



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – May 20, 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.

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

4. Consent Calendar <https://youtu.be/0fLFlwzxaIA?t=148>

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 #

- Statistical Reports – YTD – April 2019, Page #
- Departmental Monthly Reports – April 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 Andruess, 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.

6. Reports (Information) <https://youtu.be/0fLFlwzxaIA?t=505>

- a. Reports of Support Groups
 - (i) Altadena Library Foundation – **Bridget Brewster reported.**
 - (ii) Friends of the Altadena Library – **Mark Mariscal reported.**
- b. District Director’s Report – April 2019, <https://youtu.be/0fLFlwzxaIA?t=924>

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 Andruess 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>

7. Unfinished Business <https://youtu.be/0fLFlwzxaIA?t=3669>

- a. Brown Act Refresher (Information)

Administrative Assistant Kylynn Chaney presented on the history of the Brown Act.

- b. California Voter Rights Act (Action) <https://youtu.be/0fLFlwzxaIA?t=3937>

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/OfLFlwzxaIA?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 Andruess, 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 Andruess, 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 Andruess, Trustee Clark, Trustee Capell, Trustee Kahn, Trustee McMullins

h. Review of Board of Trustees Calendar for FY 19/20 (Action)
<https://youtu.be/OfLFlwzxaIA?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.