



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – February 22, 2021 – 5:00 p.m.

IMPORTANT NOTICE REGARDING February 22, 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 5:02pm.

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 Andruess to adopt the Agenda.

Seconded 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
No public comment made.

III. Consent Calendar

Moved by Trustee Capell to approve the Consent Calendar.

Seconded by Trustee Cervantes.

Roll Call Vote:

Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- a. Approval of Minutes – Regular Meeting held January 25, 2020
b. Departmental Monthly Reports – January 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
No report.
- b. District Director's Report
District Nikki Winslow provided report.
- c. Financial Reports – December 2020
Administrative Services Manager Nicole Fabry provided report.
- d. Board of Trustees Standing Committee Reports
- Budget Committee
Trustee Cervantes provided report.
 - CFD Committee
Trustee Andruess provided report.
- e. Board of Trustees Ad Hoc Committee Reports
- Facilities Committee
Trustee Capell provided report. Trustee Clark provided additional comments.
 - Redistricting Committee
Trustee Wilkerson provided report. Trustees Clark and Andruess provided additional comments and questions.

- f. Liaison Reports
Trustee Andrues provided the Government Relations Liaison report. Discussion ensued.
Trustee Wilkerson provided a Friends of the Altadena Library report.
- g. Trustee Reports
No report.

VI. Unfinished Business
None.

VII. New Business

- a. Review and Approval of Advocacy Letter for 2021-22 State Budget: 6102 State Library California Library Services Act **(Action)**
District Director Nikki Winslow provided overview of item. Trustee Andrues noted a typo from “fun” to “fund”. Trustee Clark called for a motion to approve the Advocacy Letter for 2021-22 State Budget: 6102 State Library California Library Services Act with the corrected typo noted by Trustee Andrues.

Moved by Trustee Cervantes to approve the Advocacy Letter for 2021-22 State Budget: 6102 State Library California Library Services Act with the corrected typo noted by Trustee Andrues.

Seconded by Trustee Wilkerson. Trustee Katie 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

- b. Recommendation Review and Appointment of CFD Committee Members **(Action)**
Trustee Andrues provided overview of item. Trustees Cervantes and Clark added additional comments. Trustee Clark called for a motion to approve the appointment of CFD Committee Members.

Moved by Trustee Capell to approve the appointment of CFD Committee Members.

Seconded by Trustee Wilkerson. Trustee Katie 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

- c. Review and Approval of RFP for Municipal Advisor **(Action)**
District Director Nikki Winslow provided overview of items VIIc and VIIId. Trustees Cervantes, Andrues, and Clark added additional comments. Trustee Clark called for a motion to approve the RFP for Municipal Advisor.

Moved by Trustee Cervantes to approve the RFP for Municipal Advisor.

Seconded by Trustee Andruess. Trustee Katie 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. Review and Approval of RFP for Bond Counsel **(Action)**

Trustee Clark called for a motion to approve the RFP for Bond Counsel.

Moved by Trustee Andruess to approve the RFP for Bond Counsel. Seconded by Trustee Cervantes. Trustee Katie 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. Review and Approval of Revised Filming Policy **(Action)**

Administrative Assistant Natalya Romo provided overview of item. Trustees Clark and Cervantes added additional comments. Trustee Clark called for a motion to approve the Revised Filming Policy.

Moved by Trustee Wilkerson to approve the Revised Filming Policy. Seconded by Trustee Cervantes. Trustee Katie 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

- f. Review and Approval of Revised Food and Drink Policy **(Action)**

District Director Nikki Winslow provided overview of item. Assistant District Director Viktor Sjöberg added additional comments. Trustee Clark called for a motion to approve the Revised Food and Drink Policy.

Moved by Trustee Andruess to approve the appointment of Revised Food and Drink Policy.

Seconded by Trustee Capell. Trustee Katie 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

- g. Review and Approval of Mid-Year Budget Adjustments **(Action)**

Administrative Services Manager Nicole Fabry provided overview of item. Trustees Andruess and Clark added additional comments. Trustee Clark called for a motion to approve the Mid-Year Budget Adjustments.

Moved by Trustee Andruess to approve the Mid-Year Budget Adjustments. Seconded by Trustee Cervantes. Trustee Katie 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

h. Review of Emergency Manual **(Information)**

District Director Nikki Winslow provided an overview of the item. Discussion followed.

VIII. Governance

Trustee Clark reminded that the Board should submit their reports for the next meeting by March 12, 2021.

IX. Announcements & Planning

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

X. Adjournment

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

Meeting adjourned at 6:48pm.