



## MINUTES

Board of Library Trustees  
Budget Committee | Altadena Library District  
Virtual – Zoom – February 11, 2021 – 2:00 p.m.

### IMPORTANT NOTICE REGARDING FEBRUARY 11, 2021 BUDGET COMMITTEE 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:** For those wishing to make Public Comments at the February 11, 2021 Budget Committee Meeting, please submit your comments by email or electronically 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 standing committee 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. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 2:00 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

Trustee Rushmore Cervantes called the meeting to order at 2:01pm.

#### II. Roll Call

Trustee Cervantes called roll call. Trustee Wilkerson, responded as present. Quorum was confirmed.

#### III. Public Comment on Non-Agenda Items

No public comment was made.

#### IV. New Business

a. Fiscal Year 2020-2021 Midyear Budget Review (**Information**)

Nicole Fabry, Administrative Services Manager, presented the draft fiscal year 2020-2021 Midyear Budget. She made notice of updates to the budget regarding income and expenditures increases or decreases to reflect grants received, reallocation of funds within accounts, and changes in our service model due to COVID-19 impacts. All the changes resulted in a net zero impact on the budget and restored some the initial reserve funds pulled for budget.

The committee discussed further the reserves account requirements and trends that we are seeing regarding the use of the reserve funds. Ms. Fabry explained that according to the District's financial policies, the District is required to have at least 6 months of operating expenses in the reserve balance. This number is provided to the Board each month. The committee also briefly discussed projections to the budget and use of reserves if the District doesn't get additional funding sources or has decrease revenue.

The committee also discussed the PERS Retirement and the PERS unfunded liability expense. Ms Fabry and Cindy Byerrum, District Accountant, explained that the PERS unfunded expense covers the annual cost that the District pays PERS to meet the needs of the District's retired employees that is not covered through the premiums and revenue collected.

The committee also discussed the reduction in legal fees and asked for confirmation of what the District expends legal fees for. Ms. Fabry explained that legal fees are used to pay for counsel on General Government, which includes Board of Trustee procedures, Brown Act questions, and other legal governance questions. The legal fees also pay for personnel questions.

Lastly, the committee discussed having a better understanding of where the income that supports the District's work comes from. The committee briefly mentioned developing a layman's terms document to understanding the budget documents.

**V. Announcements & Planning**

- a. Proposed Future Agenda Items

**VI. Adjournment**

Meeting adjourned by Trustee Cervantes.