



## AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – June 28, 2021 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING JUNE 28, 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 June 28, 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 118, 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 5:04 pm.

#### II. Open Session

##### a. Roll Call

Trustee Clark called roll. Trustee Andruess, Trustee Capell, and Trustee Cervantes responded as present. Trustee Wilkerson joined the meeting at 5:54 pm.

##### b. Approval/Reordering of Agenda Items

The Board decided to move agenda items VI.d.2 and VI.f. – Government Liaison Report before agenda item VI.a.

##### c. Adoption of Agenda

**Moved by Trustee Andruess to adopt the Agenda with requested changes.  
Seconded by Trustee Cervantes.**

**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Not present**  
**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: Not present**  
**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 May 24, 2021  
b. Approval of Minutes – Special Meeting held June 10, 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 – May 2021  
Multiple Trustees provided kudos and comments of appreciation for Altadena Library staff's work.
- b. California Library Association – Presentation  
The presentation was a video recording of the multiple ALD staff providing an overview of their experience and what they learned from attending the California Library Association virtual conference.

**VI. Reports (Informational)**

- a. Support Groups
- Altadena Library Foundation  
President Bridget Brewster provided report.
  - Friends of the Altadena Library  
President Sallie Cruise provided report.
- b. District Director's Report  
District Director Nikki Winslow provided report.
- c. Financial Reports – April 2021  
District Director Nikki Winslow provided report.

- d. Board of Trustees Standing Committee Reports
  - Budget Committee  
No report.
  - CFD Committee  
[Agenda item discussed before VI.a, per agenda rearrangement.]  
Trustee Andrues provided report.
- e. Board of Trustees Ad Hoc Committee Reports
  - Facilities Committee  
Trustee Capell provided report.
  - Redistricting Committee  
No report.
- f. Liaison Reports  
[Government Liaison Report discussed after VI.f.2 and before VI.a, per agenda rearrangement.] Trustee Andrues provided Government Liaison report.

\*\*Trustee Andrues left the meeting at 5:58 pm.\*\*

- g. Trustee Reports  
No report.

## VII. Unfinished Business

- a. None

## VIII. New Business

- a. Review and Approval of Recommendation for 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.  
**Moved by Trustee Cervantes to authorize the District Director to contract with Hilltop Securities for Bond Underwriting Services. Seconded by Trustee Capell. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**
  - Trustee Andrues: Not present**
  - Trustee Capell: Aye**
  - Trustee Cervantes: Aye**
  - Trustee Wilkerson: Aye**
  - Trustee Clark: Aye****Motion passed.**
- b. Review and Approval of Recommendation for Community Facilities District (CFD) Administration RFP **(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 NBS for CFD Administration Services. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**
  - Trustee Andrues: Not present**
  - Trustee Capell: Aye**
  - Trustee Cervantes: Aye**

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

- c. **Review and Approval of Tier 3 Seismic Evaluation Services RFP (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 approve the Tier 3 Seismic Evaluation Services RFP and authorize the District Director in coordination with the Ad-Hoc Facilities Committee and Rachlin Partners to evaluate the proposals and contract with a qualified firm to complete the specified scope of work with that contract not to exceed \$40,000. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Not present**

**Trustee Capell: Aye**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Trustee Clark: Aye**

**Motion passed.**

- d. **Review and Approval of Hazardous Material Consulting Services RFQ (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 approve the RFQ for the initial studies within the Hazardous Materials Consulting Services and to further authorize the District Director in coordination with the Ad-Hoc Facilities Committee and Rachlin Partners to compile a list of qualified firms that will be available to the District as needed and to contract with a qualified firm for an initial study in an amount not to exceed \$25,000. Seconded by Trustee Wilkerson. Trustee Katie Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Not present**

**Trustee Capell: Aye**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Trustee Clark: Aye**

**Motion passed.**

- e. **Review and Approval of ALD's Driver Policy (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 approve the new ALD Driver Policy 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: Not present**

**Trustee Capell: Aye**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Trustee Clark: Aye**

**Motion passed.**

- f. Resolution to Prepare New Tax Roll **(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 approve the Resolution 2021-02 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: Not present  
Trustee Capell: Aye  
Trustee Cervantes: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye  
**Motion passed.**
- g. Review and Approval of ALD's Property and Earthquake Insurance **(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 approve the quote from Lloyds for fiscal year 2021-22. Seconded by Trustee Wilkerson. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
Trustee Andruess: Not present  
Trustee Capell: Aye  
Trustee Cervantes: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye  
**Motion passed.**
- h. Review and Approval of ALD's Gann Appropriations Limit **(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 review and accept the appropriation limit, as it appears in the package and approve the appropriation limit for fiscal year 21-22. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
Trustee Andruess: Not present  
Trustee Capell: Aye  
Trustee Cervantes: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye  
**Motion passed.**
- i. Review and Approval of ALD's Salary Schedule for Fiscal Year 2021-2022 **(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 approve the ALD Salary Schedule for Fiscal Year 2021-22. Seconded by Trustee Capell. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
Trustee Andruess: Not present  
Trustee Capell: Aye

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

- j. Review and Approval of Updated ALD's Information Technology Manager's Job Description and New Marketing Specialist Position and Job Descriptions **(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 approve the two job descriptions as they appear in the package. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Not present**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**

**Motion passed.**

- k. Review and Approval of Main Library Closure for Filming between July 14<sup>th</sup> and August 2<sup>nd</sup> **(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 Director to close the Main Library for up to three days between the range of July 14<sup>th</sup> and August 2<sup>nd</sup> for filming with strong preference that we minimize any impact to the public and keep that closure to one day, if possible. Seconded by Trustee Wilkerson. Trustee Katie Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Not present**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**

**Motion passed.**

- l. Review and Approval of Board of Trustees Meeting Calendar for Fiscal Year 2021-2022 **(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 approve the Board of Trustees Meeting Calendar for Fiscal Year 2021-22. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Not present**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**

**Motion passed.**

**IX. Governance**

- a. Review and Provide Feedback on Board Report Template  
The Board reviewed and provided feedback on the Board Report Template.

**X. Announcements & Planning**

- a. Correspondence
- b. Proposed Future Agenda Items

**XI. Adjournment**

- a. Adjourn Meeting  
Trustee Clark adjourned the meeting at 7:18 pm.