



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

July 25, 2016 – 5:11 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 - **PRESENT**

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.

Trustee McDonald noted that Item 10 should not be on the July Agenda because the Committee was dissolved at the June Board meeting. Moved by David Tuck to Adopt the agenda amended with the removal of item 10, Second by Trustee McMullins.

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.

David Datz – Speaking briefly regarding the Dr. Martenson data discussed at the last board meeting. The averages that Dr. Martenson presented of the survey responses are bogus, misleading and useless. However, in order to do her calculation she had to have had the summary data that he had requested. Datz indicated that he won't request it again but somebody else could, assuming that the library paid for it, the public has a right to see it. He did read the letters the Director emailed to him that were sent to staff from the Ad Hoc Personnel Committee and the plans for the District to move regarding morale seem good and he is hopeful. Datz clarified that he did not come to request the data and come to the meeting to just be a pest. He has not sought out staff regarding morale. He comes into the library and sees his friends, some of which are staff members, and in conversation with them he asks them how they are they express in emotional terms that they are miserable in their jobs. He did not make inquiries, it's not his initiative. Datz indicated he has heard similar things from the Friends of the Library Board, who are also upset. He wanted to bring transparency to the Board about his perception of what is going on.

Gina Dobson – Expressed that she is happy and appreciative of the changes to the library. She appreciates Mindy and her leadership and the emergence of cool and fun activities in the library. She has been able to use the public space to finish a manuscript. She enjoys the materials and interactions she has with Mindy and the staff. She feels like this is her second home and while she lives in Pasadena and could use those libraries she prefers to come up to Altadena and use ours.

Billy Malone – Introduced himself as a member of Town Council and President of the Chamber of Commerce. Billy applauds all for doing a great job. He knows that what the library gives the

community is immense. From the perspective of the Chamber the library has always been supportive. Each month the Town Council gets a report of the happenings at the library from Mindy and the Council is very happy with the direction of the Library. When Pauli left they were concerned about what was going to happen. Since Mindy has come on board she has been active and responsive to the community and has been amazing. He has seen, outside of the library, the outreach has only gotten better so he wanted to congratulate everyone and Mindy for coming to the meetings and telling everyone about the library and what is happening at the library. He has also seen improvement in unification between community groups which he finds encouraging.

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

Finance Director Wallin reported on the hires and promotions in May

6. **FINANCIAL REPORTS**

- a) Financial reports for the month of June 2016
(DISCUSSION/POSSIBLE ACTION)

Finance Director Wallin reported the fiscal year is 100% completed. As of today financial reports from the County have not been received so the financial reports do not reflect the full revenue at June 2016. Wallin noted that Expenses and Revenue are completed at Audit, which is presented in November. However, as of June total expenses are \$3.04M, additionally passport revenue continues to increase each month and have exceeded projected revenues by \$17,176. Wallin stated she is working to have the Audit completed and presented by the October board meeting. Wallin noted expenses that are currently over-budget in some areas and forthcoming grants funds will offset these overages and will be reversed to be reflected accordingly during the audit process so they are in the correct fiscal year.

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

Director Kittay provided updated minutes and noted the changes were in Items 14 and 15. Moved by Trustee McDonald. Seconded by Trustee Zelada-Garcia.

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 Director Kittay reported on the new Hold shelf where patrons can retrieve Books and Audiobooks they have placed on hold. DVD's and Videogame holds remain at the Information desk for pickup. Kittay introduced Cassandra Stearns, the new Staff Association president at July 1. Cassandra informed the Board of the new officers. Cassandra stated that Kittay reached out to initiate monthly meetings between her, the Staff Association President, and the Director in order to keep communication flowing and that she appreciated that and agreed.

b) Human Resources Outsourcing Update Kittay met with the HR firm and provided them with information they need to conduct the initial audit. Finance Director Wallin also had a phone meeting and provided specific

documentation that was requested. The Firm will attend the August All Staff Meeting and do a presentation about their services and roles and they will also do an team building exercise.

c) Rob Hallwachs donation to professionally restore the statue "Lady". Kittay informed the board that local patron, Rob Hallwachs, has offered to cover the cost to restore the statue, called "Lady", in the reading court. They are also looking to have it placed on a pedestal with a see-through cover. The donor will give the funds to the Foundation to cover the expenses and the Foundation has agreed to this. Trustee Tuck stated that the Board graciously accepts and appreciates the offer.

d) Board of Library Trustees Calendar and Cut-Off Times for Agenda/Board Package Kittay addressed an email that went to the Board members asking when they would like the board packet, what they want in the board packet and what would be their preference for the cut-off for the agenda and board package to be. Trustee McKenzie stated that since this is related to housekeeping more than policy she would like Mindy to survey the Board members. McKenzie stated that the board members do not take issue with the current agenda or what was in the email from Kittay. Trustee McDonald stated that this item should be on the August agenda, but agrees with receiving the board packet earlier. He also suggested Kittay obtain guidance from the California Special District Association. Further discussion about the board package, cut-off dates, by-laws review, facilities review and other items of interest to the Board will take place at the August Board Meeting.

Kittay reported that the parking lot has been attracting a number of overnight campers both in vehicles and without vehicles and that there is inappropriate behavior occurring in the parking lot after library hours, While she is not totally in favor of the solution of reinstalling a chain to block the entrance, we are going to try it for now and see if it helps. Additionally signage will be changed and updated to reflect that overnight parking and camping on library property is not allowed. Kittay is researching other libraries solutions for this issue. Trustee McKenzie inquired if a night time guard was required, Trustee McMullins asked if there was vandalism, and Trustee Tuck asked if the police were patrolling the area. Kittay replied that the Sherriff Department does drive by and she will be meeting with them again to discuss this matter. Kittay also stated that she believes the signage needs to be changed in order for the sheriff to act.

Kittay addressed the current statistics, noting that self-check usage has doubled, e-blasts for the conservation garden was opened by over 20% of the recipients, and an e-blast was also sent out to patrons who have not used the library in 3-years. The library facebook page received three notable mentions last month and has almost 1,000 likes. The graphs this month include annual per capita statistics as the State Library requests and while there has been small growth in circulation and we are not sure about visits because we now know the door counter at main was inflating visits for many years, we do know that programming and programming visits have more than tripled.

Kittay reported that the library has followed requirements associated with the Open Data Mandate which can be found on the library website.

Legislation regarding additional funding to the State Library is in discussions. Kittay is on the executive board of the Southern California Library Cooperative and the special committee that is providing recommendations on how those funds should be used.

In May 2016 a mailer went out to approx. 2,000 residents. In June new card holders had increased by 21% at Main and 106% at Branch. In July it was up to 32% at Main. For the year the increase was 6% but down 10% at Branch.

Trustee Tuck readdressed chaining off the parking lot and feels there are enough laws in place. Trustee McKenzie responded saying there is illegal and illicit activity taking place at night. Tuck replied that there is still access through the gardens and walkways. Trustee McMullins agrees with chaining off the lot and having the sheriffs' patrol a couple times a night. Trustee McKenzie indicated that criminal activity in Altadena has increased in the last year and the District needs to protect itself and the patrons. McKenzie indicates that the chain is the first step and if needed the next step would be 24-hour guard service.

10. **TEMPORARY PERSONNEL SUB-COMMITTEE REPORT (DISCUSSION) – removed from Agenda as Sub-Committee was dissolved at the June 2016 Board Meeting**

11. **OLD BUSINESS**

- a) Review and discussion of District Earthquake/DIC (Difference in Conditions) Policy Options for FY 2016/17 (**DISCUSSION / POSSIBLE ACTION**) Finance Director Wallin provided an update regarding the questions the Board had regarding the Earthquake Insurance. Trustee McKenzie stated that she wanted to see competitive bids. Kittay suggested that the Board make a motion

to request another 30-day extension and for staff to go out for competitive bids. Trustee Zelada-Garcia asked if the insurance could be renewed for only 6-months. Kittay replied that it would increase the cost substantially. Zelada-Garcia moved to direct Kittay to request a 30-day extension and if it's not granted that the Board choose Insurance Coverage Option 3. Trustee Tuck agrees, but would choose Option 1. Trustee McDonald prefers an analysis of Option 1 versus Option 3 and how the additional cost would be funded. He also requested an additional quote for \$4M coverage of the Main and no increase for the Branch. All Trustees agree that if a 30-day extension is not feasible, staff will move forward with Option 1.

- b) Review of Progress on Operating Plan FY 2016/17 (**DISCUSSION / INFORMATION**) Director Kittay noted the enclosed report from the Leadership team to all staff. The leadership team will be meeting every Friday beginning in August. An employee intranet has been created by IT, as suggested by the Leadership Team, to increase communication and to accommodate discussion with all staff. At the September all staff meeting an exercise will be conducted, similar to the post-it note/dot exercise for the operating plan, to define the organizational value. Kittay noted that two new members have joined Leadership; Sebastian Zelepin to represent Circulation and Kiri Lahey to represent the Pages.
- c) Final Review/Report of the 2015/2016 Annual Operating Plan (**INFORMATION**) Kittay provided the final document which outlines the accomplishments of the organization towards the 15/16 Operating Plan. The 16/17 plan may have fewer goals. There are some items on hold for further review. Kittay noted that the Library Staff Training and Development, while not one of the goals, is included in the plan and is similar to what the staff has requested for 16/17 year and is called the C.O.R.E. initiative.

12. **NEW BUSINESS**

- a) Presentation by Mikayla Arevalo – Staff Activities Club Director Kittay introduced Mikayla Arevalo. Mikayla reported that the activities take place after work and one is held every 2-3 months. They are not mandatory. There have been many activities such as game night, roller skating, and hide & seek. The next event will be a BBQ held in September, and the Board is welcome to attend. Mikayla thanked Mindy, Ryan, Helen and Tina for the support and help and for the Library sponsoring the club monetarily. Director Kittay added that another staff activity will be bowling and will take place after the Professional Development Day in October.
- b) Los Angeles County Biennial Review of Conflict of Interest Code (**Review/Approval**). Finance Director Wallin reported on the update. Kittay stated that the forms have been completed and will be submitted by the deadline.
- 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**) Finance Director Wallin presented enrollment into CalTRUST in lieu of continuing to bank with Los Angeles County for Parcel Tax Revenue. Wallin noted the advantages and flexibility which LAIF (Local Agency Investment Fund through the State of California) and the County does not offer. Trustee McDonald noted that CalTRUST will not be paying us more than we currently earn, but that the benefit is flexibility. Moved by Trustee Tuck. Seconded by Zelada-Garcia
- d) Update to Financial Policies and Procedures Manual, Section VIII Investment Policy Finance Director Wallin noted that the investment policy needs to be updated with the enrollment of CalTRUST. Moved by Trustee McDonald. Seconded by Trustee McMullins

13. **CORRESPONDENCE & PRESS**

- a) Press Clippings (**INFORMATION**) Kittay noted that the library has a new magazine database, Flipster. A new website, coloradoboulevard.net, has republished some of our articles and has been mentioning the library consistently. The library has been making a presence at the Concerts in the Park, a booth is being shared with Rotary. Kittay noted that the promoters of the event were not happy to see the library sharing a table, but she is working to reach a resolution regarding this. Kittay noted that the library paid for advertisement in the Concerts in the Park program last year, but it was not printed in error so this year they have offered the library a full page for the same price (\$250)
- b)

14. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation The foundation is meeting regularly and working on leadership development. The next meeting is 7/27 at 7p in the District Directors Office
- b) Friends of the Altadena Library The next Friends meeting will be in September

15. **REPORTS OF TRUSTEES** Trustee McKenzie reported on the opening ceremony for the Conservation garden, which was well attended. Town Council members, Mike Antonovich, and local Water Companies were in attendance as well.
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.