



## MINUTES

Special Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – July 16, 2020 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING JULY 16, 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://www.youtube.com/c/AltadenaLibrary>

**SUBMISSION OF PUBLIC COMMENT:** For those wishing to make Public Comments at the July 16, 2020 Special 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

**Special meeting was called to order at 5:02 PM**

(Absent: Trustee Kahn, excused)

##### a. Roll Call

**Trustee Andruess, Trustee Capell, Trustee Clark, and Trustee Wilkerson.**

#### II. Closed Session

*The Board of Trustees recessed into closed session at 5:03 PM 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 INTERIM PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957  
TITLE: DISTRICT DIRECTOR

**Trustees returned from closed session and began open session at 5:29 PM.**

### III. Open Session

- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda  
**Moved by Trustee Andruess to adopt the Agenda.  
Second by Trustee Capell.  
Roll Call Vote:**  
Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Clark: Aye  
Trustee Wilkerson: Aye
- d. Public Comment on Non-Agenda Items
- e. Special Presentation: **Art Restoration RFP Respondents: Kamila Korbela and Linnaea Saunders presented overviews and proposals for consideration and answered Trustee questions about their proposals.**

### 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 June 22, 2020
- b. Departmental Monthly Reports – June 2020  
**Moved by Trustee Capell to approve the Consent Calendar.  
Second by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Clark: Aye  
Trustee Wilkerson: Aye

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

No items were removed from the Consent Calendar. Discussion on items proceeded.

### VI. Reports (Information)

- a. Support Groups
  - i. Altadena Library Foundation  
**No report at this time.**
  - ii. Friends of the Altadena Library  
**No report at this time.**
- b. District Director's Report
  - i. Library General Operations – **Director Winslow reported.**
  - ii. Curbside and Electronic Statistics– **Director Winslow reported.**
- c. Financial Reports – June 2020 – **Administrative Services Manager, Nicole Fabry presented the June Financials.**
- d. Board of Trustees Standing Committee Reports
  - i. Budget Committee – **No report at this time.**

- 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.**

**Trustees briefly recessed at 7:01 PM and reconvened open session at 7:08 PM.**

- iii. Public Funding Committee –
  - 1. Presentation by Clifford Moss with Overview of Library Needs - **Clifford Moss provided presentation informational overview of Altadena Library District needs.**
  - 2. Presentation by EMC on Polling Results - **EMC presented on public opinion research and the results of their polling.**

**Public Comment by Bridgett Brewster regarding presentations was allowed.**

- f. Liaison Reports – **No report at this time.**
- g. Trustee Reports – **Trustee Capell provided information about the Library Stabilization Fund Act. Trustee Clark stated she and Trustee Capell will host informational session about running for office July 17, 2020.**

**VII. Unfinished Business**

None.

**VIII. New Business**

- a. Reviewed and approved Master Calendar for Board of Library Trustees for Fiscal Year 2020-21-**(Action)**

**Moved by Trustee Andruess to accept the Master Calendar.**

**Seconded by Trustee Wilkerson.**

**Roll Call Vote:**

Trustee Andruess: Aye  
 Trustee Capell: Aye  
 Trustee Clark: Aye  
 Trustee Wilkerson: Aye

- b. Reviewed and approved NBS Additional Consulting Services for CFD Formation **Moved by Trustee Wilkerson to approve additional consulting services to NBS.**

**Seconded by Trustee Capell.**

**Roll Call Vote:**

Trustee Andruess: Aye  
 Trustee Capell: Aye  
 Trustee Clark: Aye  
 Trustee Wilkerson: Aye

- c. Reviewed and selected LA Art Labs contract for Art Restoration of the George Symon painting

**Moved by Trustee Wilkerson to offer a contract to Kamila Korbela to restore the George Symon painting.**

**Seconded by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye  
 Trustee Capell: Aye

Trustee Clark: Aye  
Trustee Wilkerson: Aye

- IX. Announcements & Planning**
- a. Correspondence  
**LACFO budget submitted.**
  - b. Proposed Future Agenda Items

**Special Meeting to be called by Trustee Clark on August 3, 2020 at 5:00 PM.**

- X. Adjournment**
- a. Adjourn Meeting  
**Moved by Trustee Capell.**  
**Seconded by Trustee Andruess.**

Meeting adjourned at 8:20 PM.