MINUTES
Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – January 27, 2020 – 5:00 p.m.

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In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Kyllyn 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 Andrues, Trustee Capell
   b. Approval/Reordering of Agenda Items
   c. Adoption of Agenda
      Moved by Trustee Andrues to adopt the agenda
      Second by Trustee Kahn
      Aye: Trustee Kahn, Trustee Clark, Trustee Andrues, 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
   • Statistics

   Moved by Trustee Capell to approve the Consent Calendar
   Second by Trustee Kahn
   Aye: Trustee Kahn, Trustee Clark, Trustee Andrues, 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 Presentation
           Troop 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 Cavelier d’Esclavelles

c. Financial Reports – November 2019  
Nicole Fabry reported

d. Committee Reports  
(i) Budget Committee – Trustee Andrues 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 Andrues, Trustee Capell, Trustee Kahn

6. **Unfinished Business**

a. Review of Committee Membership (Action)  
Budget Committee: Trustee Clark, Trustee Andrues  
Facilities Committee: Trustee Capell, Trustee Andrues  
CVRA Committee: Trustee Clark, Trustee Kahn  
District Director Evaluation Process: Trustee Andrues, 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 Andrues

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 Andrues, 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 Andrues to approve the Operational Plan  
Second by Trustee McMullins  
Aye: Trustee Kahn, Trustee Clark, Trustee Andrues, 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 Andrues  
Aye: Trustee Kahn, Trustee Clark, Trustee Andrues, 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 Andrues, 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.