



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 Andruess, 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.

4. Open Session <https://youtu.be/zLICowhUx48?t=178>

- 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 Andruess, 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 Andruess, Trustee Clark, Trustee Capell

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

Public Comment: David Datz

5. Consent Calendar <https://youtu.be/zLICowhUx48?t=526>

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 Andruess, Trustee Clark, Trustee Capell

7. Reports (Information) <https://youtu.be/zLICowhUx48?t=920>

- 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 Andruess, Trustee Clark, Trustee Capell

- (iii) Executive Search Committee
- (iv) Strategic Planning Committee

Trustee Clark reported

- (v) California Voting Rights Act Committee

e. 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 (Action) <https://youtu.be/zLICowhUx48?t=6280>

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 Andruess, 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 Andruess, 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 Andruess, 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.