



## MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – June 24, 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)**

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

**Roll Call: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn, Trustee McMullins**

**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: POTENTIAL LITIGATION  
Pursuant to Government Code Section 54956.9(d)(2)

<https://youtu.be/dnCkOJeIgeU?t=46>

**The Board went into Closed Session from 5:02 to 5:31 p.m.**

**There was no reportable action.**

**3. Open Session (5:30 pm) <https://youtu.be/dnCkOJeIgeU?t=51>**

- a. Approval/Reordering of Agenda Items
- b. Adoption of Agenda

**Moved by Trustee Clark to adopt the agenda**

**Second by Trustee McMullins**

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

- c. Public Comment on Non-Agenda Items

**Public Comment: Carlene Chiu**

**4. Consent Calendar <https://youtu.be/dnCkOJeIgeU?t=548>**

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

- Approval of Minutes – Regular Meeting held May 20, 2019

- Statistical Reports – YTD – May 2019
- Departmental Monthly Reports – May 2019

**Moved by Trustee Kahn to approve and adopt the Consent Calendar**

**Second by Trustee Clark**

**Aye: Trustee Andruess, Trustee Capell, Trustee Clark, 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/dnCkOJeIgeU?t=1575>**

a. Reports of Support Groups

- (i) Altadena Library Foundation
- (ii) Friends of the Altadena Library

**Joy Strayer reported for the Friends of the Altadena Library**

b. District Director's Report – May 2019, <https://youtu.be/dnCkOJeIgeU?t=1914>

- (i) Volunteer Services Department Presentation- **Yuni LaFontaine presented.**

- (ii) Library General Operations

**Interim Director Cindy Cleary reported on Library General Operations and Personnel updates.**

- (ii) Personnel Resignations/Transfers/Hires:  
New Hires/Promotions/Transfers: None  
Resignations/Terminations:  
Rebecca Moreton - Library Clerk I - May 21, 2019

c. Financial Reports – April 2019, Page #

**Staff Accountant Nicole Fabry reported.**

d. Committee Reports <https://youtu.be/dnCkOJeIgeU?t=3015>

- (i) Budget Committee

**Trustee Andruess reported.**

- (ii) Facilities Committee

**Trustee Capell reported.**

- (iii) Executive Search Committee

**Trustee Kahn reported.**

- (iv) Strategic Planning Committee

**Trustee Clark reported.**

- (v) California Voting Rights Act Committee

**Trustee Clark reported.**

e. Trustee Reports

**7. Unfinished Business**

a. Review and Approval of Budget for FY 19/20 (Discussion/Action)

<https://youtu.be/dnCkOJeIgeU?t=5111>

**Interim Director Cindy Cleary presented the Final Budget**

**Moved by Trustee Kahn to adopt the FY 19/20 Budget**

**Second by Trustee McMullins**

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

**The Board went into Recess from 7:24 to 7:35 p.m.**

<https://youtu.be/dnCkOJeIgeU?t=6737>

b. Brown Act Refresher (Information)

**Administrative Assistant Kylynn Chaney presented.**

c. Trustees Calendar for FY 19/20 (Action) <https://youtu.be/dnCkOJeIgeU?t=7318>

**Moved by Trustee McMullins to approve the Trustees Calendar for FY 19/20**

**Second by Trustee Clark**

**Publicity for Elections (Even Year) was moved from July to March**

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

d. Updated Meeting Room Policy (Action) <https://youtu.be/dnCkOJeIgeU?t=7615>

**Moved by Trustee Kahn to approve the updated Meeting Room policy**

**Second by Trustee Clark**

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

**8. New Business**

a. RESOLUTION NO. 2019-03 <https://youtu.be/dnCkOJeIgeU?t=7915>

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE ALTADENA LIBRARY DISTRICT STATING THE INTENT OF THE DISTRICT TO TRANSITION FROM AN AT-LARGE ELECTION SYSTEM TO A DISTRICT-BASED ELECTION SYSTEM PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10010, AND FINDING THIS TRANSITION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15061(B)(3), 15320, AND 15378(B)(5) (Action)

**Moved by Trustee Kahn to adopt Resolution 2019-03**

**Second by Trustee Capell**

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

b. Resolution 2019-04 to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12 (Action) <https://youtu.be/dnCkOJeIgeU?t=8066>

**Moved by Trustee Clark to adopt Resolution 2019-04**

**Second by Trustee Kahn**

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

c. Review and Accept Gann Appropriations Limit for FY 19/20 (Action)

<https://youtu.be/dnCkOJeIgeU?t=8355>

**Staff Accountant Nicole Fabry**

**Moved by Trustee Clark to accept Gann Appropriations Limit for FY 19/20**

**Second by Trustee McMullins**

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

d. Updated Salary Schedule (Information) <https://youtu.be/dnCkOJeIgeU?t=8453>

e. Earthquake Insurance Policy Renewal (Action) <https://youtu.be/dnCkOJeIgeU?t=8581>

**Moved by Trustee Mullins to approve the Insurance Policy with Golden Bear**

**Second by Trustee Clark**

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

f. Review and Approval of Updated Job Descriptions (Action):

<https://youtu.be/dnCkOJeIgeU?t=9617>

1. Public Services Director
2. Marketing and Community Engagement Manager
3. Business Manager

**Public Comment: H. 'Grannie' Shakur**

**Interim Director Cindy Cleary reported**

**Moved by Trustee Capell to approve all three updated Job Descriptions**

**Second by Trustee Clark**

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

g. Dress Standard Policy (Action) <https://youtu.be/dnCkOJeIgeU?t=11085>

**Interim Director Cindy Cleary reported**

**Moved by Trustee Clark to approve the Updated Dress Standard Policy**

**Second by Trustee Kahn**

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

h. Outside Employment Policy (Action) <https://youtu.be/dnCkOJeIgeU?t=11354>  
**Interim Director Cindy Cleary reported**  
**Moved by Trustee Capell to approve the Updated Outside Employment Policy**  
**Second by Trustee McMullins**  
**Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn, Trustee McMullins**

i. Review and Approval of Proposal to Purchase of  
New Ergonomic Chairs in FY 18/19 (Action) <https://youtu.be/dnCkOJeIgeU?t=11589>  
**Interim Director Cindy Cleary reported**  
**Moved by Trustee Clark to approve the Purchase of New Ergonomic Chairs**  
**Second by Trustee McMullins**  
**Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn, Trustee McMullins**

**9. Correspondence** <https://youtu.be/dnCkOJeIgeU?t=11756>

- a. Staff Association Letter dated 5/20/2019
- b. Staff Association Letter dated 6/4/2019
- c. Nigro & Nigro, P.C. Letter dated 6/4/2019

**10. Proposed Future Agenda Items** <https://youtu.be/dnCkOJeIgeU?t=11837>

**There was discussion on the expected timeline for the HR Audit**

**The Board will prepare a response to the Staff Association Request for the next Regular Meeting.**

**11. Adjournment**

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.

**Trustees' Vacations were reported**  
<https://youtu.be/dnCkOJeIgeU?t=12224>  
**Moved by Trustee Kahn to adjourn the meeting**  
**Second by Trustee Clark**  
**Meeting Adjourned at 9:06 p.m.**