



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – September 23, 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

<https://youtu.be/jnLplzSO7sg?t=3>

Call to Order: 5:00

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

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 EMPLOYEE APPOINTMENT
Pursuant to Government Code Section 54957
TITLE: DISTRICT DIRECTOR
2. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
Unrepresented Employee: District Director
Agency Designated Representative: Terry Andruess, President of the Board of Trustees

3. Recess into Open Session and Public Report of Any Reportable Action from Closed Session (Section 54960 et seq.)

The Board went into Closed Session from 5:02 to 5:22 p.m.

Moved by Trustee Clark to appoint Nikki Winslow as District Director

Second by Trustee Capell

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

Absent: Trustee McMullins

Trustee Kahn and Ms. Winslow provided their comments

4. Open Session <https://youtu.be/jnLplzSO7sg?t=380>

- a. Approval/Reordering of Agenda Items

b. Adoption of Agenda

Moved by Trustee Capell to adopt the agenda

Second by Trustee Clark

Interim Director Cleary noted the need for removal of the agenda item to review the Investment Policy, the resolution for Rosenberg's Rules, the Resolution for the Electronics Communications Policy, and the lettering of the New Business Items.

Previous Motion rescinded by Trustee Capell

Moved by Trustee Capell to amend the agenda as presented

Second by Trustee Capell

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

Absent: Trustee McMullins

Moved by Trustee Clark to adopt the agenda as amended

Second by Trustee Kahn

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

Absent: Trustee McMullins

c. Public Comment on Non-Agenda Items <https://youtu.be/jnLplzSO7sg?t=728>

Public Comment: Eugene Hutchins, Mark Mariscal

5. Consent Calendar

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

- Approval of Minutes –
Special Meeting held August 22, 2019
Regular Meeting held August 26, 2019
- Departmental Monthly Reports – August 2019

Moved by Trustee Clark to approve the consent calendar

Second by Trustee Kahn

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

Absent: Trustee McMullins

6. Consideration of Items Removed from the Consent Calendar

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

7. Reports (Information) <https://youtu.be/jnLplzSO7sg?t=1385>

- a. Reports of Support Groups
 - (i) Altadena Library Foundation – **Bridget Brewster reported**
 - (ii) Friends of the Altadena Library – **Mark Mariscal reported**
- b. District Director's Report – August 2019
 - (i) Library General Operations – **Interim Director Cleary reported.**
 - (ii) Library Collection – Estella Terrazas

Estella Terrazas presented.

(iii) Facilities Presentation – Jonathan Arevalo

Jonathan Arevalo presented.

c. Financial Reports – July 2019 <https://youtu.be/jnLplzSO7sg?t=5044>

Nicole Fabry reported

The Board went into recess from 6:45 to 6:58 p.m.

d. Committee Reports <https://youtu.be/jnLplzSO7sg?t=5234>

(i) Budget Committee

(ii) Facilities Committee – **Trustee Capell reported**

(iii) Executive Search Committee – **Trustee Kahn noted the Committee dissolved.**

(iv) Strategic Planning Committee – **Trustee Clark reported.**

(v) California Voting Rights Act Committee

e. Trustee Reports

Trustee Clark, Trustee Andrues

8. Unfinished Business

a. Brown Act Refresher (Information) **Kylynn Chaney presented**

b. Review and Approval of Resolution 2019-07 for Updated Records Retention Policy

(Action) <https://youtu.be/jnLplzSO7sg?t=6876>

Moved by Trustee Clark to approve Resolution 2019-07

Second by Trustee Capell

Aye: Trustee Kahn, Trustee Andrues, Trustee Capell, Trustee Clark

Absent: Trustee McMullins

c. Review and Approval Resolution for Electronic Communication Retention Policy

(Action) <https://youtu.be/jnLplzSO7sg?t=7020>

Moved by Trustee Kahn to approve the Electronic Communication Retention Policy

Second by Trustee Clark

Aye: Trustee Kahn, Trustee Andrues, Trustee Capell, Trustee Clark

Absent: Trustee McMullins

9. New Business <https://youtu.be/jnLplzSO7sg?t=7279>

a. Review and Approval of Employment Agreement Appointing District Director (Action)

Public Comment: Mark Mariscal

Moved by Trustee Kahn to approve the Employment Agreement Appointing District Director

Second by Trustee Clark

Aye: Trustee Kahn, Trustee Andrues, Trustee Capell, Trustee Clark

Absent: Trustee McMullins

b. Review and Approval of Addendum to Employment Contract with Interim Library

Director (Action) <https://youtu.be/jnLplzSO7sg?t=7800>

Moved by Trustee Clark to approve the addendum to the Employment Contract with Interim Library Director, adjusting her salary retroactive to August 26th to the Current Rate.

Second by Trustee Kahn

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

c. Review and Approval of ~~Resolution 2019-09~~ — Rosenberg's Rules of Order (Action)
<https://youtu.be/jnLplzSO7sg?t=7895>

Moved by Trustee Capell to adopt that the Board of Trustees follow Rosenberg's Rules of Order

Second by Trustee Kahn

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

d. Selection of Consultant for Human Resources Services (Action)
<https://youtu.be/jnLplzSO7sg?t=8054>

Moved by Trustee Clark to use Koff & Associates, as well as Best Best & Krieger for Human Resources Services

Second by Trustee Kahn

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

e. Banking Services Selection (Action) <https://youtu.be/jnLplzSO7sg?t=8684>

Moved by Trustee Clark to use Pacific Western Bank for Banking Services

Second by Trustee Kahn

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

f. Review and Approval of Investment Policy (Action) **Deferred to Next Meeting**

g. Review and Approval of Electronic / Internet Policy
<https://youtu.be/jnLplzSO7sg?t=8931>

Moved by Trustee Kahn to approve the electronic/internet policy

Second by Trustee Clark

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

h. Review CalPERS Benefits/Open Enrollment (Information)
<https://youtu.be/jnLplzSO7sg?t=9420> **Nicole Fabry Reported.**

i. Request for Partial Closure on November 4th for Strategic Planning (Action)
<https://youtu.be/jnLplzSO7sg?t=9702>

Moved by Trustee Capell to approve the partial closure on November 4th, from 10 a.m. to 1:30 p.m.

Second by Trustee Clark

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

- j. Review and Approval of Updated Library Rules of Behavior (Action)
<https://youtu.be/jnLplzSO7sg?t=9807>

Moved by Trustee Clark to approve the Updated Library Rules of Behavior

Second by Trustee Kahn

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

Absent: Trustee McMullins

- k. Review and Approval of Facilities Use Agreement between the Altadena Library District and Christmas Tree Lane Association (Action)

<https://youtu.be/jnLplzSO7sg?t=10294>

Tony W. and Scott W. were in attendance from Christmas Tree Lane Association and provided their comments.

Moved by Trustee Clark to approve the Facility Use Agreement

Second by Trustee Capell

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

Absent: Trustee McMullins

- l. Approval of Resolution 2019-10 Authorizing an Amendment to CalPERS Contract (Action) <https://youtu.be/jnLplzSO7sg?t=11150>

Moved by Trustee Clark to approve Resolution 2019-10

Second by Trustee Kahn

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

Absent: Trustee McMullins

- m. Certification of Final Action of Governing Body for CalPERS Contract Amendment (Action) <https://youtu.be/jnLplzSO7sg?t=11314>

Moved by Trustee Clark to approve the Certification

Second by Trustee Kahn

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

Absent: Trustee McMullins

- n. Review and Approval of Updated Board of Trustees Calendar (Action)
<https://youtu.be/jnLplzSO7sg?t=11408>

Moved by Trustee Clark to approve the Board of Trustees Calendar

Second by Trustee Kahn

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

Absent: Trustee McMullins

10. Correspondence – Trustee Capell provided his comments regarding ACA-1

11. Proposed Future Agenda Items - Resolutions

12. Adjournment

Moved by Trustee Clark to Adjourn, Second by Trustee Capell

Meeting adjourned at 8:47 p.m.