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.

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

2. Open Session
   a. Roll Call
   Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andrues
   b. Approval/Reordering of Agenda Items
   Trustee Andrues 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 Andrues
   Absent: Trustee Kahn
   c. Public Comment on Non-Agenda Items
   H. Shakur

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 Andrues
   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.

   Business Manage 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 Andrues 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 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 Andrues 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 Andrues 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 Andrues
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 Andrues
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 Andrues
Absent: Trustee Kahn
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

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

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.