



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – July 22, 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.

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1. Call to order

<https://youtu.be/zor7nT-u1EQ?t=2>

2. Open Session

a. Roll Call

Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andruess

b. Approval/Reordering of Agenda Items

Trustee Andruess noted that the Friends of the Library report will be moved later in the agenda when Claire arrives.

b. Adoption of Agenda

Motion to Adopt the Agenda by Trustee McMullins

Second by Trustee Clark

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

Absent: Trustee Kahn

c. Public Comment on Non-Agenda Items

H. Shakur

3. Consent Calendar <https://youtu.be/zor7nT-u1EQ?t=196>

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

- Approval of Minutes – Regular Meeting held June 24, 2019
- Departmental Monthly Reports – June 2019

Moved by Trustee Clark to approve the consent calendar

Second by Trustee McMullins

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

Absent: Trustee Kahn

4. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.

5. Reports (Information)

a. Reports of Support Groups

(i) Altadena Library Foundation

<https://youtu.be/zor7nT-u1EQ?t=725>

Bridget Brewster reported.

(ii) Friends of the Altadena Library

b. District Director's Report – June 2019

(i) Bob Lucas Branch Presentation

Branch Manager Diana Wong presented. Public Services Director Estella Terrazas also provided updates.

(ii) Update on Earthquake Insurance Policy

<https://youtu.be/zor7nT-u1EQ?t=2051>

Interim Director Cleary reported.

(iii) Update on “Millard Canyon at Granite Gate” by George Gardner Symons

<https://youtu.be/zor7nT-u1EQ?t=2238>

Interim Director Cindy Cleary reported, and presented the professional conservation assessment of the artwork. Trustee Clark asked that this item be brought back to the Board at the mid-year budget review.

(iv) Personnel Resignations/Transfers/Hires

Interim Director Cleary reported the personnel updates.

c. Financial Reports – May 2019 <https://youtu.be/zor7nT-u1EQ?t=2852>

Business Manager Nicole Fabry reported.

d. Committee Reports

(i) Budget Committee

(ii) Facilities Committee <https://youtu.be/zor7nT-u1EQ?t=3057>

Trustee Capell reported the progress of the committee's search for an architect firm.

(iii) Executive Search Committee <https://youtu.be/zor7nT-u1EQ?t=4241>

Trustee Andruess reported on the progress of the executive search committee, noting the upcoming special meetings and interviews. He noted that the goal is to have a new Director in September. It was noted there will also be a Special Meeting on August 22nd at 3 p.m.

(iv) Strategic Planning Committee <https://youtu.be/zor7nT-u1EQ?t=5453>

Trustee Clark noted that there will be a Town Hall meeting on August 15th. Trustee Clark reported on the progress of the committee and the tentative schedule outline for the Strategic Planning process.

(v) California Voting Rights Act Committee

<https://youtu.be/zor7nT-u1EQ?t=5649>

Trustee Clark noted that Doug Johnson from National Demographics Corporation will be submitting a formal proposal for services.

The Board went into recess from 6:45 to 7:01 p.m.

**Continued Item 5a(ii) Friends of the Altadena Library
Claire Newman provided her report, noting the Friends upcoming Book Sale in September and Anniversary Celebration in November.**

e. Trustee Reports
Trustees Clark, McMullins and Andruess provided reports.

6. Unfinished Business

a. Brown Act Refresher (Information)

Administrative Assistant Kylynn Chaney presented the Brown Act Refresher

b. Response to Staff Association Requests (Information)

<https://youtu.be/zor7nT-u1EQ?t=7030>

Trustee Andruess reported.

7. New Business

a. RESOLUTION NO. 2019-05

Resolution to become Live Scan Applicant Agency (Action)

<https://youtu.be/zor7nT-u1EQ?t=7190>

Interim Director Cleary and Business Manager Fabry reported.

Moved by Trustee Clark to adopt Resolution 2019-05

Second by Trustee Capell

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

Absent: Trustee Kahn

b. Request for Proposals - Banking (Action)

<https://youtu.be/zor7nT-u1EQ?t=7477>

Business Manager Fabry reported

Moved by Trustee Capell to approve the RFP

Second by Trustee Clark

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

Absent: Trustee Kahn

c. Request for Proposals – Human Resources Services (Action)

<https://youtu.be/zor7nT-u1EQ?t=7722>

Interim Director Cleary reported

Moved by Trustee Clark to approve the RFP

Second by Trustee McMullins

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

Absent: Trustee Kahn

d. Milestone Awards (Action) <https://youtu.be/zor7nT-u1EQ?t=7908>

Interim Director Cleary reported.

Moved by Trustee Clark to approve the milestone awards

Second by Trustee McMullins

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

Absent: Trustee Kahn

e. Resolution of Intention to Approve an Amendment to Contract between the Board of Administration California Public Employees' Retirement System and the Board of Trustees Altadena Library District (Action) <https://youtu.be/zor7nT-u1EQ?t=8091>

Business Manager Fabry reported

Moved by Trustee McMullins to adopt the Resolution

Second by Trustee Clark

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

Absent: Trustee Kahn

f. Library Closure on Saturday, September 28 (Action) <https://youtu.be/zor7nT-u1EQ?t=8410>

Interim Director Cleary presented the recommendation to the Board that the Library close early for the upcoming Foundation fundraiser

Moved by Trustee Clark to approve the recommendation

Second by Trustee McMullins

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

Absent: Trustee Kahn

g. Review and Approval of Updated Job Description and Title Change: (Action)

1. Library Manager

<https://youtu.be/zor7nT-u1EQ?t=8484>

Interim Director Cleary reported

Moved by Trustee Clark to approve the updated Job Description

Second by Trustee McMullins

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

Absent: Trustee Kahn

h. Sale of Library Furniture (Action) <https://youtu.be/zor7nT-u1EQ?t=8792>

Moved by Trustee Clark to approve the sale

Second by Trustee McMullins

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

Absent: Trustee Kahn

8. Correspondence

a. CSDA Take Action Brief

9. Proposed Future Agenda Items

10. Adjournment

<https://youtu.be/zor7nT-u1EQ?t=9262>

**Motion to adjourn by Trustee McMullins
Second by Trustee Clark
Meeting adjourned at 7:58 p.m.**