



Honoring the past, cultivating the present, empowering the future

AGENDA
Special Meeting

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **December 3, 2018** – 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:

- a) Terry Andrues
- b) Ira Bershatsky
- c) Betsy Kahn
- d) Gwendolyn McMullins
- e) Armando Zambrano

3) PUBLIC COMMUNICATION

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals 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 state the agenda item and/or issue you wish to address.

4) NEW BUSINESS

- a) Report from Best Best & Krieger LLP on Brown Act violations (INFORMATION/ACTION)
- b) Adopt Resolution 201812 - **A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT REGARDING ITS CONTINUED COMMITMENT TO COMPLIANCE WITH THE RALPH M. BROWN ACT**
(DISCUSSION/ACTION)

5) ADJOURNMENT

- a) **Recommended Action:** There being no further business, the meeting is adjourned.



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT:
PREPARED BY:

MEETING DATE: December 3, 2018
LOCATION: Community Room

TITLE: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT REGARDING ITS CONTINUED COMMITMENT TO COMPLIANCE WITH THE RALPH BROWN ACT

BACKGROUND: The Board of Trustees was formed in 1926 in accordance with a state statute enacted to establish, equip, and maintain public libraries. As a result, the Board of Trustees is governed by the Ralph M. Brown Act, a set of laws that guarantee that specified governing bodies conduct the public's business in open meetings.

During the gathering of documents in response to recent requests for public records, the staff and the Board of Trustees became acutely aware that the inclusion of a majority of its members on various email communications constituted a serial meeting in violation of the Brown Act. Despite these violations, the Board of Trustees has substantially complied with the Brown Act in all of its actions as the governing body of the Altadena Library District. Nevertheless, the Board of Trustees and staff could benefit from additional training and guidance on the Brown Act.

RECOMMENDATION:

The staff recommends that the Board of Trustees and the staff participate in continuous, monthly trainings on the Brown Act for the next year, each of which will take the form of a brief, 10-15 minute "Brown Act Refresher" that will occur at the next 12 regular meetings of the Board of Trustees. After this initial year of continuous Brown Act training, it is recommended that the Board of Trustees and staff participate in annual trainings each year thereafter.



**ALTADENA LIBRARY DISTRICT
RESOLUTION No. 201812**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA
LIBRARY DISTRICT REGARDING ITS CONTINUED COMMITMENT TO
COMPLIANCE WITH THE RALPH M. BROWN ACT**

WHEREAS, the Ralph M. Brown Act (the “Act”), enacted in 1953, requires that legislative bodies in this State must act and deliberate openly, including city councils, school boards and boards of trustees of special districts; and

WHEREAS, on October 9, 1926, a petition was filed with the Los Angeles County Board of Supervisors seeking to form the Altadena Library District; and

WHEREAS, the Altadena Library District Board of Trustees (the “Board of Trustees”) acknowledges that it is, and has always been, a legislative body governed by the Act and remains committed to conducting its business in accordance with the Act; and

WHEREAS, during the gathering of documents in response to several requests for public records, the Board of Trustees became aware that the inclusion of a majority of its members on various email communications likely constituted serial meetings in violation of the Act; and

WHEREAS, despite these apparent violations, the Board of Trustees asserts that it has substantially complied with the Act in all of its actions as the governing body of the Altadena Library District; and

WHEREAS, the Board of Trustees acknowledges that it could benefit from continuous training and guidance on how to conduct its official duties within the provisions of the Act.

NOW, THEREFORE, let it be RESOLVED that the Altadena Library District Board of Trustees hereby declares that it will cease and desist and will not repeat the past actions of the legislative body that violate the Act, including but not limited to email communications that include a majority of members of the Board.

RESOLVED, further, Altadena Library District Board of Trustees commits to participating in monthly trainings on the Act for the next year and annual trainings each year thereafter.

PASSED, APPROVED AND ADOPTED by the Governing Board of Trustees of the Altadena Library District, Los Angeles County, State of California this 3rd day of December 2018, by the following vote:

AYES:

NOES:

ABSENT:

DATED: December 3, 2018

Betsy Kahn, President

Gwendolyn McMullins, Secretary

Attested

Estella Terrazas, Interim District Director