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

IMPORTANT NOTICE REGARDING APRIL 27, 2020 MEETING
This meeting is being conducted utilizing teleconference and electronic means consistent with the State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by joining Zoom Meeting ID: 891 826 790, https://zoom.us/j/891826790 or by dialing +1 669 900 6833.

Submission of Public Comments: For those wishing to make Public Comments at the April 27, 2020 meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting.

Email comments can be submitted to hello@altadenalibrary.org. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

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: 5:02 p.m.

2. Open Session
   a. Roll Call
      Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn, Trustee McMullins
   b. Approval/Reordering of Agenda Items
   c. Adoption of Agenda

Moved by Trustee Andrues to Adopt the Agenda
Second by Trustee McMullins
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Kahn: Aye
Trustee McMullins: Aye

d. Public Comment on Non-Agenda Items
   Administrative Assistant Kylynn Chaney announced her resignation.
e. Special Presentations
- Presentation of Altadena Library District Final Draft of the Annual Financial Report for FY 18/19, conducted by Nigro & Nigro (Action)
  
  Paul Kaymark presented the Audit Report
  
The Trustees asked questions about the legal requirements re: reserves, the reserves balance and the typical year revenues and expenses.

Moved by Trustee Kahn to accept the annual financial report
Second by Trustee Andrues
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Kahn: Aye
Trustee McMullins: Aye

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 February 24, 2020
- Approval of Minutes – Emergency Meeting held March 13, 2020
- Departmental Monthly Reports – February/March 2020
- Statistics – February 2020

Moved by Trustee Capell to approve the Consent Calendar with correction amendment to the February meeting minutes
Second by Trustee Kahn
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Kahn: Aye
Trustee McMullins: Aye

4. Consideration of Items Removed from the Consent Calendar

_Items removed from the Consent Calendar discussed individually at this time._

It was noted that the February Minutes will be corrected

7. Reports (Information)

a. **Reports of Support Groups**
   (i) Altadena Library Foundation
   (ii) Friends of the Altadena Library

b. **District Director’s Report – February 2020**
   (i) Library General Operations – Director Winslow reported
   (ii) Communications Update – Chloé Cavelier provided an update the Communications during the Closure

c. **Financial Reports – January 2020**

Nicole Fabry presented the January and February Financials

d. **Committee Reports**
   (i) **Budget Committee**
   
   Trustee Andrues reported. Trustee Clark noted the upcoming Budget Committee meeting.

   (ii) **Facilities Committee**
   
   Trustee Capell reported, noting the upcoming Facilities Committee meeting.

   (iii) **California Voting Rights Act Committee**
   
   - **Demographer Proposal**
   
   Trustee Clark reported
(iv) District Director Evaluation Process
   - Updated Goals
     Director Winslow went over the updated goals.
     It was noted that there will be a closed session in May to review the
     updated goals, and 6-month evaluation.

  e. Trustee Reports
     Trustee Kahn

8. New Business
     Moved by Trustee Capell to adopt Resolution 2020-01
     Second by Trustee McMullins
     Roll Call Vote:
     Trustee Andrues: Aye
     Trustee Capell: Aye
     Trustee Clark: Aye
     Trustee Kahn: Aye
     Trustee McMullins: Aye

   b. Review and Approval of Updated Key Policy (Action)
     Director Winslow reported
     Moved by Trustee McMullins to approve the updated Key Policy
     Second by Trustee Andrues
     Roll Call Vote:
     Trustee Andrues: Aye
     Trustee Capell: Aye
     Trustee Clark: Aye
     Trustee Kahn: Aye
     Trustee McMullins: Aye

   c. Emergency Protocols and Risk Minimization Discussion (Information)
     Director Winslow reported on the progress of the emergency response and crisis management
     plan.

   d. Designation of Applicant’s Agent Resolution for Non-State Agencies (Action)
     Moved by Trustee Kahn to adopt the Resolution
     Second by Trustee McMullins
     Roll Call Vote:
     Trustee Andrues: Aye
     Trustee Capell: Aye
     Trustee Clark: Aye
     Trustee Kahn: Aye
     Trustee McMullins: Aye

9. Correspondence

10. Proposed Future Agenda Items
    Closed Session for six month evaluation
    Historical Building Designation Status

11. Adjournment
    Moved by Trustee Andrues to Adjourn
    Second by Trustee McMullins
    Meeting adjourned at 7:32 p.m.