



EMERGENCY MEETING

Altadena Library District

Community Room – Main Library – March 13, 2020 – 5:00 p.m.

and Via Teleconference

The Meeting will be accessible via Live-Stream on the Library's YouTube page at:
<https://bit.ly/2U2QLRO>

NOTICE IS HEREBY GIVEN: Notice is hereby given that the Altadena Library District Board of Trustees has called an Emergency Meeting pursuant to Gov't Code § 54956.5, to be held at 5:00 P.M. at 600 East Mariposa Street, Altadena, California, to address risk minimization measures, including potential Library closures due to concerns about the Covid-19 (Coronavirus) Outbreak.

1. Call to order, Roll Call, Public Comment

***Any members of the Public wishing to Provide Public Comment can do so by emailing kchaney@altadenalibrary.org by 5:00 p.m., or by attending the meeting in person.**

2. Discuss and Take Appropriate Action, Including Immediate Action, Due to Imminent Threat to Public Health and Safety as a Result of the Spread of the Coronavirus (COVID-19), Epidemic. As Declared by the World Health Organization as a Pandemic on March 11, 2020.

3. Adjourn



**BOARD OF LIBRARY TRUSTEES
EMERGENCY MEETING**

DEPARTMENT: Administration

MEETING DATE: March 13, 2020

PREPARED BY: Nikki Winslow

LOCATION: Community Room

TITLE: Recommendations for Risk Minimization Measures due to the COVID-19 (Coronavirus) Outbreak

BACKGROUND:

The World Health Organization declared the Coronavirus (COVID-19) a Pandemic on March 11, 2020. Federal, state, and local public health guidelines strongly recommend canceling non-essential gatherings of more than 250 people, limiting gatherings of high risk populations to no more than 10 people, and practicing social distancing, which is shown to be the most effective way to curb the exponential growth of a virus such as COVID-19. At the Altadena Library District, the health and safety of our staff and community are of the utmost importance. In light of the recent reports about the increased COVID-19 threat, the Altadena Libraries have already taken steps to limit opportunities for exposure to the virus by canceling all programs and events through April 6, increasing sanitation and hygiene procedures, no longer accepting book donations to the Friends of the Altadena Library, and prohibiting use of all toys, video game consoles, and Virtual Reality equipment in the libraries.

Many other local libraries have also taken similar steps, including full library closures, during this time, including but not limited to:

- Pasadena Public Library (all programming canceled system-wide)
- South Pasadena Public Library (closed as of March 16 through March 31)
- Sierra Madre Public Library (closed as of March 12 indefinitely)
- Arcadia Public Library (closed as of March 13 until April 30)
- Monrovia Public Library (closed as of March 13 indefinitely)
- Los Angeles Public Libraries (all programming canceled system-wide; Central Library closed until end of March)
- Beverly Hills Public Library (closed indefinitely)
- Calabasas Library (closed as of March 13 for at least 4 weeks)

RECOMMENDATION

Staff recommends that the Board approve the following measures:

- 1) The Altadena Library District will be closed to the public effective March 14, 2020 through March 31, 2020 to prevent the spreading of COVID-19 in our community.
- 2) The Board of Trustees will give District Director the authority to make decisions about when to bring staff back to work and any further District closures, in consultation with the Board President.



- 3) Effective March 14, 2020, District staff will be instructed to stay home for one (1) week as an effort toward effective social distancing, after which time the District Director will re-assess and make a determination whether staff will return on March 23, 2020 or be instructed to stay home for an additional week. Staff will continue to be paid during this time.
- 4) Staff will research potential cleaning services for a deep cleaning and sanitization of both library facilities during the closure.
- 5) Departmental Managers will notify all vendors to cease deliveries to the buildings until at least March 20, 2020.
- 6) Public Wi-Fi will continue to stay on 24/7, and the Main Library parking lot gate will remain open during the closure so that community members can continue to use the Wi-Fi as needed.
- 7) Administration recommends that the Board of Trustees cancel its March 23, 2020 Regular Meeting.
- 8) Through communication with local organizations and careful monitoring of updates from Centers for Disease Control and Prevention, California Department of Public Health, and Los Angeles County Department of Public Health, the District will be a source of relevant updates about COVID-19 through its website, social media platforms, and email blasts during the closure.