



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

August 22, 2016 – 5:06 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 **EXCUSED ABSENCE**

Gwendolyn McMullins **PRESENT**

Adalila Zelada-Garcia, Secretary **PRESENT**

John McDonald **EXCUSED ABSENCE**

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.

Director Kittay requested Agenda items 12a and 12c proceed Agenda Item 4. Moved by Trustee McMullins. Seconded by Trustee Garcia

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:

None

Finance Director Wallin reported there were no updates

6. **FINANCIAL REPORTS**

a) Financial reports for the month of June 2016

(DISCUSSION/POSSIBLE ACTION)

Finance Director Wallin reported that July 2016 reports have not been completed. The District is awaiting financial reports from the County. Enclosed are the unaudited FY15-16 reports. Wallin noted that because the District is on an accrual accounting basis the Water Conservation Garden Grant of \$25,000 has been booked even though funds have not been received. Wallin noted the savings in Health Insurance are due to a change in retiree figures and a decrease in employee coverage.

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 July 25, 2016
- b) Statistical Reports – July 2016
- c) Departmental Monthly Report – July 2016

Moved by Trustee McMullins. Seconded by Trustee 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**

Director Kittay introduced Branch Manager, Carlene Chiu, who invited staff and the Board members to attend the Branch Libraries Open House on Thursday September 1 from Noon to 4pm. Chiu noted that the Branch interior has been remodeled to include such things as new furniture, new computers, new displays, etc.

Director Kittay kicked off her Directors Report with a quote from American Libraries Magazine. Kittay noted that next month is Library Card Sign-up Month, but that this has been increasing over the last year or two. Kittay also mentioned that the library has done some marketing for the Friends of the Library via social media (library website, Facebook, Pinterest, and Instagram).

- a) Facilities Director Kittay reported that HVAC unit has a coolant leak. Coolant has been replaced twice this summer but in order to repair the unit it will be required to be off for a period of a week. Repairs will be scheduled for November. Bids were received for Landscape work. Work has been begun on maintenance of the entire property and removal of a couple of trees that were diseased and could not be saved. Trustee Garcia requested Kittay inform the public of the work being completed. Kittay will include in the next Newsletter. Kittay confirmed the three aspects to District Landscape; 1) A contractor working 2-4 hours per week on the Conservation garden, 2) Current part-time landscape staff, 3) Tree Contractor handling all the tree maintenance.
- b) Human Resources Outsourcing Update (Progress) Director Kittay reported that HR Network attended the August Staff Meeting and will be attending the September Staff Meeting.
- c) Libraries Transforming Communities/Harwood Director Kittay noted the District is using this method for community outreach. Kittay reached out to Brian Biery, asking if he was interested in being the moderator for the program. No contract is currently in place, but Biery indicated his interest in being a part of the program. The only training available for this program is located in Atlanta. Kittay will look at the budget to determine if it's feasible for some members of staff to attend. The program would consist of 15 or so community meetings with approx. 10-20 community members in attendance. The goal is to target areas and populations that are not currently using the library. Kittay noted that the Board will receive a report with a plan and signed contract.

11. **OLD BUSINESS**

- a) Review and discussion of District Earthquake/DIC (Difference in Conditions) Policy Options for FY 2016/17 **(DISCUSSION / POSSIBLE ACTION)** – as of 8/19/2016 we are still awaiting final bids from vendors. Staff Report will be provided at the Board Meeting. Finance Director Wallin provided the board with a packet of results containing the requested quotes from (3) Carriers. Wallin noted that the District increased the current Property Liability coverage, which included content coverage; therefore, staff requested the carries to include content coverage in the quotes as well as Ordinance and Law. Wallin noted the difference between the type of carriers (Admitted and Non-Admitted), which is why one carrier is able to quote a lesser rate. Wallin stated that the increased cost for the insurance would be covered under the Operating Reserves account. Trustee McKenzie asked if staff had a recommendation. Director Kittay replied that staff would recommend Quote #4 from Golden Bear. Trustee McMullins made a motion to move forward with the staff suggestion. Seconded by Trustee Garcia.

- b) Review of Progress on Operating Plan FY 2016/17 (**DISCUSSION / INFORMATION**) Director Kittay provided the Board members with the most recent Leadership report, dated August 19, 2016, which includes the Leadership's schedule of completing the operating plan for the September Board. Kittay noted that the Intranet has been created, which is an easy to use platform for all staff to communicate and it will go live September 1, 2016. Kittay noted that the first step in the Team building process is the Branch Libraries open house. Kittay stated that herself, Ryan Roy, and Cassandra Stearns met with HR Network to discuss morale and the CORE Initiatives and that HR Network will be attending the September All Staff meeting to present the Standard Operating Procedures (SOP) and to discuss ways to measure job satisfaction through training and goal setting. Trustee McKenzie requested Director Kittay provide the Board with a report from HR Network on their point of view of the health of the organization. McKenzie noted that it would not be a survey, or formal documentation but a report providing feedback so the Board knows what areas are needed for improvement.

12. **NEW BUSINESS**

- a) Presentation by Cassandra Stearns – Overview of Summer Reading 2016 (**Information**). Senior Children's Librarian, Cassandra Stearns, reported on the Summer Reading program "Read for the win". Stearns noted the participation and attendance at all programs and that weekly incentives and prizes were given away (items were received as donations from Aquarium of the Pacific, Ripley's, the Wax Museum, and the L.A. Clippers, who gave caps signed by the team). There was also a grand prize giveaway; \$200 gift card for the Children's program, \$250 gift card for Teens program.
- b) Presentation by Christopher Kellermeyer - Update on new technology in the community room (**Information**) IT Manager Kellermeyer reported on the Community Room technology upgrades which includes new speakers (ceiling and above-ceiling mounted), sound mixer, projector, microphones, remotes/devices, and headphones for the hearing impaired. Kellermeyer noted that the DVR is recording all events automatically and the videos/audio can be shared on a USB drive. The screen, according to the three bidders, did not need to be replaced as it is in good standing. Kellermeyer confirmed that all staff are being trained on how to setup and use all the technology.
- c) Above and Beyond Awards for 2nd Quarter (**Information**) – Public Services Director, Ryan Roy, presented the award to Antonia Aguilar and Natalie Herrera for outstanding Passport Services. Roy noted that the nominations are staff driven and comments received regarding both employees were "deeply committed....diligent...polite...cheerful...tireless...positive attitudes"
- d) Board of Library Trustees Calendar and Cut-Off Times for Agenda/Board Package, Additions/Deletions (**Information/Action**) Director Kittay requested the discussion of this item be postponed until the September Board. All Trustees agreed.
- e) Resignation, discussion & appointment of board member (**Information**) Trustee McKenzie announced her resignation as the Board President. She noted that she had been dealing with some serious family issues for the past couple years, which now required her to spend considerable time on the East Coast. She has served on the board for the last 3 years. She thanked the committed staff, volunteers, and District Director for the continued commitment. Trustee McMullins and Trustee Garcia expressed their thanks and appreciation for McKenzie's work on the board, her library knowledge and insight. Director Kittay expressed her appreciation for McKenzie introducing her to the community and her dedication and hard work. Director Kittay confirmed that the opening will be posted on the District's website and the County timelines and requirements will be followed.

13. **ELECTION OF OFFICERS BY BALLOT (DISCUSSION / ACTION)** The Board Members requested that the election be postponed until the September meeting when there is a full board.

14. **CORRESPONDENCE & PRESS**

- a) Press Clippings (**INFORMATION**) Director Kittay noted there is not as much press for August as traditionally the library takes a break after the busy Summer Reading schedule and offers only minimal programs. ColoradoBlvd.net continues to report our articles on their site. Trustee McKenzie replied that Director Kittay's work with the Chamber of Commerce has brought attention to the library. Director Kittay noted that the hiring of a marketing expert has helped to increase visibility.
- b) Letter of Resignation – Meredith McKenzie (**INFORMATION**)

15. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation – **No reports from the Foundation**
- b) Friends of the Altadena Library – **No reports from the Friends**

16. **REPORTS OF TRUSTEES** - No reports from the Trustees

17. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

18. **ADJOURNMENT**

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