MINUTES
Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – May 24, 2021 – 5:00 p.m.

IMPORTANT NOTICE REGARDING MAY 24, 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 May 24, 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 5:03pm.

II. Open Session
a. Roll Call
   Trustee Clark called roll. Trustee Andrues, 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 Andrues.
   Roll Call Vote:
Trustee Andrues: 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 Andrues to approve the Consent Calendar.
Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion.
Roll Call Vote:
   Trustee Andrues: 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 April 26, 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 – April 2021
   Multiple Trustees provided kudos and comments of appreciation for Altadena Library staff’s work.

b. Summer Reading Program Promotion – Presentation
   Youth & Family Services Manager, Mylinh Hamilton, presented this year’s teens and children’s programs, known as Our Summer at the Altadena Libraries. This change in name was to be inclusive of the non-reading or book-related summer programming.

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
   District Director Nikki Winslow provided report.

c. Financial Reports – March 2021
   Administrative Services Manager Nicole Fabry provided report.

d. Board of Trustees Standing Committee Reports
   ▪ Budget Committee
Trustee Cervantes provided report.
- CFD Committee
  Trustee Andrues 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 Andrues provided Government Liaison report. Trustee Rushmore provided Altadena Library Foundation Liaison report.

g. Trustee Reports
  No report.

**Board of Trustees took a recess at 6:47 pm and reconvened at 6:55 pm.**

VII. Unfinished Business
a. None

VIII. New Business
a. Review and Approval of Bond Underwriting Services Request for Proposals (RFP) (Action)
   District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report. Trustee Clark asked for clarification on who of the contractors need to complete Form 700. District Director will investigate it and report back.
   Moved by Trustee Cervantes to approve the RFP to hire a Bond Underwriter as it appears in Board Package. Seconded by Trustee Wilkerson. Trustee Katie Clark opened floor for discussion. Trustee Wilkerson asked about the proposal timeline and District Director mentioned that it is a normal timeline based on the recommendation of Doug Anderson, the District’s Municipal Advisor.
   Roll Call Vote:
   - Trustee Andrues: Aye
   - Trustee Capell: Aye
   - Trustee Cervantes: Aye
   - Trustee Wilkerson: Aye
   - Trustee Clark: Aye
   Motion passed.

b. Review and Approval of Community Facilities District (CFD) Administration Services RFP (Action)
   District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report. The Board discussed the timeline for the contract as stated in the sample professional services agreement and confirmed that the contract would last 5 years unless terminated early.
   Moved by Trustee Andrues to approve the RFP for Community Facilities District Administrative Services. Seconded by Trustee Capell. 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

Motion passed.

c. Review and Approval of ALD’s Lost and Found Policy (Action)  
Assistant Library Director, Viktor Sjöberg introduced the action item explaining that  
the Altadena Libraries did not have a Lost and Found Policy and staff wanted a policy  
to guide their decisions on items left behind.  
Moved by Trustee Wilkerson to approve the Lost and Found Policy. Seconded  
by Trustee Capell. 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  
Motion passed.

d. Resolution to Update ALD’s Board of Library Trustees’ Policies and Procedures  
(Action)  
Administrative Assistant, Diego Gamboa introduced the action item explaining that  
the Board of Trustee had previously add approved changes to their policies for the  
Government Liaison duties and upon further examination of the policies, he Trustee  
Clark, and District Director Winslow reviewed and made some updates that need to  
be approved by resolution per the Board of Library Trustees’ Policies and  
Procedures. He also noted that there was a mistake to the Assistant Library Director.  
Moved by Trustee Cervantes to approve the Resolution 20-21 with the  
amendment to correctly reflect the organizational chart. Seconded by Trustee  
Capell. 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  
Motion passed.

e. Review and Approval of ALD’s Purchase of Additional Services from Paychex, ALD’s  
current Payroll and Human Resources Service Provider (Action)  
District Director, Nikki Winslow introduced the item by reviewing the process for the  
recommendation and main points of the report.  
Moved by Trustee Wilkerson to authorize the District Director to contract with  
Paychex for Human Resources solutions. Seconded by Trustee Cervantes.  
Trustee Katie Clark opened floor for discussion. No discussion followed.  
Roll Call Vote:  
  Trustee Andrues: Aye  
  Trustee Capell: Aye  
  Trustee Cervantes: Aye
f. Review and Approval of Altadena Library District’s (ALD) Proposed Fiscal Year 2021-2022 Budget (Action)
   Administrative Services Manager, Nicole Fabry introduced the item by reviewing the main points of the report.
   Moved by Trustee Andrues to approve Fiscal Year 2021-2022 Budget as it appears in the agenda package. Seconded by Trustee Cervantes. 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
   Motion passed.

    g. Review of the Art Appraisal Report for the George Gardner Symons Painting (Informational)
   District Director Winslow provided an overview and discussed the main points of the Art Appraisal Report for the George Gardner Symons Painting. No action was taken.

    h. Review of the Adopted Fiscal Year 2021-2022 Budget for the Local Agency formation Commission for the County of Los Angeles (LAFCO) (Informational)
   Administrative Assistant Diego Gamboa provided an overview and discussed the main points of the staff report for this item. No action was taken.

IX. Governance

X. Announcements & Planning
   a. Correspondence
   b. Proposed Future Agenda Items

XI. Adjournment
   a. Adjourn Meeting
      Trustee Clark adjourned the meeting at 7:58 pm.