



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

July 24, 2017 – 5:03 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.

There were two requests to amend the agenda as presented:

Mark Mariscal, Friends of the Library President, requested that item #13 (the report of the friends of the Altadena library) be moved up in the agenda.

Administration requested that an item be added under new business: “request for early closure on September 23rd, 2017 at 4 p.m. for Taste of Dena event”

Trustee Bershatsky re-ordered item 13 after item 8, and that the administrative request be added as item 11d.

MOTION BY Trustee McMullins TO ADOPT THE AGENDA AS AMENDED:

Second: Trustee Zelada-Garcia

Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins

No: None

Abstain: None

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:

Diana Wong- Branch Manager and Literacy Services Librarian

6. **FINANCIAL REPORTS**

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

Trustee McDonald expressed concern regarding the reporting of parcel tax revenue showing as a deficit in the Financial Reports.

Director Kittay noted that this had not been received from the county, and once the final report is received it should be higher.

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

MOTION BY Trustee McDonald to accept the Financials as presented.

Second: Trustee Zelada-Garcia

Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins

No: None

Abstain: None

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 June 26, 2017
- b) Statistical Reports – YTD – June 2017
- c) Departmental Monthly Report – June 2017

MOTION BY Trustee Zelada-Garcia to approve the consent calendar.

Second: Trustee McDonald

Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins

No: None

Abstain: None

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

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

None

13. **REPORTS OF SUPPORT GROUPS**

~~a) Altadena Library Foundation~~

b) Friends of the Altadena Library

Mark Mariscal, Friends of the Library President noted that the Friends 501(c)(3) was reinstated retroactively to September of 2012. He noted that they will start their monthly meetings again in September, but were also considering holding a special August meeting. He also noted that the September meeting will be held on the Second Monday since the First Monday is Labor Day and the Library will be closed.

9. **DIRECTOR'S REPORT**

a) Leadership Meeting Minutes – Meeting Held 7/7/2017 (**INFORMATION**)

Director Kittay noted that the Leadership meeting minutes were in the Board Package and still being provided to all staff.

b) Update on Taste of 'Dena (**INFORMATION**) Cynthia Carmona

Cynthia Carmona, Chair of the 50th Anniversary Committee provided an update to the Board regarding the upcoming Taste of Dena fundraising event. She noted the many ways that the Trustees can help to support the event and asked for participation of the Trustees.

c) Implementation Team Update (**INFORMATION**)

Director Kittay provided the list of Implementation Teams in the Board Package and noted that the items that were crossed out were completed projects.

d) Values Document (**INFORMATION**)

Director Kittay informed the Trustees that the Values document was an internal document, and provided to the Trustees for their information.

10. **OLD BUSINESS**
 a) Human Resources Update – Written Report by HRNETwork (**INFORMATION**)
Audrienne Adams-Lee provided an update to the Board on the cultural change program that HRNETwork has been working on with staff.
 b) Presentation of Final Budget Book, FY 17/18 (**INFORMATION**)
Director Kittay provided the Trustees with a copy of the Final Budget Book that was previously approved.
11. **NEW BUSINESS**
 a) Annual Review of Operating Plan (**INFORMATION**)
The Year in Review presentation was shown to the Board.
 b) Limiting Board meetings to 90 minutes with an extra 30 minutes for a closed session while maintaining the legally required time for public comment (**INFORMATION**) **Ira Bershatsky**
Trustee Bershatsky expressed that he felt our District’s Board Meetings have taken a considerable amount of time as compared to some other Libraries that he researched. He noted that he would like to see the Board of Trustees attend meetings prepared to address the relevant issues on the agenda, and that the possible creation of sub-committees for certain action items, could help reduce the discussion time during the meetings. He noted that this was added to the agenda for this meeting as Information only, however, he would like the board to vote on this item next month, and would be adding it to the agenda.

Administration suggested that some further research be done to decide the best way to conduct this type of action item.

- c) Required and Recommended Trainings (**INFORMATION/DISCUSSION**)
Administrative Assistant Kylynn Chaney noted that there are Trustees who still needed to complete their required ethics training and requested that they do so as soon as possible.
 d) Request for early closure on September 23rd, 2017 at 4 p.m. For Taste of Dena event (**DISCUSSION/POSSIBLE ACTION**)
Administration requested an early closure at 4 p.m. to prepare for the event.
Trustee McMullins asked if that was enough time, and asked if it would be preferred to close at 3 p.m. instead of 4 p.m.
Director Kittay noted that it would be preferred to close earlier.

MOTION BY Trustee McMullins to approve the early closure on September 23rd at 3 p.m.
Second: Trustee Zambrano
Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins
No: None
Abstain: None

12. **CORRESPONDENCE**
14. **REPORTS OF TRUSTEES**
Trustee Bershatsky reiterated the Board’s support of staff.
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 6:34 p.m.

17. **RECESS BACK INTO OPEN SESSION**
The Board of Trustees came out of closed session at 8:09 p.m.
18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**

The Board of Trustees continued discussion regarding the annual review of the District Director.

19.

ADJOURNMENT

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

MOTION BY Trustee Zelada-Garcia to adjourn the Board of Library Trustees meeting.

Second: Trustee McDonald

Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins

No: None

Abstain: None

The meeting was adjourned at 8:10 p.m.