MINUTES
Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – August 26, 2019 – 4:00 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
https://youtu.be/zLICowhUX48?t=1

   Call to order: 4:06 p.m.
   Roll Call: Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Clark, Trustee Capell

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. PUBLIC EMPLOYMENT APPOINTMENT
   Pursuant to Government Code Section 54957
   TITLE: DISTRICT DIRECTOR
   The Board went into closed session at 4:07 p.m.

3. Recess into Open Session and Public Report of Any Reportable Action from Closed Session (Section 54960 et seq.)
   The Board came out of Closed Session at 6:24 p.m.
   Public Report: The Board in Closed Session has identified a candidate for the Library Director and has established parameters for contract negotiations. Furthermore, the Board has authorized the ad hoc search committee to make any refinements necessary. In the event of successful negotiation, the contract will be voted on at a future regular meeting.

    a. Approval/Reordering of Agenda Items
   Moved by Trustee Clark to amend the agenda to add the approval of Resolution 2019-07.
   Second by Trustee Capell
   Aye: Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Clark, Trustee Capell
b. Adoption of Agenda

Moved by Trustee Clark to Adopt the Agenda as amended
Second by Trustee Kahn
Aye: Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Clark, Trustee Capell

c. Public Comment on Non-Agenda Items https://youtu.be/zLICowhUx48?t=270

Public Comment: David Datz


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

- Approval of Minutes – Regular Meeting held July 22, 2019
- Approval of Minutes – Special Meeting held July 29, 2019
- Departmental Monthly Reports – July 2019

Moved by Trustee Clark to approve the consent calendar
Second by Trustee Kahn
Aye: Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Clark, Trustee Capell


a. Reports of Support Groups
   (i) Altadena Library Foundation – Bridget Brewster reported.
   (ii) Friends of the Altadena Library – Joy Strayer reported.

b. District Director’s Report – July 2019
   (i) Library General Operations – Interim Director Cleary reported
   (ii) Information Technology Presentation
       https://youtu.be/zLICowhUx48?t=2288

c. Financial Reports – June 2019
   Business Manager Nicole Fabry reported.
   https://youtu.be/zLICowhUx48?t=3762

d. Committee Reports https://youtu.be/zLICowhUx48?t=3997
   (i) Budget Committee
   (ii) Facilities Committee – Trustee Capell reported.
       • Selection of Architectural Consultant (Action)

Moved by Trustee Clark to ratify the Committee’s selection of ARG
Second by Trustee Kahn
Aye: Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Clark, Trustee Capell
Executive Search Committee  
Strategic Planning Committee  
Trustee Clark reported  
California Voting Rights Act Committee  
Trustee Reports https://youtu.be/zLICowhUx48?t=4711  
Trustee Clark, Trustee Capell, Trustee McMullins, Trustee Andrues

8. Unfinished Business
   a. Brown Act Refresher (Information)  
      Administrative Assistant Kylynn Chaney presented.

9. New Business
   a. Review and Approval of Resolution 2019-07 for Updated Records Retention Policy  
      (Action) https://youtu.be/zLICowhUx48?t=5276  
      Interim Director Cleary reported.
      Moved by Trustee Clark to adopt the Resolution with the addition of a review period.  
      Second by Trustee McMullins  
      Aye: Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Clark, Trustee Capell
   b. Review of Electronic Communication Retention Policy (Information)  
      Interim Director Cleary reported.
   c. Review and Approval of Library Closures on September 19th and 20th for Strategic Planning  
      (Action) https://youtu.be/zLICowhUx48?t=5941  
      Interim Director Cleary provided the consultant recommendation that the District close for Strategic Planning purposes on September 19th and 20th.  
      Moved by Trustee Kahn to approve the closures  
      Second by Trustee McMullins  
      Aye: Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Clark, Trustee Capell
   d. Resolution 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/zLICowhUx48?t=6086  
      Business Manager Nicole Fabry reported
      Moved by Trustee Clark to adopt the Resolution to Approve an Amendment to the Contract between the Board of Administration California Public Employees’ Retirement System and the Board of Trustees Altadena Library District  
      Second by Trustee McMullins  
      Aye: Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Clark, Trustee Capell
   e. Resolution Authorizing Investment of Monies in the Local Agency Investment Fund  
      Business Manager Nicole Fabry reported
Moved by Trustee Capell to adopt the Resolution to Authorize Investment of
Monies in the Local Agency Investment Fund
Second by Trustee Clark
Aye: Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Clark, Trustee
Capell

f. Review and Approval of Revised Job Description – Building Projects Manager
   (Action) https://youtu.be/zLICowhUx48?t=6461
   Interim Director Cleary reported.
   Moved by Trustee Kahn to approve the updated job description for Building
   Projects Manager.
   Second by Trustee McMullins
   Aye: Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Clark, Trustee
   Capell

   g. District Director Salary Revision (Action) https://youtu.be/zLICowhUx48?t=6584
      Interim Director Cleary reported.
      Moved by Trustee Kahn to approve the District Director Salary revision.
      Second by Trustee McMullins
      Aye: Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Clark, Trustee
      Capell

10. Correspondence
11. Proposed Future Agenda Items
    Records Retention, Resolution for Rosenberg’s Rules, Request for Proposals for HR Audit
    and Banking
12. Adjournment
    Motion to adjourn by Trustee McMullins
    Second by Trustee Clark
    Meeting Adjourned at 8:23 p.m.