



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – October 26, 2020 – 5:00 p.m.

IMPORTANT NOTICE REGARDING OCTOBER 26, 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 October 26, 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. Electronic Comments may also be submitted online at 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

Trustee Katie Clark called the meeting to order at 5:01 p.m.

II. Open Session

a. Roll Call

Trustee Clark called roll call. Trustee Andruess, Trustee Capell, Trustee Kahn, and Trustee Wilkerson responded as present

b. Approval/Reordering of Agenda Items

Moved by Trustee Clark to add item c. *Emergency Authorization for Closure as an emergency item under "New Business" Pursuant to California Code, Civil Code - CIV § 4930 to address high-wind advisory and projected water-main shut-down.*

Seconded by Trustee Kahn.

Roll Call Vote:

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

- c. Adoption of Agenda
Moved by Trustee Kahn 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

Moved by Trustee Kahn to approve the Consent Calendar.
Second by Trustee Andruess. Trustee Clark opened floor for discussion.
Discussion ensued.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

- a. Approval of Minutes – Special Meeting held September 29, 2020
- b. Departmental Monthly Reports – September 2020
- c. Special Presentation – Mobile Library Unit
Marketing and Community Engagement Manager Chloe Cavalier d'Esclavelles and I.T. Manager Christopher Kellermeyer provided presentation on book mobile and tech updates. Trustee Clark opened floor for questions. Discussion ensued.

IV. Consideration of Items Removed from the Consent Calendar

None.

V. Reports (Information)

- a. Support Groups
 - i. Altadena Library Foundation
President Bridget Brewster provided report.
 - ii. Friends of the Altadena Library
District Director Nikki Winslow provided report.
- b. District Director's Report
District Director Nikki Winslow provided report.
- c. Financial Reports – August 2020
Administrative Services Manager Nicole Fabry provided report. Trustee Kahn raised question of duplicate pages in report. Manager Fabry mentioned the report would be posted online with necessary adjustments.
- d. Board of Trustees Standing Committee Reports
 - i. Budget Committee
No report.
- e. Board of Trustees Ad Hoc Committee Reports

- i. California Voting Rights Act
Trustee Kahn provided report.
 - ii. District Director Evaluation
Trustee Kahn provided report and requested committee be dissolved upon completion of evaluation.
 - iii. Public Funding
No report.
- f. Liaison Reports
Trustee Kahn relayed information about former library employee, Bill Tema and mentioned opt-ed piece featured in Pasadena Star News.
- g. Trustee Reports
No report.

VI. **Unfinished Business**

VII. **New Business**

- a. ALD Naming and Recognition Policy (Action)
**Moved by Trustee Kahn to approve the ALD Naming and Recognition Policy.
Second by Trustee Wilkerson.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye**
- b. ALD Board of Trustees Policies Amendment (Action)
**Moved by Trustee Kahn to amend the ALD Board of Trustees Policies to reflect the addition of subsection 12.9 Support Requests.
Second by Trustee Wilkerson.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye**
- c. Emergency Authorization for Closure
**Moved by Trustee Wilkerson to authorize Director Winslow to close ALD public facilities, at her discretion, for the remainder of the calendar year given public health and safety emergencies.
Second by Trustee Andrues.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye**

VIII. **Announcements & Planning**

- a. Correspondence
Trustee Clark reviewed items and mentioned deadlines for submission had passed.
- b. Proposed Future Agenda Items

None.

IX. **Adjournment**

a. Adjourn Meeting

**Moved by Trustee Andruess to adjourn meeting.
Second by Trustee Wilkerson.**

Motion carried.

Meeting was adjourned at 7:18 p.m.