



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – February 24, 2020 – 5:00 p.m.

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1. **Call to order, Roll Call, Public Comment on Closed Session Agenda** – 4:01 p.m.
Trustee Capell – Absent

3. **Open Session**

- a. **Approval/Reordering of Agenda Items**

It was noted that items 7d (3), 7b (3) and 8a would be postponed to the next regular meeting.

Item 7b (2) would be moved to after Item 4.

- b. **Adoption of Agenda**

Moved by Trustee McMullins to adopt the agenda with the noted amendments

Second by Trustee Kahn

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

Absent: Trustee Capell

- c. **Public Comment on Non-Agenda Items**

LAFCO Presentation: Paul Novak presented

Reports of Support Groups

(i) **Altadena Library Foundation:** Bridget Brewster presented

(ii) **Friends of the Altadena Library:** Claire Newman presented

4. **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 January 27, 2020
- Departmental Monthly Reports – January 2020
- Statistics

Moved by Trustee Andruess to approve the Consent Calendar

Second by Trustee Kahn

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

Absent: Trustee Capell

5. **Consideration of Items Removed from the Consent Calendar**

Items removed from the Consent Calendar discussed individually at this time.

7. Reports (Information)

- b. District Director's Report – January 2020
 - (i) Library General Operations – Director Winslow reported.
 - (iii) Census Presentation - Postponed
- c. Financial Reports – December 2019 – Nicole Fabry reported.
- d. Committee Reports
 - (i) Budget Committee – Trustee Andrues reported
 - (ii) Facilities Committee – Trustee Andrues reported
 - (iii) California Voting Rights Act Committee Trustees Kahn and Clark reported.
 - Demographer Proposal - Postponed
 - (iv) District Director Evaluation Process
- e. Trustee Reports

8. New Business

a. Presentation of Altadena Library District Final Draft of the Annual Financial Report for FY 18/19, conducted by Platinum Consulting Group (Action)

Postponed

b. Review and Approval of Mid-Year Budget (Action)

Moved by Trustee McMullins

Second by Trustee Kahn

Aye: Trustee Andrues, Trustee Clark, Trustee Kahn, Trustee McMullins

Absent: Trustee Capell

c. Review of Updated Recruitment and Selection Policy (Information)

The policy will be updated and brought back to the next Regular meeting.

d. Review and Approval of Key Policy (Action)

The Key Policy will be updated and brought back to the March Regular Meeting.

e. Review and Approval of Service Animal (Action)

f. Review and Approval of Teleworking Policy (Action)

g. Review and Approval of Copyright Regulation Policy (Action)

Moved by Trustee Kahn to approve the Service Animal Policy, Teleworking Policy and Copyright Regulation Policy

Second by Trustee Andrues

Aye: Trustee Andrues, Trustee Clark, Trustee Kahn, Trustee McMullins

Absent: Trustee Capell

h. Review and Approval of Request for Proposal for Art Restoration (Action)

Moved by Trustee McMullins to approve with noted amendments.

Second by Trustee Andrues

Aye: Trustee Andrues, Trustee Clark, Trustee Kahn, Trustee McMullins

Absent: Trustee Capell

i. Conflict of Interest Annual Filing (Information)

j. Request for Early Closure on September 26, 2020 at 3 pm for Taste of 'Dena

Trustee Clark asked if there were any objections. Approved

9. Correspondence

Trustee Reports: Trustee Clark, Trustee

10. Proposed Future Agenda Items

Elections Outreach, ARG Cost Estimates, Audit Report, Financing, CSDA Info

11. Adjournment

Moved by Trustee Kahn to Adjourn

Second by Trustee McMullins

Meeting adjourned at 8:07 p.m.