



MINUTES

Board of Library Trustees Retreat | Altadena Library District
Virtual – Zoom – January 8, 2021 – 9:00 a.m.

IMPORTANT NOTICE REGARDING JANUARY 8, 2021 BOARD RETREAT

This meeting was 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: Public Comments at the January 8, 2021 Meeting, could be submitted by email to be read aloud at the meeting. If multiple comments were submitted, only the first comment was read aloud during the meeting. Email and Electronic Comments submitted online were accepted up to two (2) hours prior to the start of the meeting. Email comments could be submitted to hello@altadenalibrary.org. Electronic Comments could also be submitted online at www.altadenalibrary.org/publiccomment.

Email and Electronic Comments were submitted to the legislative body and shall become part of the record of the meeting.

Public comment made during the live meeting, called in to (626) 798-0833 x118, during the corresponding item of the agenda. Public comment on any non-agenda item, called at 9:00 a.m.

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 Kate Clark called the meeting to order at 9:02 a.m.

II. Open Session

a. Roll Call

Trustee Clark called roll. Trustee Andruess, Trustee Capell, and Trustee Cervantes responded as present. Trustee Wilkerson joined at 9:04 a.m.

b. Approval/Reordering of Agenda Items

Trustee Clark asked items VII. a and VII. b be switched for the purpose of the conversation.

c. Adoption of Agenda

Moved by Trustee Cervantes to adopt the Agenda.
Second by Trustee Capell.

Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Clark: Aye

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

III. Public Service Round Table Conversation/Appreciation Activity

Trustee Clark provided an overview of the purpose of the conversation and facilitated the activity. Trustees engaged in discussion about MBA Inventory results. Discussion ensued.

IV. Presentation

- a. Introduction to Debt Issuance - Mike Williams, Managing Director, Columbia Capital Management, LLC
Mike Williams, Shannon Harris, and James Prichard from Columbia Capital Management, LLC provided a presentation to the board. Discussion ensued.

V. Break

Trustee Clark called the break from 10:54 a.m. until 11:00 a.m.

VI. Presentation

- a. Public Works Contracting - John P. Coggins, Advisor, Regional Government Services
John Coggins from Regional Government Services provided a presentation to the board. Discussion ensued.

VII. Break

Trustee Clark called the break from 11:45 a.m. until 12:00 p.m.

VIII. Governance Round-Table Discussion

- a. Brown Act Refresher
Trustee Clark facilitated a brief Brown Act activity with trustees. Discussion ensued.
- b. Review Annual Evaluation Format
Trustees reviewed Annual Evaluation form and shared results of respective evaluations. Discussion ensued.
- c. Goal setting and Commitments
Trustees discussed facilitating ongoing conversations about the goals of the board. Trustee Clark asked each trustee to identify two board specific goals for the year for further discussion.

IX. Adjournment

Trustee Clark called to adjourn the meeting. Trustee Andruess moved to adjourn the meeting. Trustee Clark called for objections. No objections to adjourn were made.

Meeting was adjourned at 12:46 p.m.