



## MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom –December 14, 2020 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING DECEMBER 14, 2020 MEETING

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 December 14, 2020 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](mailto:hello@altadenalibrary.org). Electronic Comments could also be submitted online at [www.altadenalibrary.org/publiccomment](http://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) 316-4631, during the corresponding item of the agenda. Public comment on any non-agenda item, called at 6:00 pm.

**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) 316-4631 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**

The meeting was called to order by Trustee Katie Clark at 5:00 p.m.

#### II. **Closed Session**

*The Board of Trustees recessed into closed session at 5:00 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:*

*CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code section 54957.6  
District designated negotiator: Katie Clark  
Unrepresented employee: District Director*

The above item was discussed in closed session. Trustee Clark reported the board unanimously voted to offer the Director Nikki Winslow a five percent increase to her base compensation retroactive to her evaluation date, November 23, 2020. Director Winslow's contract to be amended to reflect the adjustment.

### III. **Open Session**

Trustee Clark resumed open session at 5:43 p.m.

a. Roll Call

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

b. Approval/Reordering of Agenda Items

No adjustments were made.

c. Adoption of Agenda

**Moved by Trustee Andruess to adopt the Agenda.**

**Second by Trustee Cervantes.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Trustee Clark: Aye**

d. Public Comment on Non-Agenda Items

None.

### IV. **Ceremonial Swearing-In of Board Members**

Trustee Clark administered a ceremonial oath of office to Trustee Andruess, Trustee Cervantes, and Trustee Wilkerson. Each member affirmed the oath of allegiance by stating "I do".

### V. **Consent Calendar**

Trustee Clark removed item b. *Approval of Minutes – Regular Meeting held November 23, 2020* from the Consent Calendar. Trustee Clark explained that a public comment from the November 23, 2020 meeting was missed and the minutes must be adjusted to reflect the comment. Trustee Clark called for a motion to approve the remaining items in the Consent Calendar.

**Moved by Trustee Capell to approve the Consent Calendar.**

**Second by Trustee Wilkerson. Trustee Clark opened floor for discussion.**

**Discussion ensued.**

a. Approval of Minutes – Special Meeting held November 19, 2020

b. ~~Approval of Minutes – Regular Meeting held November 23, 2020~~

c. Departmental Monthly Reports – November 2020

d. Special Presentation – Service Awards (Information)

Director Winslow recognized Christopher Kellermeyer for five years of service to the Altadena Library District.

e. Special Presentation – Bob Lucas Memorial Branch Demonstration Garden

Branch Manager, Diana Wong provided a presentation on the Bob Lucas Memorial

Branch Demonstration Garden and recognized Paulina Arevalo and Levi Brewster for their volunteerism.

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

Trustee Clark read aloud a written public comment submitted by resident, Kim Kenne on November 23, 2020.

Trustee Clark read aloud a written public comment submitted by resident, Kim Kenne.

Trustee Clark asked item b. *Approval of Minutes – Regular Meeting held November 23, 2020* from the Consent Calendar be moved to the January Consent Calendar for consideration with the necessary corrections.

## VII. Reports (Information)

- a. Support Groups
  - Altadena Library Foundation (ALF)  
ALF President Bridget Brewster provided a report. President Brewster virtually presented a check on behalf of the ALF to the Altadena Library District for \$32,000.
  - Friends of the Altadena Library  
FOAL President Marne Brown provided a report.
- b. District Director's Report  
Director Winslow provided report.
- c. Financial Reports – October 2020  
Administrative Services Manager, Nicole Fabry provided a report.
- d. Board of Trustees Standing Committee Reports  
No reports.
- e. Board of Trustees Ad Hoc Committee Reports  
No reports.
- f. Liaison Reports  
Trustee Capell provided remarks as liaison to the ALF. Trustee Andruess provided report as liaison to the FOAL.
- g. Trustee Reports  
No reports.

## VIII. Unfinished Business

- a. Consider and Approve Amendment to District Director Employment Agreement - **Action**  
Trustee Clark called for a motion to amend Section 3.1 of District Director's employment contract to reflect a five percent increase to base compensation of \$164,850.  
**Moved by Trustee Cervantes to amend the Director Director's employment contract to reflect a five percent increase.**  
**Second by Trustee Andruess. Trustee Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**

**\*\* RECESS from 6:34 p.m. - 6:46 p.m. \*\***

**IX. New Business**

a. ALD 2021 Operational Plan – **Action**

Director Winslow provide a brief overview of the plan. Trustee Clark open the floor for questions and comments.

**Moved by Trustee Cervantes to approve the ALD 2021 Operational Plan. Second by Trustee Andruess. Trustee Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Trustee Clark: Aye**

b. FY 18-19 & FY 19-20 Annual Report (**Information**)

Director Winslow provided an overview of the report. Discussion followed.

c. Resolution No. 2020-12 – Resolution of the Altadena Library District Board of Trustees, Acting as the Legislative Body of the Altadena Library Community Facilities District No. 2020-1 (Facilities and Services) Declaring the Results of a Special Election in Such Community Facilities District. – **Action**

Trustee Clark provided overview of the item.

**Moved by Trustee Wilkerson to adopt Resolution No. 2020-12.**

**Second by Trustee Capell. Trustee Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Trustee Clark: Aye**

d. Ordinance No. 2020-01 of Altadena Library District Board of Trustees, Acting as the Legislative Body of the Altadena Library Community Facilities District No. 2020-1 (Facilities and Services) Authorizing the Levy of Special Tax in Such Community Facilities District. – **Action**

**Trustee Clark read aloud a public comment submitted by resident, Kim Kenne.**

Trustee Clark provided clarification of the item. Mike Williams from Columbia Capital Management, LLC provided additional clarification on the item.

**Moved by Trustee Andruess to adopt Ordinance No. 2020-01.**

**Second by Trustee Cervantes. Trustee Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Trustee Clark: Aye**

## X. Governance

### a. Election of Board Officers – **Action**

Trustee Clark opened the floor for nominations for the office of Board President of the ALD Library Board of Trustees for calendar year 2021.

Trustee Wilkerson nominated Trustee Clark for the position of Board President. Trustee Clark accepted the nomination. Nomination for ALD president closed. Trustee Clark called for the vote on nominee.

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

**Trustee Andruess: Yea**

**Trustee Capell: Yea**

**Trustee Cervantes: Yea**

**Trustee Wilkerson: Yea**

**Trustee Clark: Yea**

Trustee Clark was elected president of the ALD Library Board of Trustees.

Trustee Clark opened the floor for nominations for the office of Board Secretary of the ALD Library Board of Trustees for calendar year 2021.

Trustee Capell self-nominated for position of Board Secretary. Nomination for Board Secretary closed. Trustee Clark called for the vote on nominee.

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

**Trustee Andruess: Yea**

**Trustee Capell: Yea**

**Trustee Cervantes: Yea**

**Trustee Wilkerson: Yea**

**Trustee Clark: Yea**

Trustee Capell was elected secretary of the ALD Library Board of Trustees.

### b. Appointment of 2021 Board Committees

The following committees were established, and committee members appointed by the ALD Library Board of Trustees.

- Budget Committee (Standing)
  1. Chair: Trustee Cervantes
  2. Member: Trustee Wilkerson
- Community Facilities District Committee (Standing)
  1. Chair: Trustee Andruess
  2. Member: Trustee Cervantes
- Redistricting Committee (Ad-Hoc)
  1. Chair: Trustee Wilkerson
  2. Member: Trustee Clark
- Facilities Committee (Ad-Hoc)
  1. Chair: Trustee Capell
  2. Member: Trustee Clark

### c. Appointment of 2021 Board Liaisons

The following liaison were appointed by the ALD Library Board of Trustees.

- Governmental Relations Liaison: Trustee Andruess
- Friends of the Altadena Library Liaison: Trustee Wilkerson
- Altadena Library Foundation Liaison: Trustee Cervantes

- d. Board Orientation and Retreat  
Trustee Clark provided reminder of retreat scheduled Friday, January 8, 2021 from 9:00 a.m.-1:00 p.m. and overview of item.

**XI. Announcements & Planning**

- a. Correspondence  
None.
- b. Proposed Future Agenda Items  
None.

**XII. Adjournment**

- a. Adjourn Meeting

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

**Motion unanimously carried.**

Meeting was adjourned at 8:12 p.m.