

MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – February 25, 2019 – 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 – 5:02 p.m.

2. Open Session

a. Roll Call

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=10>

Present: Trustee Capell, Trustee Clark, Trustee Andrues, Trustee Kahn

Trustee McMullins arrived at 5:04 p.m.

b. Approval/Reordering of Agenda Items

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=36>

Moved by Trustee Kahn to reorder item 7c to after item 3a

Second by Trustee Clark

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

c. Adoption of Agenda

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=122>

Moved by Trustee Clark to Adopt the Agenda

Second by Trustee McMullins

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

d. Public Comment on Non-Agenda Items

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=154>

Public Comment: Rene Amy

3. Unfinished Business

a. Brown Act Refresher (Information) –

Public Comment: Rene Amy

Seth Merewitz of Best, Best & Krieger presented.

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=569>

Trustee Kahn asked for clarification regarding committee meetings and meeting scheduling requirements. Trustee Andrues asked for further clarification regarding lack of quorum for

meetings. Public Comment/Questions: Mark Mariscal, Hafsa Abdus-Shakur, Rene Amy. Trustee Clark and Capell provided clarification regarding committees.

7c) Reports of Support Groups

Public Comment: Rene Amy

- (i) Altadena Library Foundation – Cynthia Carmona Reported.
- (ii) Friends of the Altadena Library – Mark Mariscal reported.

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1739>

4. New Business

a. Mid-Year Budget Adjustment (Discussion/Action)

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=2043>

Public Comment: Rene Amy, Mark Mariscal

Cindy Byerrum of Platinum Consulting Group and Staff Accountant Nicole Fabry reported.

The Trustees asked for some more information regarding some of the budget line items. Interim Director Cindy Cleary and Public Services Director Estella Terrazas provided their comments.

Moved by Trustee Capell to re-order the agenda and move item 4a. after item 7d.

Second by Trustee Clark

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

b. Review of Legal Services (Discussion/Action)

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=4443>

Public Comment: Rene Amy

There was discussion amongst the Trustees and the Interim Director regarding the projected legal fees for the remainder of the fiscal year.

It was noted that the District has established an estimated budget of \$10,000 per month for legal fees for the remainder of the fiscal year.

Interim Director Cleary noted that she is working on updated policies District-wide and will need the assistance of legal counsel to review the policies.

Moved by Trustee Capell to instruct the Director to bring recommended guidelines for use of Legal Counsel back to the Board at the next regular meeting

Second by Trustee McMullins

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

The Board went into recess from 6:45 to 6:53 p.m.

c. Board Member Training and attendance at Special District Leadership Academy (Discussion/Action)

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=6058>

Public Comment: Rene Amy

Trustee Clark stated she plans to attend the Special District Leadership Academy Conference held by the California Special Districts Association in April and will be applying for a scholarship through the Special District Leadership Foundation for her conference registration fee. Trustee McMullins and Trustee Kahn stated that they have an interest in attending but are not yet sure if their schedules will permit their attendance at this time.

Moved by Trustee Capell to accept Trustee Clark's attendance at the Special District Leadership Academy conference

Second by Trustee Kahn

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

d. Teen Librarian Job Description Review and Approval (Discussion/Action)

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=6684>

Public Comment: Rene Amy

Interim Director Cleary reported on the Librarian I position. Trustee Capell, Trustee Kahn and Trustee Andruess asked questions about the position requirements and structure. Interim Director Cleary provided clarification regarding the requirements for the position.

Moved by Trustee Clark to approve the Librarian I, Teen Services position

Second by Trustee McMullins

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

e. Approval of Closure for Staff Development (Discussion/Action)

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=7138>

Interim Director Cleary reported on her assessment that staff need an opportunity for team building and requested that the Board approve a District-Wide closure on April 23rd for the facilitation of a staff development day.

Moved by Trustee McMullins to approve a District wide closure on April 23rd for staff development

Second by Trustee Kahn

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

5. Consent Calendar

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=7365>

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 January 28, 2019
- b. Approval of Minutes – Special Meeting held February 12, 2019
- c. Statistical Reports – YTD – January 2019
- d. Departmental Monthly Reports – January 2019

Moved by Trustee Clark to accept the Consent Calendar

Second by Trustee McMullins

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

7. Reports-

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=7423>

Public Comment: Rene Amy

- a. District Director's Report – January 2018
 - (i) Library General Operations
 - (ii) Review of Organizational Chart
 - (iii) Personnel Appointments/Resignations/Terminations/Transfers

Interim Director Cleary provided her report.

- b. Financial Reports — December 2018

Public Comment: Hafsah Abdus-Shakur

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=8428>

Staff Accountant Nicole Fabry reported.

- d. Committee Reports (Discussion/Possible Action) -Public Comment: Rene Amy

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=8654>

- (i) Bylaws Committee
Trustee McMullins reported on the progress of the bylaws committee.
- (ii) Budget Committee
Trustee Andruess reported on the budget committee.
- (iii) Executive Search Committee

Trustee Kahn reported on the work of the Executive Search Committee and the request of the committee that an RFP be created for an outside search firm to assist the district.

Moved by Trustee Clark to request that staff create an RFP for an executive search firm

Second by Trustee McMullins

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

(iv) Facilities Committee

Trustee Capell reported on the progress of the Facilities Committee and noted that the committee had decided it would be best to create RFPs for design and architect firms to gather current law and cost estimates for projects District-wide. There was discussion regarding future projects and progress of the Facilities Committee and the role of the committee and the Director and staff.

Interim Director Cleary noted that the RFPs could be combined into one RFP for District-wide needs related to facilities.

There was discussion related to the timeline and overall costs of facilities improvements.

It was noted the estimated cost for a firm would be around \$50,000.

Moved by Trustee Capell to instruct the Director to create an RFP and return to the Board with suggestions for a Design and Architectural firm for refurbishment of Bob Lucas and District-wide ADA accessibility.

Second by Trustee Clark

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

(v) Strategic Planning Committee

Trustee Clark reported on the progress of the Strategic Planning Committee. She noted that the committee's recommendation was to approve the list of proposed members and to have the Director create an RFP for strategic planning firms. It was noted that the price range for this would be around \$20,000 to \$30,000.

Moved by Trustee Clark to approve the list of suggested Strategic Planning Committee members:

Interim Director Cindy Cleary and designated Staff;

Hafsah Abdus-Shakur;

Anne Chomyn;

Veronica Jones;

Sharon Collins;

Monica Hubbard;

Cherri L. King;

Juanita Gutierrez; and

Cynthia Carmona.

Second by Trustee Capell

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

Moved by Trustee Clark to instruct the Director to begin the RFP process for a Strategic Planning Facilitator

Second by Trustee Kahn

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

4. New Business

a. Mid-Year Budget Adjustment (Discussion/Action)

Staff Accountant noted the updates that would be made to the mid-year adjustment including adding \$50,000 to consultants to accommodate the various needs of the Board committees.

Moved by Trustee Clark to approve the amended mid-year budget adjustment

Second by Trustee Kahn

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

e. Trustee Reports

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=12938>

Trustee Capell reported his attendance at the ALA MidWinter Meeting, Trustee Clark noted she had included a written report in the Board Package, and she noted that she would like the seating arrangement to be changed so that the Board members can see each other during the meeting based on information from a CSDA training she attended. Trustee Andruess noted that he will be absent at the March Board of Trustees meeting and noted that he attended a CSDA webinar, and will be speaking at Monte Cedro.

8. Correspondence

a. California Special Districts Association

9. Proposed Future Agenda Items

10. Adjournment

Moved by Trustee Kahn to adjourn the meeting

Second by Trustee McMullins

Meeting Adjourned at 8:55 p.m.

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.