



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – November 25, 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**
5:01 p.m.
2. **Open Session**
 - a. **Roll Call**
Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell, Trustee Clark
 - b. **Approval/Reordering of Agenda Items**
 - c. **Adoption of Agenda**
Moved by Trustee Kahn to adopt the Agenda
Second by Trustee Clark
Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell, Trustee Clark
 - d. **Public Comment on Non-Agenda Items**
3. **Consent Calendar** <https://youtu.be/29B3VQ0XPrE?t=68>
The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
 - Approval of Minutes – Regular Meeting held October 28, 2019
 - Approval of Minutes – Special Meeting held November 6, 2019
 - Review of Minutes from Emergency Meeting held October 30, 2019
 - Departmental Monthly Reports – October 2019Moved by Trustee Clark to approve the consent calendar
Second by Trustee McMullins
Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell, Trustee Clark
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**
 - (ii) **Friends of the Altadena Library** – Claire Newman reported
<https://youtu.be/29B3VQ0XPrE?t=1311>
- b. **District Director's Report – October 2019**
<https://youtu.be/29B3VQ0XPrE?t=1626>
 - (i) **Library General Operations**
 - (ii) **Review of State Report 18-19**
 - (iii) **CLA Conference**
- c. **Financial Reports – September 2019** – Nicole Fabry Reported
<https://youtu.be/29B3VQ0XPrE?t=1879>
- d. **Committee Reports**
 - (i) **Budget Committee** – Trustee Andruess Reported
 - (ii) **Facilities Committee** <https://youtu.be/29B3VQ0XPrE?t=2943>
 - ARG Update – Trustee Capell Reported
 - (iii) **Strategic Planning Committee** – Trustee Clark Reported
 - (iv) **California Voting Rights Act Committee**
- e. **Trustee Reports**
Trustee Capell, Trustee Clark, Trustee Kahn, Trustee Andruess

6. Unfinished Business

- a. **Brown Act Refresher** (Information) Kylynn Chaney Presented
- b. **Review and Approval of Updated Investment Policy** (Action)
<https://youtu.be/29B3VQ0XPrE?t=8092>
Nicole Fabry Reported
Moved by Trustee Clark to approve the updated Investment Policy and Adopt the Resolution
Second by Trustee McMullins
Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell, Trustee Clark

7. New Business <https://youtu.be/29B3VQ0XPrE?t=8594>

- a. **Director Performance Evaluation Process** (Information)
Trustee Kahn and Director Winslow Reported
- b. **Pasadena Unified School District - Franklin Elementary Discussion** (Information)
Trustee Clark Reported
- c. **Review and Approval of Holidays and Closures for 2020** (Action)
Director Winslow noted the change in the Early Closure before Thanksgiving
Moved by Trustee Kahn to Approve the Holidays and Closures for 2020
Second by Trustee McMullins
Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell, Trustee Clark
- d. **Review and Approval of Board of Trustees Meeting Calendar for 2020** (Action)
The December Meeting Date was updated to December 14th (Second Monday)
Moved by Trustee Kahn to approve the Board Meeting Calendar
Second by Trustee Clark
Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell, Trustee Clark

8. Correspondence

9. Proposed Future Agenda Items

Seismic Study, Historical Designation, PUSD, Strategic Plan

10. Adjournment

Moved by Trustee Kahn

Second by Trustee McMullins

Meeting Adjourned at 8:16 p.m.