c)(3)
Trustee Zambrano noted that the June Friends meeting featured author Jervey Tervalon as the speaker and that the Friends voted in a new president, Mark Mariscal.

14. **REPORTS OF TRUSTEES**

Trustee Bershatsky thanked the staff for all of their hard work.

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

The Board of Trustees went into closed session at 6:45 p.m.

17. **RECESS BACK INTO OPEN SESSION**

The Board of Trustees came out of closed session at 7:30 p.m.

18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.** The Board of Trustees will resume the performance evaluation of the Director at the next Board meeting when all Board members are present.

19. **ADJOURNMENT**

Recommended Action: There being no further business to come before the Board, the meeting is adjourned at 7:32 p.m.