



## 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](mailto:hello@altadenalibrary.org). Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://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 Andruess, Trustee Capell, Trustee Clark, Trustee Kahn, Trustee McMullins

**b. Approval/Reordering of Agenda Items**

**c. Adoption of Agenda**

Moved by Trustee Andruess to Adopt the Agenda

Second by Trustee McMullins

Roll Call Vote:

Trustee Andruess: 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 Andruess

Roll Call Vote:

Trustee Andruess: 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 Andruess: 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 Andruess 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**

**a. Resolution 2020-01 – Establishing Candidate Statement Policies (Action)**

Moved by Trustee Capell to adopt Resolution 2020-01

Second by Trustee McMullins

Roll Call Vote:

Trustee Andruess: 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 Andruess

Roll Call Vote:

Trustee Andruess: 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 Andruess: 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 Andruess to Adjourn

Second by Trustee McMullins

Meeting adjourned at 7:32 p.m.