



## MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – June 22, 2020 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING JUNE 22, 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: 5:01 PM**

**II. Open Session**

a. Roll Call

**Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn**

b. Approval/Reordering of Agenda Items

c. Adoption of Agenda

**Moved by Trustee Kahn to adopt the Agenda.**

**Second by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

- d. Public Comment on Non-Agenda Items  
**Public Comment by Greg Mills seeking the Board's vote for the CSDA Board**
- e. Special Presentation from Mike Harary and Georg Krammar from Koff & Associates regarding the Classification & Compensation Study  
**Mike Harary and Georg Krammar outlined the Classification and Compensation Study and the recommendations that came out of it.**

#### 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 May 18, 2020
- b. Departmental Monthly Reports – May 2020
- c. Curbside and Electronic Statistics during the closure

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

**Second by Trustee Capell.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

#### 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 – April 2020 – **Nicole Fabry presented the April Financials**
- d. Board of Trustees Standing Committee Reports
  - i. Budget Committee – **Trustee Andruess reported. He updated the Board on the adjustments made to the proposed budget that was presented at the May Board meeting and what was being presented for final approval tonight.**
- e. Board of Trustees Ad Hoc Committee Reports
  - i. California Voting Rights Act Committee – **No report at this time.**
  - ii. District Director Evaluation Process – **Trustee Kahn reported about finalizing the Director's 6 month evaluation process. She also said that this Ad Hoc Committee is working with Director Winslow on the 12 month evaluation form that will be used in November.**
    - 1. Director 6 Month Evaluation
  - iii. Public Funding Committee – **Trustee Clark reported on the progress of this committee and it's work to form a Community Facilities District (CFD). This included outlining the process and describing the resolutions that need to be passed at this meeting and the polling that would be taking place to establish feasibility of a ballot initiative in**

**November or during another future election. She shared her and Trustee Kahn's recommendations and sought the feedback of the other two Trustees on these decisions. Both Trustee Andruess and Trustee Capell agreed with all of the recommendations laid out in the Staff Report.**

1. Ballot Initiative Update

- f. Liaison Reports
- g. Trustee Reports

**VII. Unfinished Business**

**VIII. New Business**

- a. Classification & Compensation Reports and Recommendations (Action)

**Moved by Trustee Kahn.**

**Seconded by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

- b. Resolution 2020-03 to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12 (Action)

**Moved by Trustee Andruess.**

**Seconded by Trustee Capell.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

- c. Final Budget for Fiscal Year 20-21 (Action)

**Moved by Trustee Kahn.**

**Seconded by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

- d. Review and File Gann Appropriation Limit FY 2020-2021 (Action)

**Moved by Trustee Capell.**

**Seconded by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

- e. Review and Approval of Updated Salary Schedule (Action)

**Moved by Trustee Kahn.**

**Seconded by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

f. Review and Approval of Earthquake Insurance Quote (Action)

**Moved by Trustee Andruess.**

**Seconded by Trustee Kahn.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

g. Review and Approve the Amendment to the Clifford Moss Contract (Action)

**Moved by Trustee Kahn.**

**Seconded by Trustee Capell.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

h. Review and Approval of Special Council Services for CFD Formation (Action)

**Moved by Trustee Andruess.**

**Seconded by Trustee Kahn.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

i. Resolution 2020-04 to Approve the Goals & Objectives of CFD (Action)

**Moved by Trustee Andruess.**

**Seconded by Trustee Capell.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

j. Resolution 2020-05 Intention to Form a CFD (Action)

**Moved by Trustee Kahn..**

**Seconded by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

k. Resolution 2020-06 Intention for Bonded Indebtedness (Action)

**Moved by Trustee Capell.**

**Seconded by Trustee Kahn.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

l. Appointment of Trustee to fill vacant seat (Action) – **Trustee Clark outlined the nomination process, which included posting the vacancy on the website and locations throughout Altadena with a deadline to apply of June 12 at 5:00 pm. Five applications were received. Trustee Clark randomly drew the order that the five applicants would present and answer questions from the Board before a vote was held to nominate the new Board member.**

**Presentations were done in the following order:**

- Jervy Tervalon
- René Amy
- Caitlin Kwan – who withdrew her application during her presentation
- Kameelah Waheed Wilkerson
- The fifth candidate, Velma Butler, was not present in the meeting at this time so unable to present to the Board.

**Following presentations, a motion was made by Trustee Capell to appoint a new Trustee by majority vote of the Board, meaning three of the four Board members had to vote for the same candidate. This motion was seconded by Trustee Kahn.**

**The Votes were as follows:**

**Trustee Andruess: Kameelah Wilkerson**

**Trustee Capell: Kameelah Wilkerson**

**Trustee Clark: Kameelah Wilkerson**

**Trustee Kahn: Kameelah Wilkerson**

**Kameelah Wilkerson has been appointed to fill the vacancy. Trustee Clark said that her and Director Winslow would figure out how to get Trustee Wilkerson sworn as soon as possible with guidance from our attorneys due to social distancing limitations.**

## **IX. Announcements & Planning**

a. Correspondence

b. Proposed Future Agenda Items

**Trustee Clark let the Board know that we would be looking into a Special Meeting in July due to another full agenda for the July 27<sup>th</sup> regular meeting. Dates were discussed and the Trustees tentatively agreed to the evening of Thursday, July 16<sup>th</sup> at 5:00pm. Her and Director Winslow will explore what agenda items can be handled in a Special Meeting to allow as much time as possible for the anticipated Public Hearing regarding the Community Facilities District formation and related agenda items that night as possible.**

- X. Adjournment**
  - a. Adjourn Meeting

**Moved by Trustee Wilkerson.**  
**Seconded by Trustee Andruess.**  
**Meeting adjourned at 8:33 pm.**