



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – April 26, 2021 – 5:00 p.m.

IMPORTANT NOTICE REGARDING APRIL 26, 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 April 26, 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 5:01pm.

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 Wilkerson.

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 Item
No public comment made.

III. Consent Calendar

Moved by Trustee Cervantes to approve the Consent Calendar.
Seconded by Trustee Capell. Trustee Katie Clark opened floor for discussion.

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 March 22, 2021

IV. Consideration of Items Removed from the Consent Calendar

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

V. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – March 2021
Multiple Trustees provided kudos and comments of appreciation for Altadena Library staff's work.
- b. Read Local, Shop Local Program Presentation
Assistant District Director, Viktor Sjöberg, presented regarding the new Read Local, Shop Local Program as well as National Library Week happenings and partnerships being developed in the community to promote and support equity.

VI. Reports (Informational)

- a. Support Groups
- Altadena Library Foundation
President Bridget Brewster provided report.
 - Friends of the Altadena Library
President Marne Brown provided report.
- b. District Director's Report
Director Nikki Winslow provided report.
- c. Financial Reports – February 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.
- e. Board of Trustees Ad Hoc Committee Reports
 - Facilities Committee
Trustee Capell provided report.
 - Redistricting Committee
Trustee Wilkerson provided report.
- f. Liaison Reports
Trustee Andruess provided Government Liaison report.
- g. Trustee Reports
Trustee Capell and Trustee Clark provided reports.

VII. Unfinished Business

- a. None

VIII. New Business

- a. Approval of Updated Collections Development Policy (**Action**)
Assistant District Director, Viktor Sjöberg introduced the action item explaining that the Altadena Libraries updated the Collection Development Policy to include diversity audits, best practices, and formalize a collection reconsideration procedure.
Moved by Trustee Wilkerson to approve the Updated Collections Development Policy. 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. Implementation of New Payroll System – Paychex Flex (**Informational**)
Administrative Services Manager, Nicole Fabry reported on the implementation of the District’s new payroll system – Paychex Flex.
No action taken.
- c. Review and Approval of the Fiscal Year 20-21 Budget Reallocation (**Action**)
Administrative Services Manager, Nicole Fabry reported that library collection selectors requested reallocations from physical materials to downloadables (e-books, magazines, Hoopla, CloudLibrary – i.e. items patrons can check-out online). The reallocation has a zero-net budget impact.
Moved by Trustee Cervantes to approve the Fiscal Year 20-21 Budget Reallocation. 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.

- d. Review and Approval of Municipal Advisory Services Recommendation from Community Facilities District (CFD) Committee **(Action)**
District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.

Moved by Trustee Capell to authorize the District Director to contract with Urban Futures, Inc. for Municipal Advisory Services for the duration of the bond issuance process and any post-issuance guidance as needed. 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.

- e. Review and Approval of Bond & Disclosure Counsel Services Recommendation from CFD Committee. **(Action)**
District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.

Moved by Trustee Cervantes to authorize the District Director to hire Best, Best & Krieger as Bond & Disclosure Counsel with the caveat that additional legal services might be retained to review their pronouncements. 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

Motion passed.

- f. Discussion and Motion to Join the California Special Districts Association's Special District COVID-19 Relief Funding Coalition **(Action)**
Trustee Andruess introduced the item and explained the purpose of joining the COVID-19 Relief Funding Coalition.

Moved by Trustee Wilkerson to approve the District joining the California Special Districts Association's Special District COVID-19 Relief Funding Coalition by adding us as a signatory to the letter to Governor Newsom. 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

X. Announcements & Planning

- a. Correspondence
No items to discuss.
- b. Proposed Future Agenda Items
Trustee Andrues mentioned a joint meeting with the Community Facilities District and Ad-hoc Facilities committees. Special Meeting to be scheduled once we have the Municipal Advisor and Bond & Disclosure Counsel are onboarded.

XI. Adjournment

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

Meeting adjourned at 6:45pm.