



MINUTES– SPECIAL MEETING

Board of Library Trustees Capital Projects Discussion | Altadena Library District
Virtual – Zoom – June 10, 2021 – 2:00 p.m.

IMPORTANT NOTICE REGARDING JUNE 10, 2021 CAPITAL PROJECTS DISCUSSION

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 June 10, 2021 Meeting, please submit your comments by email 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. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment.

Email and Electronic Comments will be submitted to the legislative body 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. 118, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 2:00 pm.

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 x118 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 2:05 pm.

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 Cervantes.

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. Introductions (Informational)

- a. Nikki Winslow, District Director & Session Facilitator – [Minute 4:02](#)
District Director Nikki Winslow provided an overview of the purpose of the meeting.
- b. Board of Trustees – [Minute 5:56](#)
Each Library Trustee introduced themselves and the committees they serve on.
- c. Community Facilities District (CFD) Committee & Associates – [Minute 8:20](#)
The CFD Committee members, ALD staff, Bond & Disclosure Counsel (Best, Best & Krieger), and Municipal Advisor (Urban Futures, Inc.) introduced themselves and their roles.
- d. Ad-Hoc Facilities Committee & Associates – [Minute 11:24](#)
The Ad-Hoc Facilities Committee members, ALD staff, Capital Projects Managers (Rachlin Partners) introduced themselves and their roles.

IV. Roles & Responsibilities (Informational/Discussion)

- a. Review of Capital Projects Information Flow Diagram – [Minute 14:45](#)
District Director Winslow reviewed the current information flow between the Board of Trustees, the CFD and Ad-hoc Facilities Committees, the CFD associates and vendors, and ALD staff.
- b. Review of Capital Projects Road Map – [Minute 17:32](#)
Jennifer Pearson provided an overview of the Capital Projects Road Map and its different phases.
- c. CFD and Ad-Hoc Facilities Committee Roles & Responsibilities – [Minute 22:34](#)
District Director Winslow introduced the discussion with a few questions. Trustee Capell and Andruess provided their understanding of their committee roles and responsibilities. The group discussed the committees' roles and Rachlin Partners answered questions the committees and Board had about the Capital Programs Project Road Map.

V. Timelines (Informational)

- a. Urban Futures, Inc. Report on Bond Issuance Schedule – [Minute 59:20](#)
Doug Anderson provided an overview of the Bond Issuance schedule.
- b. Rachlin Partners Report on Capital Projects Schedule – [Minute 1:08:40](#)
Andrew Ulmen provided an overview of the Capital Projects schedule.

- VI. Reporting & Communication Best Practices (Discussion) – [Minute 1:18:01](#)**
District Director Winslow introduced the discussion with a few questions. The group discussed the type of information that should be included in the reporting templates between the committees and the BOT, as well as communication with the public.
- VII. Future Meetings (Discussion) – [Minute 1:34:26](#)**
District Director Winslow introduced the discussion with a few questions. The group discussed their thoughts on frequency and structure of future meetings. Through the discussion, there seemed to be consensus to have quarterly meetings in this first year. ALD staff will send a meeting poll for something in September, possibly October.
- VIII. Adjournment**
Trustee Clark adjourned the meeting at 3:46 pm.