



## 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](mailto:hello@altadenalibrary.org). Electronic Comments could also be submitted online at [www.altadenalibrary.org/publiccomment](http://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 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 Andruess to approve the Consent Calendar.**

**Seconded by Trustee Cervantes. 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 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 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. 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 Andruess: 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 Andruess 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 Andruess: 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 Andruess: 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 Trustees had previously 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 Andruess: 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 Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**  
**Motion passed.**

- 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 Andruess 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 Andruess: 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.