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.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Kylynn Chaney at (626) 798-0833 x118 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

1. Call to order, Roll Call, Public Comment on Closed Session Agenda (5:00 pm)
Roll Call

2. 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/or taking action on the following items:

   1. CONFERENCE WITH LEGAL COUNSEL RE: PENDING LITIGATION
      Pursuant to Government Code Section 54956.9(d)(2)

Trustee Andrues announced closed session: Significant Exposure to Litigation
https://youtu.be/0fLFlwzxaIA?t=84
The Board went into closed session from 5:01 to 5:50 p.m.
There was no reportable action.

3. Open Session (5:30 pm)
   a. Approval/Reordering of Agenda Items
   b. Adoption of Agenda

Moved by Trustee McMullins to adopt the agenda
Second by Trustee Clark
Aye: Trustee Andrues, Trustee Clark, Trustee Capell, Trustee Kahn, Trustee McMullins
   c. Public Comment on Non-Agenda Items

The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
   • Approval of Minutes – Regular Meeting held April 22, 2019, Page #
   • Approval of Minutes – Special Meeting held April 29, 2019, Page #
Moved by Trustee Clark to approve the Consent Calendar
Second by Trustee Kahn
There was discussion about the Department Monthly Reports and Statistics
Vote to approve:
Aye: Trustee Andrues, Trustee Clark, Trustee Capell, Trustee Kahn, Trustee McMullins

5. Consideration of Items Removed from the Consent Calendar
   Items removed from the Consent Calendar discussed individually at this time.

   a. Reports of Support Groups
      (i) Altadena Library Foundation – Bridget Brewster reported.
      (ii) Friends of the Altadena Library – Mark Mariscal reported.
      Interim Director Cleary reported.
      (i) Library General Operations
      (ii) Youth and Family Services Department Presentation – Amanda Toledo presented on behalf of the department.
   c. Financial Reports – March 2019, Staff Accountant Fabry reported.
   d. Committee Reports
      (i) Bylaws Committee – Trustee McMullins reported, noting that once the policy has been approved, the committee will be considered dissolved.
      (ii) Budget Committee, Trustee Andrues reported.
      (iii) Executive Search Committee
   Trustee Kahn reported on the status of the search process, and there was discussion on Community outreach for both the executive search process and strategic planning process.
      (iv) Strategic Planning Committee, Trustee Clark reported.
      (v) Facilities Committee
   Trustee Capell reported and provided updates on the RFP process.
   e. Trustee Reports
      https://youtu.be/0fLFlwzxaIA?t=3654

   a. Brown Act Refresher (Information)
      Administrative Assistant Kylynn Chaney presented on the history of the Brown Act.
Trustee Clark suggested the creation of an ad-hoc committee. Trustee Kahn provided some information on the process that the Pasadena Unified School Board completed. Trustee Andrues appointed both Trustee Clark and Trustee Kahn to the CVRA ad-hoc committee.

c. Review and Approval of Updated Board Policy (Action)
 Updates and clarification were provided for the policy.
 Moved by Trustee McMullins to approve and adopt the updated Board Policy, effective 5/20/19.
 Second by Trustee Kahn
 Aye: Trustee Andrues, Trustee Clark, Trustee Capell, Trustee Kahn, Trustee McMullins

The Board went into recess from 7:18 to 7:28 p.m.

8. New Business
 a. Preliminary Budget Review for FY 19/20 (Discussion/Action)
 https://youtu.be/0fLFlwzxaIA?t=5337
 Nicole Fabry, Ian Berg from Platinum Consulting Group, and Cindy Cleary reported on the Draft Budget. There were questions about specific line items and the cost of insurance to the District.
 There was discussion about the COLA scenarios that were presented and the potential areas of saving in the Budget that could offset a potential increase.
 The Board gave Direction to bring the budget back at the next regular meeting to reflect a 3.3% COLA increase to staff wages.
 b. California Library Association Membership and Conference (Action)
 https://youtu.be/0fLFlwzxaIA?t=8076
 Moved by Trustee McMullins to accept Trustee Kahn’s attendance at the 2019 California Library Association conference.
 Second by Trustee Clark
 Aye: Trustee Andrues, Trustee Clark, Trustee Capell, Trustee Kahn, Trustee McMullins

c. ACA 1, Local Government Financing (Action)
 https://youtu.be/0fLFlwzxaIA?t=8372
 Moved by Trustee Kahn to approve the letter of support, amended to include signatures of all trustees and to send an additional letter to Assembly member Holden.
 Second by Trustee McMullins
 Aye: Trustee Andrues, Trustee Clark, Trustee Capell, Trustee Kahn, Trustee McMullins

d. Appointment of Government Relations Liaison (Action)
 https://youtu.be/0fLFlwzxaIA?t=9077
 Trustee Andrues appointed Trustee Kahn to be the Government Relations Liaison
 Moved by Trustee McMullins
 Second by Trustee Clark
 Aye: Trustee Andrues, Trustee Clark, Trustee Capell, Trustee Kahn, Trustee McMullins
e. Review and Approval of Updated Filming and Photography Policy (Action)
   https://youtu.be/0fLFlwzxdaA?t=9327
Interim Director Cleary reported on the updated policy.
Moved by Trustee Clark to adopt the updated filming and photography policy
Second by Trustee McMullins
Aye: Trustee Andrues, Trustee Clark, Trustee Capell, Trustee Kahn, Trustee McMullins

f. Review and Approval of Full Day Closure for Filming Request by Lorber Locations (Action)
Moved by Trustee Kahn to approve the closure
Second by Trustee Clark
Aye: Trustee Andrues, Trustee Clark, Trustee Capell, Trustee Kahn, Trustee McMullins

g. Review and Approval of Updated Meeting Room Policy (Action)
Administrative Assistant Kylynn Chaney reported on the updated policy.
There were a couple of changes noted, including the need for clarification regarding
Insurance requirements.
Moved by Trustee Kahn to adopt the policy conditionally with an effective date of June 3,
2019, with the final amended policy to be presented to the board at the next meeting for
final review.
Second by Trustee Clark
Aye: Trustee Andrues, Trustee Clark, Trustee Capell, Trustee Kahn, Trustee McMullins

h. Review of Board of Trustees Calendar for FY 19/20 (Action)
   https://youtu.be/0fLFlwzxdaA?t=11072
The following updates were made to the calendar, to be approved at the June regular
meeting: Appointments of Liaisons moved to December, Boards Retreat, Trustee Self
Evaluation/Assessment in January.

9. Correspondence
The CSDA Take Action Brief was presented.
The Staff Association letter will be included in next month’s Board Package as
Correspondence.

10. Proposed Future Agenda Items
FY 19/20 Budget, Trustee Calendar, Resolution for Tax Roll, Meeting Room Policy and
update from CVRA ad-hoc committee.

11. Adjournment
   Moved by Trustee Kahn to Adjourn the meeting
   Second by Trustee Clark
   Meeting adjourned at 9:13 p.m.