



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – January 27, 2020 – 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 Kylvynn 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 5:00 p.m.**
2. **Open Session**
 - a. **Roll Call**
Trustee Kahn, Trustee Clark, Trustee Andruess, Trustee Capell
 - b. **Approval/Reordering of Agenda Items**
 - c. **Adoption of Agenda**
Moved by Trustee Andruess to adopt the agenda
Second by Trustee Kahn
Aye: Trustee Kahn, Trustee Clark, Trustee Andruess, Trustee Capell
 - d. **Public Comment on Non-Agenda Items**
Mark Mariscal
Trustee McMullins arrived at 5:02 p.m.
3. **Consent Calendar**
The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
 - Approval of Minutes – Regular Meeting held December 16, 2019
 - Departmental Monthly Reports – December 2019
 - StatisticsMoved by Trustee Capell to approve the Consent Calendar
Second by Trustee Kahn
Aye: Trustee Kahn, Trustee Clark, Trustee Andruess, Trustee Capell, Trustee McMullins
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** – Bridget Brewster reported
 - (ii) **Friends of the Altadena Library** – Claire Newman reported
 - Troop 1 Scout PresentationTroop 1 was presented an award of recognition by the Friends
 - b. **District Director's Report – December 2019**
 - (i) **Library General Operations** – Director Winslow reported

(ii) Marketing and Communications Presentation

Chloé Cavalier d'Esclavelles

c. Financial Reports – November 2019

Nicole Fabry reported

d. Committee Reports

(i) Budget Committee – Trustee Andruess reported

(ii) Facilities Committee – Trustee Capell reported

(iii) Strategic Planning Committee – Trustee Clark reported

(iv) California Voting Rights Act Committee – Trustee Clark reported

(v) District Director Evaluation Process – Trustee Kahn reported

- District Director Introductory Period Evaluation Form

e. Trustee Reports

Trustee Andruess, Trustee Capell, Trustee Kahn

6. Unfinished Business

a. Review of Committee Membership (Action)

Budget Committee: Trustee Clark, Trustee Andruess

Facilities Committee: Trustee Capell, Trustee Andruess

CVRA Committee: Trustee Clark, Trustee Kahn

District Director Evaluation Process: Trustee Andruess, Trustee Kahn

b. Appointment of Liaison to the Friends Board, Foundation Board and Government Relations Liaison (Action)

Foundation Liaison: Trustee Capell

Friends of the Altadena Library: Trustee Andruess

c. Review and Approval of Final Strategic Plan 2020-2023 (Action)

Moved by Trustee Kahn to approve the Final Strategic Plan

Second by Trustee McMullins

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

It was noted the Strategic Planning Committee is now dissolved

7. New Business

a. Review and Approval of ALD Operational Plan 2020 (Action)

Director Winslow reported

Moved by Trustee Andruess to approve the Operational Plan

Second by Trustee McMullins

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

b. Review and Approval of DDC Rooftop Project (Action)

Jonathan Arevalo reported

Moved by Trustee Capell to approve the DDC Rooftop Project

Second by Trustee Andruess

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

c. Review and Approval of Updated Volunteer Policy (Action)

Director Winslow presented the updated policy

Moved by Trustee Kahn to approve the updated Volunteer Policy

Second by Trustee McMullins

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

8. Correspondence

LAFCO Candidate Documents

9. Proposed Future Agenda Items

District Director Evaluation
Audit Presentation
Mid-Year Budget
Demographer Discussion
LAFCO Presentation

10. Adjournment

Moved by Trustee Capell to adjourn

Second by Trustee Kahn

Meeting adjourned at 7:53 p.m.