



MINUTES FROM EMERGENCY MEETING

Altadena Library District

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

and Via Teleconference

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** – 4:59 p.m.

Roll Call- Trustee Clark, Trustee Kahn, Trustee Capell, Trustee McMullins,
Trustee Andruess

Public Comment – none

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.

Director Winslow presented the staff recommendations. There was discussion amongst the Trustees and Staff regarding the various items recommended to the Board.

Moved by Trustee Kahn

Second by Trustee McMullins to approve the following:

1) The Altadena Library District Buildings will be closed to the public effective March 14, 2020 through at least 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, and the Main Library parking lot gate will remain open from 10 a.m. to 6 p.m. during the closure so that community members can continue to use the Wi-Fi as needed.
- 7) Board of Trustees will 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.
- 9) In-Person Programming and Outreach will be suspended through at least the end of April.

These actions were unanimously approved by the following Roll Call Vote:

Trustee Andruess – Yes

Trustee Capell – Yes

Trustee Kahn – Yes

Trustee McMullins – Yes

Trustee Clark – Yes

3. Adjourn

Meeting Adjourned at 5:48 p.m.