



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

**MINUTES**

**Regular Meeting**

Board of Library Trustees – Altadena Library District

Community Room – Main Library

**June 27, 2016 – 5:05 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:**

Meredith McKenzie, President - **PRESENT**

David Tuck - **PRESENT**

Gwendolyn McMullins - **EXCUSED**

Adalila Zelada-Garcia, Secretary - **PRESENT**

John McDonald - **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 Adalila Zelada-Garcia, Seconded by David Tuck, Agenda 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.

**Meredith McKenzie noted a public comment card was submitted by David Datz. Datz requested to speak at the agenda item he is referencing (112h).**

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

a) NICOLE FABRY, ACCOUNTS PAYABLE CLERK IN FINANCE

**Finance Director Wallin reported hiring of Nicole Fabry.**

6. **FINANCIAL REPORTS**

a) FINANCIAL REPORTS FOR THE MONTH OF MAY 2016  
**(DISCUSSION/POSSIBLE ACTION)**

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

**Finance Director Wallin reported the changes to the Profit and Loss forms, which now include the Previous FY YTD for comparison. Wallin also reported the year is 92% complete, passport revenue for the year thus far has exceeded projected revenues by \$8600. Trustee Garcia asked when the District started offering passport services. Wallin replied around 2007/2008.**

**Moved by David Tuck, Seconded by John McDonald. Approved.**

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 23, 2015
- b) APPROVAL OF MINUTES – SPECIAL MEETING HELD MAY 31, 2015
- c) STATISTICAL REPORTS – MAY 2016
- d) DEPARTMENTAL MONTHLY REPORT – MAY 2016

**Trustee McKenzie noted the typo error in the Special Meeting Minutes, Agenda Item 7, Item 1, should read “Diretor”, not “Direction”.**

**Moved by David Tuck, Seconded by John McDonald. Approved.**

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) Update Furniture Drawings: **Director Kittay presented the architectural drawing of the custom furniture, designed by Steve Lamb, for the service desk, drop box and self-checkout, and the Teen area. Bids for the work will go out in July and the work should be completed before the end of this year.**
- b) Grand Opening of the Garden: **Director Kittay noted that the Grand Opening of the Water Conservation Garden is scheduled for Saturday July 10<sup>th</sup>.**

**Director Kittay presented the video presentation of the Latino Cultural Festival held in May and indicated that there was a lot of footage that was not included but could be used in other marketing presentations as needed.**

10. **TEMPORARY PERSONNEL SUB-COMMITTEE REPORT (DISCUSSION)**

**The ad-hoc Temporary Personnel Committee has reviewed a number of documents and public statements, and has reached out to and/or received feedback from some staff, a few former and current Friends volunteers, and some former and current Foundation volunteers in its effort to gather information about the current employee morale situation. We feel we have exhausted all efforts to gain more information and therefore declare our review complete. We issue the following recommendations that the Board can take under advisement:**

- 1. **The Board should monitor the progress on the requested recommendations from the letter to staff dated June 1, 2016. This should be a regular Board agenda item and be addressed monthly for the coming year. This will ensure the Board takes an active role in the promotion of a positive and healthy workplace for all Library District employees.**
- 2. **The Board should act on the recommendation to outsource Human Resources functions to an experienced third party vendor. This will ensure that staff have an avenue outside of the Board and the Library Administration in which to address concerns that they should have about job responsibilities. This neutral party will be better able to recommend action to address any grievances. It was clear to the ad-hoc Temporary Personnel Committee members that the lack of a structured Human Resources department has restricted communication during our fact-finding as well as delayed or minimized the concerns of staff about morale in the past.**
- 3. **The Board should consider a Board-managed employee morale survey that is repeated regularly. While the Martenson survey was a valiant attempt to assess the situation in September and provided some valuable information, it was insufficient in many ways. Since it was directed by Library Administration, the Board was not involved and had neither advance notice about the intent, content, or process that surrounded the survey. This led to bad feelings from staff who believed it was Board-approved and that the Board was bound to act upon the results of the survey. A new feedback mechanism will provide the Board with more direct and time information about employee issues.**

**The ad-hoc Temporary Personnel Committee extends its sincere appreciation for the valued input they received from staff and volunteers on these matters affecting the successful operation of our Altadena Libraries. The committee members look forward to helping the Library, its administration and its employees move forward in a positive and productive fashion that is dedicated to providing the best possible library services to our Altadena community.**

11. **OLD BUSINESS**

- a) **DISTRIBUTION OF THE DISTRICTS’ ADOPTED OPERATING BUDGET BOOK, FY 2016/2017 (DISCUSSION/ACTION)**

**Finance Director Wallin presented the Budget Book, noting the new sections and items included.**

**b) REVIEW OF SIGNAGE FOR WATER CONSERVATION GARDEN (DISCUSSION / POSSIBLE ACTION)**

**Director Kittay indicated that the temporary signage for the Water Conservation garden has been approved to be installed in time for the opening. Trustee McKenzie noted that in the future a permanent, interpretive signage will be placed at the entrance of the garden. Trustee Garcia asked if the sign would be bilingual. Trustee McKenzie replied that based on what other local gardens have done the interpretive signage was preferred but that bilingual signage would be included in the future. Trustee Garcia inquired if it was an issue with getting a translator. Trustee McKenzie and Director Kittay indicated it was not. Kittay also noted that the iCell display for the inside of the library would be bilingual.**

**Moved by Adalila Zelada-Garcia, Seconded by John McDonald.**

**12. NEW BUSINESS**

**a) PRESENTATION OF ELLINE LIPKIN, ALTADENA LIBRARY POET LAUREATE AND PRESENTATION BY PAULI DUTTON OF THE ANNUAL POETRY REVIEW**

**Pauli Dutton introduced the Altadena Poet Laureate, Elline Lipkin, who read a poem from the 2016 Altadena Poetry Review Anthology. Director Kittay thanked Dutton for being the volunteer program Coordinator for the Poetry and Cookies event and also noted that during the Laureate's tenure there would be additional poetry programs at the Library led by Ms. Lipkin.**

**b) PRESENTATION BY CARLENE CHIU, BOB LUCAS BRANCH MANAGER**

**Carlene Chiu presented the plaque received by the Seventh Day Adventist Church for their literacy work with the community. The plaque was presented during a ceremony at the church's regular services and as a part of International Day of Fellowship. Director Kittay and Trustee McKenzie thanked all the Branch staff for their continued work and services.**

**c) REVIEW OF PROGRESS ON OPERATING PLAN FY 2016/17 (DISCUSSION / INFORMATION)**

**Director Kittay presented the Leadership Teams report on their work on the 16/17 Operating Plan. The report details an overview of the goals of the strategic plan, operational planning, and C.O.R.E. development. At the June staff meeting, which was attended by Trustee Garcia and Trustee McKenzie, staff discussed questions related to the plan and an exercise was completed with all staff which allowed for input as to what the priorities of the operating plan should be. Leadership met immediately following the meeting to identify and consolidate the ideas down to specific areas of focus for the 16/17 Operating Plan. In addition to the regular objectives, Leadership added a new objective of CORE initiatives which address core values, morale, communication, training, review of job descriptions, and salary and benefit assessments. Director Kittay indicated that the Leadership Team was united and felt these CORE initiatives needed to be the major focus of the team before work on the other objectives that will come from the 16/17 Operating Plan can begin. She noted that a progress report would be given to the Board in July and August with a goal of completing the 16/17 Operating Plan document for presentation at the September Board Meeting. Trustee Tuck withdrew his motion to accept the report so that Director Kittay can defer submitting the 16/17 Operating Plan until the report is complete. Trustee McKenzie stated that the board is supportive of the leadership's team goals and plans as stated so far.**

**d) REVIEW OF GANN APPROPRIATION LIMIT FOR FY 2016/17 (INFORMATION)**

**Finance Director Wallin presented the GANN report and noted the District is within the GANN limit.**

**e) REVIEW OF PROPOSALS FROM HR FIRMS (DISCUSSION / POSSIBLE ACTION)**

**Director Kittay presented the outsourcing of Human Resources Proposals. She obtained bids from three firms, each of which offers different level of services. Kittay recommends contracting with HR Network as she felt they had the best understanding of the Districts needs and that what they were offering was the most comprehensive while being affordable. Trustee Garcia asked about the exclusion of the compensation assessment. Kittay replied that it would be based on a hourly rate, but they could perform one. Trustee McDonald noted that the pay schedule has already been approved for this year and Kittay indicated that an assessment would be informational for budgeting for benefits and wages for future years.**

**Moved by David Tuck. Seconded by John McDonald. Approved.**

**f) REVIEW AND DISCUSSION OF DISTRICT EARTHQUAKE / DIC (DIFFERENCE IN CONDITIONS) POLICY OPTIONS FOR FY 2016/17 (DISCUSSION / POSSIBLE ACTION)**

**Finance Director Wallin presented the policy options for Earthquake Insurance. Trustee McDonald pointed out that Option 1 would be a reduction in cost whereas Option 2 and 3 are an increase. Finance Director Wallin indicated that a decision needed to be made as the coverage would begin**

July 1. Trustee Tuck moved that Option 1 coverage be approved. It was seconded by Trustee McDonald. In discussion Trustee Garcia asked why Option 2 would not be considered. Trustee McKenzie replied that an appraisal of the building has not been completed in some time. Trustee McDonald indicated that the cost of replacement would exceed the value of the building. Finance Director Wallin indicated the Insurance firm's response that carriers won't write coverage that is too high. Trustee McKenzie indicated that she would like clarification of the options and why Option 3 would not be an option for the District. Trustee Tuck withdrew his motion.

Trustee McDonald moved that Finance Director Wallin contact the carrier and request a non-renewal and conditional renewal to extend the current policy one month in order to provide time to bring back to the Board options that coverage could be written for. Seconded by Trustee David Tuck.  
Approved

g) DISTRIBUTION OF ALTADENA LIBRARY DISTRICT SALARY SCHEDULE FOR FY 2016/17  
(DISCUSSION / INFORMATION)

Finance Director Wallin reported that the Salary Schedule reflecting the Board approved 4% salary increase has been completed and posted on the website

h) FREEDOM OF INFORMATION ACT / FOIA REQUEST FOR DOCUMENTS (DISCUSSION / POSSIBLE ACTION)

Trustee McKenzie informed public attendee David Datz that he could speak regarding the agenda item. Datz indicated that he had requested summary results of the morale survey from Director Kittay. He attended a meeting with Director Kittay, Trustee McKenzie, and employee Ryan Roy. He was notified that his request was denied. Datz indicated that this is an issue with transparency and that public funds were used for the survey so it is the property of the public, with fees. Datz reiterated that he was not asking for any original forms or comments associated with the survey. Datz addressed each bullet point in the letter he received from the District's attorney's to rebut the government codes and reasoning's listed and noted that confidential documents are documents prepared for litigation or documents prepared for an employee's personnel evaluation. The morale survey does not fall into either category. Trustee McKenzie stated that she discussed with Trustee McDonald what could and could not be disclosed. The Board's intent is to be transparent. The survey was confidential at the request of staff who feared retaliation. Trustee McDonald said he thought Datz was asking for raw data, which meant the survey responses. Datz asked to review what the board had. Trustee McKenzie provided Datz with the document for review in the board meeting. Datz questioned why the board would deny the public access to the information. Trustee McKenzie replied that the Board was confused by his request and thought it was for the entire survey document. Datz replied that the Board doesn't get to decide what the public should or should not see and that it sets a bad precedence. Trustee McKenzie replied the Board is united to their obligation to be transparent as well as obligation to all employees to protect confidentiality. Datz questioned what the basis is for withholding the document with the summary and no comments. Trustee McDonald replied there is no basis and will release the survey grid to Datz and all staff.

13. CORRESPONDENCE & PRESS

a) PRESS CLIPPINGS (INFORMATION)

Director Kittay presented the Correspondence and press

14. REPORTS OF SUPPORT GROUPS

a) ALTADENA LIBRARY FOUNDATION

No report from the Foundation.

b) FRIENDS OF THE ALTADENA LIBRARY

The Friends reported the success of the annual meeting with guest speaker Michelle Feynman.

15. REPORTS OF TRUSTEES

Trustee McKenzie reported that Trustee McMullins has been out due to her husband's need for a kidney transplant, but reported that the surgery was successful.

16. AGENDA ITEMS FOR FUTURE AGENDAS

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

17. ADJOURNMENT

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