



## MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – May 18, 2020 – 4:00 p.m.

### IMPORTANT NOTICE REGARDING MAY 18, 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 visiting the Altadena Library District's YouTube channel at the following URL: <https://tinyurl.com/may2020ALDboardmeeting>.

**SUBMISSION OF PUBLIC COMMENT:** For those wishing to make Public Comments at the May 18, 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.

If you wish to make public comment during the live meeting, you can call in to (626) 316-0997, or if the line is busy call (626) 316-0625, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00pm.

**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 Library Administration at (626) 798-0833 x113 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

**I. Call to order : 4:11 pm**

**a. Roll Call**

**Trustee Andruess, Trustee Clark, Trustee Kahn, Trustee McMullins (Trustee Capell joined the Closed Session at 4:34 pm)**

**II. Closed Session**

*The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and/or taking action on the following items:*

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code Section 54957

TITLE: DISTRICT DIRECTOR

**III. Open Session : returned 6:23 pm**

a. Roll Call

**Trustee Andruess, Trustee Capell, Trustee Clark Trustee Clark, Trustee McMullins**

b. Approval/Reordering of Agenda Items

c. Adoption of Agenda

**Moved by Trustee McMullins to Adopt the Agenda  
Second by Trustee Kahn**

**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

**No Public Comment on Non-Agenda Items**

e. Special Presentations

- Presentation by Mike Williams of Columbia Capital and Sara Mares of NBS on municipal funding options (Information)

**Sara Mares of NBS and Mike Williams of Columbia Capital presented about potential municipal funding options and a potential timeline to move this process forward.**

**Sara explained the legal restrictions related to both Special Assessments and Community Facilities Districts (CFDs) and the benefits to each potential measure. The Trustees then asked questions about combining a capital project bond with a parcel tax initiative to see if this was a viable option and Sara confirmed that it was not only viable but recommended under a CFD. Sara then explained bonded district administration, or how the CFD would function in future if approved and implemented.**

**IV. Consent Calendar**

*The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:*

a. Approval of Minutes – Regular Meeting held April 27, 2020

b. Departmental Monthly Reports – April 2020

- Presentation by Mylinh Hamlington, Children’s and Family Services Manager on the Summer Reading Program

**Mylinh Hamlington, Children’s and Family Services Manager, presented on the Summer Reading Program, informing the Board how this will be mainly offered virtually for all ages, including a program for early literacy, school age, teen and adult patrons. Will be held June 6-August 1, 2020.**

**Moved by Trustee Andruess to approve the Consent Calendar.**

**Seconded by Trustee Kahn.**

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

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

**VI. Reports (Information)**

a. Support Groups

- i. Altadena Library Foundation
  - ii. Friends of the Altadena Library
- b. District Director's Report
  - i. Library General Operations – **Director Winslow reported**
- c. Financial Reports – March 2020 – **Nicole Fabry presented the March Financials**
- d. Board of Trustees Standing Committee Reports
  - i. Budget Committee – **Trustee Andrues reported. He and Trustee Clark let the Board know there will be another Budget Committee meeting in June to review the Proposed Budget and prepare for final approval at the June 22 Board Meeting.**
- e. Board of Trustees Ad Hoc Committee Reports
  - i. California Voting Rights Act Committee – **No report at this time.**
  - ii. District Director Evaluation Process – **No report at this time.**
    - 1. Director 6 Month Evaluation
  - iii. Facilities Committee- **Trustee Capell reported to the Board about the final ARG reports that were presented during this meeting as well and also about a project list produced by Facilities Manager Jonathan Arevalo. These projects are small in scope and something staff will work on completing in the next six months.**
    - 1. Proposed Project List
- f. Liaison Reports – **Trustee Kahn reported. She presented a letter signed by many of our elected officials written to Representative Nancy Pelosi and Senator Kevin McCarthy in support of IMLS funding to help sustain libraries and museums through these difficult times.**
  - i. Government Relations
- g. Trustee Reports
 

**Trustee McMullins announced her retirement, effective June 1, 2020.**  
**Trustee Kahn announced that she will not be seeking re-election for her seat.**

## VII. Unfinished Business

- a. Emergency Protocols and Risk Minimization Discussion (Information)  
**Director Winslow reported.**

## VIII. New Business

- a. Review of ARG Architectural and Review Study Reports (Information)  
**Director Winslow reported, outlining the process of the ARG Study and outcomes of the reports.**
- b. Authorization for Director to hire an outside vendor for Political Consultation Work (Action)  
**Director Winslow reported, explaining the need to hire a Political Consulting Firm as the first step to a ballot initiative to gain funding for capital projects. She presented the three proposals received and recommended hiring Clifford Moss.**  
**Moved by Trustee Capell to authorize the Director to hire Clifford Moss.**  
**Seconded by Trustee Kahn.**  
**Roll Call Vote:**  
 Trustee Andrues: Aye  
 Trustee Capell: Aye  
 Trustee Clark: Aye  
 Trustee Kahn: Aye

Trustee McMullins: Aye

- c. Review of Proposed Budget FY20-21 (Information)  
**Business Manager Nicole Fabry reported.**
- d. Review of Board Election Timeline (Information)  
**Trustee Clark reported and emphasized the need to publicize the election this year, including increased marketing strategies to make the community aware of the process.**
- e. Letter of Support for Altadena Sheriff's Station (Action)  
**Trustee Clark reported. She gave a background on the proposed closure of the Altadena Sheriff's Office and explained how the letter was drafted. Trustee Andrues suggested an edit to the wording, which was changed in the letter. Moved by Trustee McMullins to approve the Letter of Support with the suggested changes.**  
**Seconded by Trustee Andrues.**  
**Roll Call Vote:**  
Trustee Andrues: Aye  
Trustee Capell: Aye  
Trustee Clark: Aye  
Trustee Kahn: Aye  
Trustee McMullins: Aye

**IX. Announcements & Planning**

- a. Correspondence
- b. Proposed Future Agenda Items  
**Final Report on the Classification and Compensation Study**  
**Final Budget for FY20-21**  
**Appointment to fill the Board Vacancy**  
**Report from the newly formed Ad Hoc Public Funding Committee**

**X. Adjournment**

- a. Adjourn Meeting  
**Moved by Trustee McMullins to Adjourn.**  
**Seconded by Trustee Capell.**  
**Meeting adjourned at 10:17 pm.**