



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – October 28, 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/n5Go1L_HaWI?t=15

2. Open Session

a. Roll Call

Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Clark, Trustee Capell

b. Approval/Reordering of Agenda Items

Interim Director Cleary noted that item 6c, the updated Investment Policy would be deferred to the next regular meeting.

Trustee Andruess noted that the Strategic Planning Report would be moved up.

Moved by Trustee McMullins to amend the agenda as presented

Second by Trustee Clark

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

c. Adoption of Agenda

Moved by Trustee Kahn to adopt the agenda as amended

Second by Trustee Clark

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

d. Public Comment on Non-Agenda Items

3. Consent Calendar https://youtu.be/n5Go1L_HaWI?t=161

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

- Approval of Minutes – Regular Meeting held September 23, 2019
- Departmental Monthly Reports – September 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

4. Consideration of Items Removed from the Consent Calendar

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

5. Reports (Information)

https://youtu.be/n5Go1L_HaWI?t=485

- a. Update on Public Unified School District Closures
Jennifer Lee, Town Council, Chair of the Education Committee
Trustee Clark asked the item be heard later in the agenda
- b. Reports of Support Groups
 - (i) Altadena Library Foundation - Bridget Brewster reported
 - (ii) Friends of the Altadena Library – Joy Strayer reported
- c. District Director's Report https://youtu.be/n5Go1L_HaWI?t=1172
 - (i) Library General Operations – Interim Director Cleary reported
 - (ii) Technical Services Presentation – Carlene Chiu
 - (iii) Staff Association History – Yuni LaFontaine
- d. Financial Reports – August 2019
Business Manager Fabry reported
- e. Committee Reports
 - (i) Budget Committee – Trustee Andruess reported
 - (iii) Strategic Planning Committee – Trustee Clark reported, noting upcoming meetings for the Strategic Planning process
 - (ii) Facilities Committee – Trustee Capell reported, noting upcoming meetings with the Architectural Firm
 - (iv) California Voting Rights Act Committee
- f. Trustee Reports
 - (i) Government Relations Liaison

Trustee Reports: Trustee Andruess, Trustee Kahn, Trustee McMullins, Trustee Capell, Trustee Clark

Trustee Clark spoke briefly regarding the Pasadena Unified school closures

Trustee Clark left the meeting at 6:45 p.m.

6. Unfinished Business

- a. Art Restoration Update. George Gardner Symons. (Discussion) – Interim Director Cleary reported on the status of an anonymous donation to restore the painting. It was noted that this will be discussed during the budget review.
- b. Review and Approval of Resolution 2019-09 – Updates to Board Of Trustees Policies And Procedures (Action) https://youtu.be/n5Go1L_HaWI?t=6742

Moved by Trustee Kahn to adopt the Resolution

Second by Trustee Capell

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

Absent: Trustee Clark

- c. Review and Approval of Updated Investment Policy (Action)
- d. Review And Approval To Rescind Resolution 2019-02 Establishing Authorized Signers For Chase Bank, Transfer Accounts From Chase To Pacific Western, And Accept The Pacific Western Certified Corporate Resolution Authorizing District Representatives To Act As Signatories (Action)
Moved by Trustee McMullins to rescind the Resolution 2019-02 and accept the Pacific Western Certified Corporate Resolution
Second by Trustee Kahn
Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell
Absent: Trustee Clark
- e. Brown Act Refresher (Information) – Administrative Assistant Kylynn Chaney Reported

7. **New Business** https://youtu.be/n5Go1I_HaWI?t=7214

- a. Review and Approval of Updated Video Surveillance Policy (Action)
Moved by Trustee Kahn to approve the Updated Policy
Second by Trustee McMullins
Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell
Absent: Trustee Clark
- b. Review and Approval of Addendum to Employment Contract with Interim Library Director (Action)
Moved by Trustee McMullins to approved the addendum to the Employment Contract with Interim Library Director
Second by Trustee Capell
Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell
Absent: Trustee Clark

8. **Correspondence**

9. **Proposed Future Agenda Items** – Franklin Elementary, Director Evaluation Procedures

10. **Adjournment**

Moved by Trustee Kahn to adjourn the meeting
Second by Trustee McMullins
Meeting Adjourned at 7:21 p.m.