



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

September 25, 2017 – 5:04 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 – **Absent - Excused**

Gwendolyn McMullins

John McDonald- **Absent - Excused**

Armando Zambrano **Absent - Excused**

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.

Due to lack of quorum, as noted below – items were moved to the October Board Meeting

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. **(Please NOTE: Descriptions of items is for reference only and is not normally read at the meeting)**

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

HIRES/PROMOTIONS: (3 minutes)

1) **APPOINTMENTS**

Amanda Toledo - Clerk I Youth Services – PT - August 30

2) **RESIGNATIONS AND TERMINATIONS**

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Effective Date</u>
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3) **TRANSFERS AND PROMOTIONS**

Melissa Aldama - Clerk I to Clerk II – FT - August 23

Selena Alegria - Page to Clerk I – PT - August 23

Director Kittay reported on the Personnel information.

6. **FINANCIAL REPORTS (5 minutes)**

a) Financial reports for July 2017

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

7. **CONSENT CALENDAR (5 minutes)**

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. **(Please NOTE: Descriptions of items is for reference only and is not normally read at the meeting)**

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 August 28, 2017
- b) Statistical Reports – YTD – August 2017
- d) Departmental Monthly Report – August 2017
- e) Update on CalPERS Benefits/ Open Enrollment

RESCHEDULED to October Board Meeting

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

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

9. **NEW BUSINESS**

- a) Annual Review of Summer Reading Program (Summer Reading Committee) **(Information) (5 minutes)**

RESCHEDULED to October Board Meeting

- b) Update on new ILS Koha (Christopher Kellermeier) **(Information) (10 minutes)**

RESCHEDULED to October Board Meeting

10. **OLD BUSINESS**

- a) Human Resources Update – Written Report by HRNetwork **(INFORMATION) (5 minutes)**

RESCHEDULED to October Board Meeting

- b) Strategic Planning – Request for Special Meeting/Subcommittee **(INFORMATION/ACTION) (10 minutes)**

RESCHEDULED to October Board Meeting

11. **DIRECTOR'S REPORT (INFORMATION) (10 minutes)**

- a) Facilities Update

Director Kittay noted that Trustee McMullins had asked for a monthly update of facilities projects over \$10,000. She presented the Staff Report, Chart and her recommendation for an updated full assessment of both facilities. There was a question as to if new items would be added to the list and Kittay noted that she did not know of any at this time but if there were it would be discussed with the Trustees and would be part of a Budget Amendment. Kittay informed the Board that next month she would bring the 2005 Report with updates as to what has been completed along with at least one bid and description for a new Facilities Assessment.

Trustee McMullins asked if the \$350,000 budgeted for facilities repairs in the budget covered these projects, Director Kittay noted that it would cover some, not all.

- c) Taste of 'Dena Update

Director Kittay noted that she would provide a full review at next month's board meeting. The Trustees asked about how many tickets were sold and Director Kittay noted she thought it was around 150 and that after expenses revenue would probably be around \$10,000.

- d) Save The Date – Volunteer Event

Director Kittay reminded the Trustees to save the date for the upcoming Volunteer Appreciation event on Wednesday, November 8th from 7 to 9 p.m.

- e) Town Council Presentation & ACONA Presentation

Director Kittay mentioned that the Town Council presentation took place and that the response was very positive. The Town Council expressed its thanks to the Board, Staff and Director of the Library for the improvements to the library and to library services. She noted that the ACONA presentation would take place on 9/26 at the Community center at 7 p.m. and that the Trustees were invited to attend to represent the Library.

12. **CORRESPONDENCE**

Director Kittay noted that the Library had received two grants, one for the Student Success Initiative, to get Library cards to all students in Altadena, and a grant for a 3D printer.

13. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation (5 minutes) **Director Kittay noted that the Foundation would hold a meeting on 9/26 and that there were currently at least 7 applicants interested in being on the Board for the Foundation.**
- b) Friends of the Altadena Library (5 minutes)
President Mark Mariscal noted that Director Kittay received a standing ovation at the Town Council presentation and a lot of praise from the Town Council. He noted that the Friends of the Library were going to hold three to four extra book sales between now and the annual book sale. These would be taking place on the Second Saturday of the month.

14. **REPORTS OF TRUSTEES (5 minutes)**

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) **LABOR NEGOTIATIONS (§ 54957.6)**
Pursuant to Government Code Section 54957.6
Title: District Director
Negotiation of District Director Contract

RESCHEDULED to October Board Meeting

16. **RECESS BACK INTO OPEN SESSION**

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

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 at 5:20 p.m.