



## MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – August 24, 2020 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING AUGUST 24, 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 August 24, 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) 798-0833 ext. 118, 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 x118 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**

Regular meeting was called to order at 5:01 PM

#### II. **Open Session**

##### a. Roll Call

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

##### b. Approval/Reordering of Agenda Items **None.**

##### 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 Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye

- d. Public Comment on Non-Agenda Items  
**None.**

### III. **Consent Calendar**

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

- a. Approval of Minutes – Special Meeting held July 16, 2020  
b. Approval of Minutes – Special Meeting held August 3, 2020  
c. Departmental Monthly Reports – July 2020

Board of Trustees discussed activities reflected in staff reports.

**Moved by Trustee Andrues to approve the Consent Calendar in its entirety.  
Second by Trustee Kahn.**

#### **Roll Call Vote:**

Trustee Andrues: Aye  
Trustee Capell: Aye  
Trustee Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye

- d. Special Presentation – Demonstration Garden at Bob Lucas Library  
**Branch Manager, Diana Wong provided presentation.**

### IV. **Consideration of Items Removed from the Consent Calendar**

No items were removed from the Consent Calendar.

### V. **Reports (Information)**

- a. Support Groups
- i. Altadena Library Foundation  
**Report provided by Altadena Library Foundation President, Bridget Brewster report.**
  - b. District Director's Report
    - i. Library Operations  
**Report provided by Director Nikki Winslow.**
    - ii. Statistics  
**Report provided by Director Nikki Winslow.**
    - iii. Friends of the Altadena Library  
**Trustee Clark called item be placed out of order due to technical difficulties. Report provided by Friends of the Altadena Library President Marne Brown.**
  - c. Financial Reports – June 2020  
**Report provided by Director Nikki Winslow.**
  - d. Board of Trustees Standing Committee Reports
    - i. Budget Committee  
**No Report.**
  - e. Board of Trustees Ad Hoc Committee Reports
    - i. California Voter Rights Act  
**No Report.**
    - ii. District Director Evaluation  
**Trustee Kahn provided information about evaluation form to be later discussed further in the agenda.**
    - iii. Public Funding

- f. Liaison Reports  
**Trustee Kahn highlighted various Federal COVID-19 Relief measures information, Facebook Brown Act presumptive protocols, and worker's compensation details provided in agenda packet. Discussion ensued among Trustees.**
- g. Trustee Reports  
**Report was provided by Trustee Andruess.**

VI. **Unfinished Business**

None.

VII. **New Business**

- a. 2020 Operational Plan Update (Information)  
**Update was provided by Director Nikki Winslow.**
- b. District Director Annual Evaluation Form **(Action)**  
Director Nikki Winslow, Trustee Kahn, and Trustee Andruess reviewed evaluation forms. Discussion followed.  
**Moved by Trustee Wilkerson to approve District Director Annual Evaluation Form.**  
**Second by Trustee Capell.**  
**Roll Call Vote:**  
Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye

VIII. **Announcements & Planning**

- a. Correspondence
  - i. **LAFCO Independent Special District Alternate Ballot Voting representation for LAFCO delegated to Trustee Kahn.**
- b. Proposed Future Agenda Items  
**Trustee Clark announced the September Regular meeting date conflicted with Yom Kippur holiday and would be canceled. Trustee Clark called for special meeting. Date to be determined as September 29<sup>th</sup> or 30<sup>th</sup>.**

IX. **Adjournment**

- a. Adjourn Meeting  
**Moved by Trustee Andruess to adjourn meeting.**  
**Second by Trustee Capell.**  
**Roll Call Vote:**  
Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye

Meeting was adjourned at 7:38 AM.