



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – January 25, 2021 – 5:00 p.m.

IMPORTANT NOTICE REGARDING JANUARY 25, 2021 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 January 25, 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 x 103, during the corresponding item of the agenda. Public comment on any non-agenda item, called at 5:00 p.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 x 103 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. Open Session

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 Cervantes to adopt the Agenda.

Second by Trustee Andruess.

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
Verbal public comment made by resident, Joe Crowley.

III. Consent Calendar

Moved by Trustee to approve the Consent Calendar.
Second by Trustee. Trustee Clark opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

- a. *Approval of Minutes – Regular Meeting held November 23, 2020*
b. *Approval of Minutes – Regular Meeting held December 14, 2020*
c. *Approval of Minutes – Board Retreat Meeting held January 8, 2021*
d. *Departmental Monthly Reports – December 2020*

IV. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.

V. Reports (Information)

- a. Support Groups
- Altadena Library Foundation
President Bridget Brewster provided report.
 - Friends of the Altadena Library
President Marne Brown and Member Mark Mariscal.
- b. District Director's Report
Director Nikki Winslow provided report.
- c. Financial Reports – November 2020
Administrative Services Manager Nicole Fabry provided report.
- d. Board of Trustees Standing Committee Reports
- Budget Committee
No report.
 - CFD Committee
Trustee Andrues provided report. Trustee Cervantes provided additional comments. Trustee Clark asked committee to consider clarifying role and participation of citizens' and flexibility of adding members. Discussion ensued.
- e. Board of Trustees Ad Hoc Committee Reports
- Facilities Committee
Trustee Capell provided report. Trustee Clark provided additional comments. Trustee Cervantes asked committee to consider impact of ADA compliance laws in building projects.
 - Redistricting Committee

Trustee Wilkerson provided report.

- f. Liaison Reports
Trustee Wilkerson provided liaison report. Trustee Cervantes provided liaison report. Trustee Andruess provided liaison report. Discussion ensued.
- g. Trustee Reports
Trustee Clark provided report on support group leadership meeting. Trustee Clark informed meetings would occur quarterly.

VI. Unfinished Business

- a. Consider and Approve Amendment to District Director Employment Agreement - **Action**
Trustee Clark provided overview of item. Trustee Clark called for a motion to amend the Director's employment agreement such that her increase in compensation be based on her anniversary date of November 4, 2020.
Moved by Trustee Cervantes to amend the Director's employment agreement such that her increase in compensation be based on her anniversary date of November 4, 2020.
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

VII. New Business

- a. ALD 2020 Operational Plan Review (**Information**)
Director Winslow provided an overview of the item. Discussion followed.
- b. Amendment to 2020/2021 Master Calendar – **Action**
Trustee Clark reviewed item. Trustee Clark called for a motion to approve amendments to the 2020/2021 Master Calendar.
Moved by Trustee Andruess to amend the approve amendments to the 2020/2021 Master Calendar.
Second by Trustee Wilkerson. 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
- c. Approval of Borrowing Policy – **Action**
Director Winslow provided an overview of the item. Discussion ensued. Trustee Clark called for a motion to approve the updated Borrowing Policy. Trustee Clark called for a motion to approve the updated Borrowing Policy.
Moved by Trustee Cervantes to approve the updated Borrowing Policy.
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. Request of Approval for Bookmobile Van – **Action**
Director Winslow provided an overview of the item. Discussion ensued. Trustee Clark called for a motion to approve purchase of Bookmobile Van.

Moved by Trustee Andruess to approve the purchase of Bookmobile Van. Second by Trustee Wilkerson. 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

- e. Request of Approval for RFP for Capital Project Management– **Action**
Director Winslow and Trustee Capell provided an overview of the item. Discussion ensued. Trustee Capell provided additional comments. Trustee Clark called for a motion to approve the RFP for Capital Project Management.

Moved by Trustee Cervantes to approve the RFP for Capital Project Management. 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

VIII. Governance

- a. Review of Board Evaluation
Trustee Clark opened the floor for discussion on the item. Trustee Capell, Trustee Clark, and Trustee Wilkerson provided edit recommendations.
- b. Trustee Goal Setting
Trustees provided their individual goals for the year. Discussion ensued.

IX. Announcements & Planning

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

X. Adjournment

- a. Adjourn Meeting
Trustee Clark called for a motion to adjourn the meeting. Trustee Wilkerson moved to adjourn the meeting. Trustee Clark called for objections. No objections to adjourn were made.

Meeting was adjourned at 7:16 p.m.