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 Kylynn 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, 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 Andrues, 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 Andrues to approve the Consent Calendar
   Second by Trustee Kahn
   Aye: Trustee Andrues, 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
   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.