



## MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – November 23, 2020 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING NOVEMBER 23, 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 November 23, 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**

Trustee Clark called the meeting to order at 5:05 p.m. Trustee Clark mentioned the agenda needed to be reordered to accommodate the schedule conflict of speaker.

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

##### a. **Roll Call**

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

##### b. **Approval/Reordering of Agenda Items**

**Moved by Trustee Wilkerson to reorder the agenda to take item c. Special Presentation – ALD Audit by Nigro & Nigro, PC prior to closed session.**

**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 Capell to adopt the agenda as amended.**

**Seconded by Trustee Andruess.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Kahn: Aye**

**Trustee Wilkerson: Aye**

**Trustee Clark: Aye**

Special presentation of ALD FY19-20 Financial Audit was provided by Paul Kaymark, Nigro & Nigro, PC.

### **III. Closed Session**

*The Board of Trustees recessed into closed session at 5:39 p.m. 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 PERFORMANCE EVALUATION*

*Pursuant to Government Code Section 54957*

*TITLE: DISTRICT DIRECTOR*

The above closed session item was discussed, with no reportable action.

**Trustees returned from closed session and began open session at 6:55 PM.**

### **IV. Open Session (continued)**

d. Public Comment on Non-Agenda Items

Public comment was given by Resident, Joe Crowley.

*Written public comment received by resident, Kim Kenne, was mistakenly omitted during meeting. Full-text comment to be read aloud during next regular scheduled meeting.*

### **V. Consent Calendar**

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

**Second by Trustee Kahn. 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 – Regular Meeting held October 26, 2020
- b. Departmental Monthly Reports – October 2020

**VI. Consideration of Items Removed from the Consent Calendar**

None.

**VII. Reports (Information)**

- a. Support Groups
  - i. Altadena Library Foundation  
President Bridget Brewster provided report.
  - ii. Friends of the Altadena Library  
Director Winslow provided report on behalf of President Marne Brown.  
Trustee Andruess provided additional information in capacity as liaison.  
Trustee Kahn asked Trustee Andruess and Director Winslow to inform Friends of the Altadena Library to develop method to maintain connections virtually.
- b. District Director's Report  
Director Winslow provided report.
- c. Financial Reports – September 2020  
Director Winslow provided report.
- d. Board of Trustees Standing Committee Reports
  - i. Budget Committee  
Trustee Andruess provided report on behalf of the committee.
- e. Board of Trustees Ad Hoc Committee Reports
  - i. California Voting Rights Act  
No report.
  - ii. Public Funding  
No report.
- f. Liaison Reports  
Trustee Kahn provided Government Liaison report.
- g. Trustee Reports  
Trustee Kahn provided report and parting words related to departure.

**VIII. Unfinished Business**

None.

**IX. New Business**

- a. Review and Approval of ALD Personnel Policy - **Action**  
Director provided overview. Trustee Kahn recommended formatting edits and amendment to consistency. Trustee Wilkerson asked clarifying question. Administrative Services Manager Nicole Fabry and Director Winslow provided clarification.  
**Moved by Trustee Capell to approve ALD Personnel Policy with noted amendments.**  
**Second by Trustee Andruess. Trustee Clark opened floor for discussion.**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**

**Trustee Kahn: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**

- b. District Director Compensation - **Action**  
**Moved by Trustee Wilkerson to table item to December meeting.**  
**Second by Trustee Capell. Trustee Clark opened floor for discussion.**  
**Discussion ensued.**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Aye**  
**Trustee Kahn: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**
  
- c. Review and Approval of 2021 Holidays and Closures – **Action**  
Director Winslow provided overview.  
**Moved by Trustee Andrues to approve 2021 Holidays and Closures.**  
**Second by Trustee Kahn. Trustee Clark opened floor for discussion.**  
**Discussion ensued.**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Aye**  
**Trustee Kahn: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**
  
- d. Review and Approval of RFP for Facilities Janitorial Services – **Action**  
Director Winslow provided overview. Trustee Capell asked cost and staffing question.  
Trustee Clark asked budgetary question. Director Winslow and Facilities Manager Jonathan Arevalo provided responses.  
**Moved by Trustee Kahn to approve RFP for Facilities Janitorial Services.**  
**Second by Trustee Andrues. Trustee Clark opened floor for discussion.**  
**Discussion ensued.**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Aye**  
**Trustee Kahn: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**
  
- e. 2021 Pay Periods Calendar and 2021 ALD Trustee Meeting Calendar (Information)  
Director Winslow provided overview.

**X. Announcements & Planning**

- a. Correspondence  
None.
  
- b. Proposed Future Agenda Items  
Trustee Capell recommended the formation of a CFD committee be added to the December meeting agenda.

XI. **Adjournment**

a. Adjourn Meeting

**Moved by Trustee Kahn to adjourn meeting.  
Second by Trustee Capell.**

**Motion carried unanimously.**

Meeting was adjourned at 8:30 p.m.