



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

## MINUTES

### Regular Meeting

Board of Library Trustees - Altadena Library District  
Community Room – Main Library – **December 10, 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 - 5:08 p.m.**

#### 2) **ROLL CALL:**

- a) Terry Andrues
- b) Jason Capell
- c) Katie Clark
- d) Betsy Kahn, President
- e) Gwendolyn McMullins, Secretary – **Absent**

#### 3) **ADOPTION OF AGENDA**

- a) 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).

Trustee Clark requested to move item 15 before closed session.

#### 4) **PUBLIC COMMUNICATION**

<https://youtu.be/T7gfegEkRRM?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=170>

- 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.

**Public Comment: Mark Mariscal, Dale Gronemeier**

**Trustee Capell asked the District's legal counsel for clarification regarding the resolution on the agenda.**

#### 5) **REPORTS OF SUPPORT GROUPS**

<https://youtu.be/T7gfegEkRRM?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=568>

- a) Altadena Library Foundation  
**Bridget Brewster presented a check from the Foundation to the District.**

- b) Friends of the Altadena Library

**Mark Mariscal reported and presented a check from the Friends to the District.**

#### 6) **FINANCIAL REPORTS**

- a) **Financial reports for October 2018 (INFORMATION/ACTION) Page #**

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

**Staff Accountant Nicole Fabry reported.**

**Trustee Kahn asked about the undesignated donations/grants line item.**

**Trustee Capell asked about the mid-year budget adjustment, Trustee Clark asked about the property tax revenue and the mid-year budget adjustment.**

**Moved by Trustee Clark to receive and file the financial reports**

**Second by Trustee Capell**

**Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn**

**No:**

**Abstain:**

**Absent: Trustee McMullins**

**7. CONSENT CALENDAR**

<https://youtu.be/T7qfegEkRRM?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1379>

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.

**Public Comment: Dale Gronemeier**

**Recommended Action:** The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- i. Approval of Minutes – Regular Meeting held November 26, 2018, Page #
- ii. Statistical Reports – YTD – November 2018, Page #
- iii. Departmental Monthly Reports – November 2018, Page #
- iv. District Director’s Report – November 2018, Page #
- v. Board of Trustees Meeting Calendar for 2019 Page #

**Trustee Capell requested that item 3 be removed from the consent calendar.**

**Moved by Trustee Clark to approve the remaining items and recommended actions on the consent calendar.**

**Second by Trustee Andrues**

**Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn**

**No:**

**Abstain:**

**Absent: Trustee McMullins**

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

<https://youtu.be/T7qfegEkRRM?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1931>

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

**Trustee Capell asked about information provided in Board Reports, specifically related to Career online high school and little free libraries.**

**Public Comment: Mark Mariscal**

**9. OLD BUSINESS**

- a. Update from Ad-Hoc Subcommittee to fill Interim District Director Position (INFORMATION/ACTION)

<https://youtu.be/T7qfegEkRRM?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=2510>

**Trustee Kahn stated that the item will be addressed during the closed session and that the update will be deferred to the reportable action from closed session.**

**10. NEW BUSINESS**

- a. Ceremonial Swearing-in of New Board Members (INFORMATION/ACTION)  
**Interim Director Estella Terrazas reported on the election results and completed the ceremonial swearing in of the new Trustees.**

- b. Election of Officers (INFORMATION/ACTION)

<https://youtu.be/T7qfegEkRRM?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=2704>

**Nominations for President of the Board:**

**Trustee Clark nominated Trustee Kahn, Trustee Kahn nominated Trustee Andrues**

**Trustee Capell asked for clarification regarding the roles of the Secretary of the Board**

**Public Comment: Mark Mariscal**

**Counsel Christine Wood provided clarification to the board.**

**Trustee Clark withdrew her nomination.**

**Trustee Capell asked about the position of the Secretary. Trustee Kahn noted this would be addressed after the position of the President.**

**The following votes were taken for Trustee Andrues as president:**

**Aye: Trustee Capell, Trustee Andrues, Trustee Kahn, Trustee Clark**

**No:**

**Abstain:**

**Absent: Trustee McMullins**

**Nominations for Secretary of the Board:**

**Trustee Kahn nominated Trustee Clark**

**The following votes were taken for Trustee Clark as Secretary:**

**Aye: Trustee Capell, Trustee Andruess, Trustee Kahn, Trustee Clark**  
**No:**  
**Abstain:**  
**Absent: Trustee McMullins**

c. Review of State Minimum Wage Increase and Updated Salary Schedule (INFORMATION)  
<https://youtu.be/T7qfegEkRRM?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=3240>

**Public Comment: Mark Mariscal**

**Interim Director Estella Terrazas noted the District plans to review the Salary Schedule.**

**Staff Accountant Nicole Fabry reported on the Minimum Wage Increase.**

**Trustee Capell asked about the timeline of the Salary Schedule review.**

d. Presentation of Altadena Library District Final Draft of the Annual Financial Report for FY 17/18, conducted by Nigro & Nigro, presented by Paul Kaymark of Platinum Consulting Group (INFORMATION/ACTION)

**Interim Director Estella Terrazas noted that this item would be postponed to the January meeting due to the Auditor not being available to attend the meeting.**

**Moved by Trustee Kahn to table this item to the January meeting**

**Second by Trustee Clark**

**Trustee Clark asked about the full report of the Financial Audit**

**Trustee Andruess asked if the report could be provided when ready**

**Legal Counsel Christine Wood provided clarification regarding availability of the report to the public and the Board.**

**Subsidiary Motion by Trustee Clark that the report be posted to the website and available to the public and the Board as soon as possible.**

**Second by Trustee Capell**

**Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn**

**No:**

**Abstain:**

**Absent: Trustee McMullins**

**Vote for Original Motion to Table the Item to the January Meeting:**

**Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn**

**No:**

**Abstain:**

**Absent: Trustee McMullins**

e. Committees Constitution and Membership (INFORMATION/ACTION)  
<https://youtu.be/T7qfegEkRRM?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=3823>

**There was discussion regarding the various board committees.**

**Jonathan Arevalo briefly discussed some of the difficulties the the current staff building committee is facing in regards to funding for building projects, and provided clarification regarding the Friends and Foundation donating funds to the District for projects.**

**Public Comment: Mark Mariscal**

**Trustee Andruess noted that the Foundation has discussed donating funds to various building projects, and noted the need for discussion and collaboration between the staff, the Board and the support groups.**

**Trustee Capell expressed the need for a standing committee of the Board to discuss the various facility needs and how they relate to the Strategic plan of the Board.**

**Trustee Kahn noted the formation of the committees could be decided in one motion under this agenda item. Trustee Clark suggested that a chair be appointed to each committee and that the membership of the committee could then be decided.**

**The following committees were discussed:**

**Bylaws:**

**It was noted that Trustee McMullins is currently the chair of the Bylaws committee and would like to continue. Trustee Kahn vacated her seat on the committee, Trustee Clark accepted to serve in her place.**

**Strategic Planning:**

Trustee Capell noted the importance of the Strategic Planning, Trustee Clark agreed and noted she would like to see public participation in that process.

**Budget:** Trustee Kahn currently serves on the Budget committee. Due to the expiration of the Incumbent's Term, it was noted there was a vacancy created. Trustee Andruess expressed his interest in serving on the Budget committee.

**New Director Search Committee:** Both Trustee Kahn and Trustee Andruess expressed their interest to serve on this committee.

**Public Comment:** Mark Mariscal

**Facilities/Building Committee:** To be considered.

Trustee Clark suggested that the special committees bring specific proposals/resolutions to the January Board meeting for the Board to consider and vote on.

Counsel Christine Wood provided clarification regarding standing versus ad hoc committees and how the board can create the committees.

Moved by Trustee Capell to appoint Trustee Clark as the second member of the Bylaws committee

Second by Trustee Kahn

Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn

No:

Abstain:

Absent: Trustee McMullins

Moved by Trustee Clark to come back to the January meeting with the specifics of an ad hoc Strategic Planning Committee that the Board can discuss and vote on

Second by Trustee Capell

Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn

No:

Abstain:

Absent: Trustee McMullins

Moved by Trustee Andruess to appoint Trustee Capell as chair to the Facilities committee and for Trustee Capell to return to the January Board Meeting with a resolution for the Board to consider

Second by Trustee Clark

Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn

No:

Abstain:

Absent: Trustee McMullins

Moved by Trustee Kahn to serve as chair to the Executive Search Committee and to bring a resolution to the Board in January for consideration

Second by Trustee Clark

Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn

No:

Abstain:

Absent: Trustee McMullins

Trustee Clark nominated Trustee Andruess to fill the vacancy on the Budget committee and serve as Chair

Second by Trustee Capell

Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn

No:

Abstain:

Absent: Trustee McMullins

**Public Comment:** Mark Mariscal

**REPORTS OF TRUSTEES**

<https://youtu.be/T7qfegEkRRM?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=6299>

Trustee Clark, Trustee Andruess

**11. 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:

**Public Comment: Dale Gronemeier, Mark Mariscal**

- a. CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION  
Pursuant to Government Code Section 54956.9(d)(1)  
Kittay v. Altadena Library District, et al.
- b) PUBLIC EMPLOYEE APPOINTMENT  
Pursuant to Government Code section 54957  
Title: Interim District Director
- c) Conference with Labor Negotiators Pursuant to Government Code Section 54957.6  
Unrepresented Employee: Interim District Director  
Agency Designated Representative: Betsy Kahn, President of the Board of Trustees

**Recess into Closed Session at 7:04 p.m.**

**12. RECESS BACK INTO OPEN SESSION**

**Recess into Open Session at 9:40 p.m.**

**13. PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.** (Section 54960 et seq.)

- a) It was noted that new Trustees were briefed on legal matters.
- b) Trustee Andruess noted the committee selected a candidate for Interim Director and were working to finalize the appointment.
- c) Nothing to Report

**14. Adopt Resolution 201813 - "A Resolution Appointing \_\_\_\_\_ as Interim District Director Pursuant to the 180-Day Waiting Period Exception and Approving Employment Agreement." (Information/Action)**

Item postponed.

**15. AGENDA ITEMS FOR FUTURE AGENDAS**

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

**Liaison to Friends of the Altadena Library, Agenda Format, Brown Act Refresher, Committee Resolutions**

**Trustee Capell noted he would be attending ALA during the regular January meeting. There was discussion on whether or not he could participate remotely and how that**

**16. ADJOURNMENT**

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

**Moved by Trustee Capell to adjourn the meeting  
Second by Trustee Kahn  
Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn  
Meeting adjourned at 9:44 p.m.**