

MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – March 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 – 5:01 p.m.

<https://youtu.be/ByaUtTcYtZc?t=1>

2. Open Session

a. Roll Call

Present: Trustee Capell, Trustee Clark, Trustee Kahn, Trustee McMullins

Absent: Trustee Andruess

b. Approval/Reordering of Agenda Items <https://youtu.be/ByaUtTcYtZc?t=34>

Trustee Kahn asked that item 5d(ii) be moved to 7d

c. Adoption of Agenda

Moved by Trustee McMullins to adopt the agenda with noted changes

Second by Trustee Kahn

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

d. Public Comment on Non-Agenda Items <https://youtu.be/ByaUtTcYtZc?t=125>

3. Consent Calendar <https://youtu.be/ByaUtTcYtZc?t=150>

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 February 25, 2019,

b. Statistical Reports – YTD – February 2019,

c. Departmental Monthly Reports – February 2019,

Moved by Trustee Kahn to approve the consent calendar

Second by Trustee McMullins

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

5. Reports (Information) <https://youtu.be/ByaUtTcYtZc?t=192>

a. Reports of Support Groups

(i) Altadena Library Foundation

Foundation President Bridget Brewster reported

- (ii) Friends of the Altadena Library - none
- b. District Director's Report – February 2018 <https://youtu.be/ByaUtTcYtZc?t=344>
 - (i) Library General Operations

Interim Director Cleary reported on current library operations including updates to policies, staffing and the RFID project. She noted her work on the various Board committees and work with staff on current projects. She presented her preliminary findings on the legal billing structure. She noted upcoming events including repair café and the summer reading program launching June 1st.

Trustees Kahn and McMullins had questions regarding the RFID conversion. Public Services Director Terrazas provided information regarding the process.

Trustee Clark asked for clarification about the legal billing process.

- d. Financial Reports – January 2019 <https://youtu.be/ByaUtTcYtZc?t=798>
Staff Accountant Fabry reported.
- d. Committee Reports <https://youtu.be/ByaUtTcYtZc?t=877>
 - (i) Bylaws Committee

Trustee McMullins provided a report on the progress of the committee, noting that the committee will be holding a special meeting for the purpose of public review and input of the draft board policy. Trustee Clark provided some clarification as well. Trustee Capell asked about swearing in of new trustees.

- o Presentation of Draft Altadena Library Board of Trustees Policy

- (iii) Strategic Planning Committee <https://youtu.be/ByaUtTcYtZc?t=1367>

Trustee Clark reported on the progress of the Strategic Planning Committee and the RFP which is due April 17th.

- e. Trustee Reports <https://youtu.be/ByaUtTcYtZc?t=1676>

Trustee Kahn, Trustee McMullins, Trustee Clark

6. Unfinished Business

- a. Brown Act Refresher (Information) <https://youtu.be/ByaUtTcYtZc?t=2138>
Administrative Assistant Chaney presented the powerpoint provided by Best, Best & Krieger.

7. New Business

- a. Resolution 2019-02 - Establishing Authorized Signatures (Action) <https://youtu.be/ByaUtTcYtZc?t=3191>
Moved by Trustee Capell to adopt the resolution
Second by Trustee McMullins
Aye: Trustee Capell, Trustee Clark, Trustee Kahn, Trustee McMullins

b. CA Form 700 – Statement of Economic Interests (Information)

Administrative Assistant Chaney reminded the Trustees that Statements are due April 2nd.

c. District Art Collection Conservation (Action) <https://youtu.be/ByaUtTcYtZc?t=3545>

Interim Director Cleary presented her findings on the District's art collection and asked the Board for direction on how to move forward. There was discussion about the artwork and direction given to the Director to research an appraisal process of the artwork for FY 19/20, bring back a proposal to the Board in June.

e. Selection of Executive Search Consultant (Action)

<https://youtu.be/ByaUtTcYtZc?t=4199>

Trustee Kahn presented on the progress of the Committee and presented a matrix of the RFP responses. She asked for the Board's approval to give the Committee the authority to continue to research the top two firms and make a selection between the two. Trustee Clark asked for some clarification about the firms presented.

(ii) Executive Search Committee

Moved by Trustee Kahn to proceed with investigation of the top two firms and enter into a contract with the top selected firm.

Second by Trustee Capell

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

e. Approval of additional Strategic Planning Committee member (Action)

<https://youtu.be/ByaUtTcYtZc?t=5189>

Moved by Trustee McMullins to accept Jill Barnes Hawkins as an additional Strategic Planning Committee member

Second by Trustee Kahn

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

9. Proposed Future Agenda Items <https://youtu.be/ByaUtTcYtZc?t=5303>

California Voter Rights Act, Coordination of Committee Public Outreach Efforts

10. In Memory of Felipe Avila

Trustee Clark provided information in remembrance of Felipe and led a moment of silence.

11. Adjournment

Moved by Trustee McMullins to adjourn the meeting

Second by Trustee Kahn

Meeting adjourned at 6:35 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.