



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

July 25, 2016 – 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:**

Meredith McKenzie, President
David Tuck
Gwendolyn McMullins
Adalila Zelada-Garcia, Secretary
John McDonald

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:

- Quarece Martinez, Part Time Page in Circulation hired 5/16/16
- Helen Huang, Part Time Page in Circulation hired 5/16/16
- Promotion of Perla Vogel from Page to Clerk 1 in Youth Services effective 5/16/16

6. **FINANCIAL REPORTS**

- a) Financial reports for the month of June 2016
(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 June 27, 2016

- b) Statistical Reports – June 2016
- c) Departmental Monthly Report – June 2016

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) New Initiatives: Patron Self Pick Up of Holds
- b) Human Resources Outsourcing Update
- c) Rob Hallwachs donation to professionally restore the statue "Lady".
- d) Board of Library Trustees Calendar and Cut-Off Times for Agenda/Board Package

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

11. **OLD BUSINESS**

- a) Review and discussion of District Earthquake/DIC (Difference in Conditions) Policy Options for FY 2016/17 **(DISCUSSION / POSSIBLE ACTION)**
- b) Review of Progress on Operating Plan FY 2016/17 **(DISCUSSION / INFORMATION)**
- c) Final Review/Report of the 2015/2016 Annual Operating Plan **(INFORMATION)**

12. **NEW BUSINESS**

- a) Presentation by Mikayla Arevalo – Staff Activities Club
- b) Los Angeles County Biennial Review of Conflict of Interest Code **(Review/Approval)**
- c) Request Membership with Other Public Agencies In The Investment Trust of California, A Public Joint Powers Authority, Carrying on Business as "CalTRUST" **(Review/Approval)**
- d) Update to Financial Policies and Procedures Manual, Section VIII Investment Policy

13. **CORRESPONDENCE & PRESS**

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

14. **REPORTS OF SUPPORT GROUPS**

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

15. **REPORTS OF TRUSTEES**

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.