



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

## MINUTES

### Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

August 28, 2017 – 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:**

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.

**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.

**Gail Meltzer-** Gail congratulated Director Kittay, Staff and the Board for all the positive changes that have been taking place in the Library. She expressed her appreciation for the Boards Retreat, Community Conversations and programs.

**Mark Mariscal-** Mark noted that if the Board wished to have time suggestions on the Agenda, that they be for specific attendance to meetings, such as speakers or presenters, and/or specific agenda items that the Board would like to hear by a certain time. He noted that putting times next to each agenda item was limiting and could present problems.

**Yuni LaFontaine-** Yuni mentioned that the Foundation is concentrating its efforts to build the Board, and asked the Trustees for their help in building the Foundation and outreach to possible new members. She explained the fund raising component and why it was important as part of the Boards Retreat.

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS  
HIRES/PROMOTIONS:**

1) APPOINTMENTS  
**None**

2) RESIGNATIONS AND TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Effective Date</u>
Perla Vogel	Library Clerk I	PTH	7/12/2017
Chris Woods	Library Clerk II	PTH	7/22/2017
Melloney Collier	Library Associate	FTH	7/28/2017

- 3) TRANSFERS AND PROMOTIONS  
None

6. **FINANCIAL REPORTS**

- a) Financial reports for June 2017 (**DISCUSSION/POSSIBLE ACTION**) (Presented by Cindy Byerrum, CPA)  
Cindy Byerrum, CPA, introduced herself to the Trustees and explained her role working with the District.

Trustee McDonald said he was “concerned” about the year-end results of the Library’s materials expenditures. Director Kittay and Collection Development Manager Estella Terrazas noted that this was due to staff changes in the department, along with the recent renovation. Estella also noted that staff was addressing purchase suggestions and still working on placing those orders for patrons. Trustee McDonald asked if the unspent funds were added to the materials budget for the coming fiscal year. Director Kittay noted that the budget for materials was not raised, but that staff would be assessing the collection throughout the year and it would be addressed at the mid-year budget amendment if needed. Trustee McDonald stated that the materials budget was slightly reduced as compared to last fiscal year.

The Board noted that it would wait for the final Year End financials to receive and file the financial reports for June 2017.

**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 24, 2017
- b) Approval of Minutes – Special Meeting held July 29, 2017
- c) Statistical Reports – YTD – July 2017
- d) Departmental Monthly Report – July 2017
- e) Job Descriptions:
  - 1) Library Clerk I - General
  - 2) Library Clerk I – Collection Development
  - 3) Library Clerk II – General
- f) Resurfacing of Main Library Parking Lot, Approval For Director To Sign Quote And Issue Payment

Items D and F were removed from the consent calendar.

**MOTION BY Trustee Zelada Garcia TO approve items on the Consent Calendar with the Exception of items D & F, which were removed for discussion:**

**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.

Trustee McDonald asked for clarification regarding a sentence in the I.T. Report that mentioned a possible partnership with the Altadena Historical Society. Director Kittay noted that the Library is

obtaining their own subscription for the scanning of the Libraries' historical documents, with the intention of communicating and sharing information with the Historical Society. Trustee McDonald suggested the revision of the wording in the report for accuracy.

Item F- There was discussion regarding the anticipated 3 day closure of the parking lot. Jonathan Arevalo, project coordinator, noted that the company stated the job would take 1 to 3 days. They could be done in two days, but the third day was to make sure that the parking lot was set. Mr. Arevalo noted that patrons can park on adjacent streets, as they do when the parking lot has been full or closed for events. Trustee Bershatsky asked if there was a target date for this to be completed. Mr. Arevalo stated mid-September. Trustee McMullins asked if the work could be done towards the end of the week. Mr. Arevalo stated he would inquire about scheduling with the contracting company. Trustee Bershatsky asked how the contracting company was chosen. Mr. Arevalo stated that the job went through the standard process of three bids, and the company that was the lowest responsible bidder would be awarded the job. He stated that with the other two bids, price and quality were of concern. Trustee Bershatsky asked about the warranty and maintenance of the work. Mr. Arevalo stated that the guarantee was for 10 years, with the District completing maintenance every 4 to 7 years. Trustee Zambrano asked if the District can use any vendor for maintenance, to which Mr. Arevalo stated yes, and that it would not affect the warranty. Trustee McDonald asked for clarification regarding a statement in the report about ADA compliance and liability issues that re-doing the parking lot would help to remedy. Mr. Arevalo noted that the broken pieces of parking lot debris and the uneven surface made for a dangerous environment. Director Kittay noted that patrons have fallen, including herself due to the condition of the parking lot. Trustee McMullins and Trustee McDonald asked where the funds for this project were coming from in relation to the budget. Director Kittay noted that this project had been budgeted for under the "Facilities + Capital Improvements" line item which the Board approved for \$350,000 during the Budget process.

**MOTION BY Trustee McDonald to approve the parking lot bid and grant the authority to sign contracts to the Director.**

**Second: Trustee McMullins**

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

**No: None**

**Abstain: None**

9. **NEW BUSINESS**

a) Annual Review of Outsourcing of Human Resources (**INFORMATION**)

10. **OLD BUSINESS**

a) Human Resources Update – Written Report by HRNetwork (**INFORMATION**) Audrienne Adams Lee

b) [REDACTED]

Audrienne provided a HR update which included information regarding the revision of Standard Operating Procedures and review of Job Descriptions. She also noted that Adult Services was assisting HRNetwork in Compensation research. She noted the District was currently on a Step System for pay increases and was transitioning to a merit system. She introduced Nicole Fabry, staff accountant, to explain the current Step System in place at the District.

After Fabry's explanation, Trustee McDonald noted that it had never been communicated to the Board that there was a step system and that it should have been analyzed and put into the budget. The Board recognized Mark Mariscal's request for public comment. Mariscal noted that he could almost guarantee that the step system had been analyzed and included in the budget and that if it wasn't communicated to the Board quite effectively that it might just be a misunderstanding.

Director Kittay noted that the salary schedule/step system had been in the Board Book at least five times in the past three years and that she had been working with and had discussed with the Budget committee, the elimination of the step system and a move to a merit system. She noted that Ryan Wroy, Public Services Manager, and she both discussed this change at the last budget committee meeting and committed to having a new system in place by the following budget year whereby an across the board merit would not be asked for again because the new system would provide merit individually, based upon each employee's performance. Kittay also noted that she had previously provided all the board members, in an email, a full accounting and copies of each board agenda, minutes and salary/step schedule that had been in the board book since her tenure began. Kittay provided the board with a hard copy of the memo.

11. DIRECTOR'S REPORT

**Trustee McMullins noted that in Director Kittay's report, there were a number of facilities projects mentioned, and that she would like to see a prioritized list.**

a) Final Report of Phase I Renovation (**INFORMATION**)

**Director Kittay provided the final report of the Phase I Renovation.**

b) Taste of Dena Update (**INFORMATION**)

**Director Kittay provided an update on the Taste of Dena event, noting that there would be a table for the Board Members, and a ticket provided to them as a gift. She asked that they RSVP with her as soon as possible.**

**Trustee McMullins noted that she had already purchased her ticket and respectfully declined the gift.**

c) Updating and Changes to the Bylaws – Request for special meeting and/or subcommittee (**INFORMATION/ACTION**)

**Director Kittay provided the Trustees with a copy of the Bylaws, noting that they are extremely out of date, and noted that the Board might want to create a subcommittee to review and update their bylaws.**

**Trustee McDonald suggested that Administration offer suggestions for changes and updates to the Bylaws prior to the Board taking action on updating them.**

**Director Kittay stated that she would hire an Attorney for this process and would provide the Board with a document created with input from herself and the Attorney at a later date.**

d) Strategic Plan Review & Creation – Request for special meeting and/or subcommittee (**INFORMATION/ACTION**)

**Director Kittay mentioned to the Trustees that the Strategic Plan for the District was set to expire next year. She noted that it would be in the District's best interest for the Board to create a subcommittee to begin the discussion for how to plan for the process of writing the new strategic plan.**

**The Trustees did not want to take any action at this time.**

**They also requested that they be provided with a timeframe and what the strategic planning process would look like over time. Director Kittay noted that she recently provided them with this information via email.**

**Trustee McMullins noted that it would be helpful to have a list of strategic goals, and that if the District had the assistance of CLA (or similar) to help facilitate the process.**

12. CORRESPONDENCE

a) CLLS Award Letter

13. REPORTS OF SUPPORT GROUPS

a) Altadena Library Foundation

**Susan Bowen from the Altadena Library Foundation noted that the Foundation has approximately \$554,000 with approx. \$203,000 reserved for the Bob Lucas Branch Library. She also noted that due to the Biannual Registration coming up, the Foundation needs members to build the Board.**

**Trustee Zelada-Garcia asked when the next Foundation meeting will take place.**

**Ms. Bowen noted that the meetings take place on the 4<sup>th</sup> Tuesday of the Month at 4:30 p.m.**

**Trustee Zambrano asked if there would be Foundation representation at the Taste of Dena event.**

b) Friends of the Altadena Library

**Friends President Mark Mariscal noted that the Friends have approved \$1,000 for the Taste of 'Dena event and \$10,000 for the Library's Literacy program.**

**There was a Public Comment from Allisonne Crawford, the Altadena Elementary PTA President, who spoke about the partnership with the Altadena Library, and that she would be working with Director Kittay in the coming months on some initiatives for the Community. She expressed gratitude for the article in the CONNECT newsletter and for the partnership.**

14. REPORTS OF TRUSTEES

**Trustee McMullins mentioned that she attended the Eclipse event at the Library and really enjoyed the program.**

**15. 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 went into Closed Session at 6:57 p.m.**

**16. RECESS BACK INTO OPEN SESSION**

**The Board Came out of Closed Session at 8:54 p.m.**

**17. PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**

**The Board issued a verbal satisfactory review of the District Director- with a written review to be completed forthwith.**

**18. AGENDA ITEMS FOR FUTURE AGENDAS**

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

**19. ADJOURNMENT**

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

**Meeting Adjourned.**