



MINUTES

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

IMPORTANT NOTICE REGARDING MARCH 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 March 22, 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 Cervantes 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
Motion passed.

- 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. Trustee Katie Clark opened floor for discussion.
All Trustees added comments of appreciation for the work Altadena Library staff have done.

Roll Call Vote:

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

Motion passed.

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 February 22, 2021
b. Departmental Monthly Reports – February 2021

IV. Consideration of Items Removed from the Consent Calendar

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

V. Special Presentation

- a. Art Restoration Presentation
Administrative Services Manager Nicole Fabry presented the “Restoration of George Gardner Symons’ “Millard Canyon at Granite Gate” by LA Art Labs.

VI. 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 – January 2021
Administrative Services Manager Nicole Fabry provided report.
- d. Board of Trustees Standing Committee Reports
- Budget Committee
No report.
 - CFD Committee

Trustee Andruess provided report. Trustee Clark provided additional comments and suggested a joint meeting with the CFD Committee and Facilities Committee to distinguish roles.

- e. Board of Trustees Ad Hoc Committee Reports
 - Facilities Committee
Trustee Capell provided report emphasizing the committee's Capital Projects Management proposal review process.
 - Redistricting Committee
No report.
- f. Liaison Reports
Trustee Wilkerson provided report on the Friends of the Altadena Libraries. Trustee Cervantes provided report on the Altadena Library Foundation.
- g. Trustee Reports
No report.

VII. Unfinished Business

- a. None

VIII. New Business

- a. Review and Approval of Capital Projects Management Recommendation from Ad-hoc Facilities Committee **(Action)**
Board
Moved by Trustee Cervantes to approve the authorization to contract with a Capital Projects Management, namely Rachlin Partners.
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****Motion passed.**
- b. Review and Approval of Amendment to Board of Trustees Bylaws Section 5.1 – Government Relations Liaison. **(Action)**
Correction: Board of Trustee Bylaws are called “Board of Trustees Policies”
Moved by Trustee Wilkerson to approve the amendment to Board of Trustees Policies Section 5.1 – Government Relations Liaison.
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****Motion passed.**
- c. Approval of Unattended Children Policy **(Action)**

Assistant District Director, Viktor Sjöberg introduced the action item explaining that the Altadena Libraries did not have a policy to address situations involving unattended children.

Moved by Trustee Andruess to approve the Unattended Children 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

Motion passed.

IX. Governance

Trustee Clark reminded the Board that trainings are available to the Board members. Diego Gamboa, Administrative Assistant, will be sending the Board a list of upcoming trainings they may be eligible or interested. Trustee Clark also reminded the Board about the deadline to submit Form 700 by April 1st.

X. Announcements & Planning

- a. Correspondence
No items to discuss.
- b. Proposed Future Agenda Items
No items requested.

XI. Adjournment

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

Meeting adjourned at 6:37pm.