



MINUTES

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

IMPORTANT NOTICE REGARDING JULY 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 July 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 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 5:02 pm.

II. Open Session

a. Roll Call

Trustee Clark called roll. Trustee Andruess, Trustee Capell, and Trustee Wilkerson responded as present. Trustee Cervantes joined the meeting at 5:13 pm.

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 Capell.

Roll Call Vote:

Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Not present
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 Wilkerson to approve the Consent Calendar.
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: Not present
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 June 28, 2021

IV. Consideration of Items Removed from the Consent Calendar

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

****Trustee Cervantes joined the meeting at 5:13 pm****

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, specifically: including pictures in the department reports, seeing the van out in the community, and all the gardening efforts.

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 – May 2021
District Director Nikki Winslow provided report.

- d. Board of Trustees Standing Committee Reports
- Budget Committee
No report.

- CFD Committee
No report.
- e. Board of Trustees Ad Hoc Committee Reports
 - Facilities Committee
Trustee Capell provided report.
 - Redistricting Committee
No report.
- f. Liaison Reports
Trustee Cervantes provided the Altadena Library Foundation Report. Trustee Andruess provided the Government Liaison report.
- g. Trustee Reports
Trustee Clark provided an oral report.

VII. Unfinished Business

- a. None

VIII. New Business

- a. Review of ALD 2021 Operational Plan Mid-Year Update (**Informational**)
 - Mid-Year ALD Operating Plan Review – Presentation
Viktor Sjöberg, Assistant Library Director, presented the Mid-Year ALD Operating Plan Review. The Board of Trustees discussed and asked questions regarding the update. No action was taken.
- b. Review and Approval of ALD’s Code of Conduct (**Action**)
Viktor Sjöberg, Assistant Library Director, introduced the agenda item by providing an overview of the agenda item report. The Board discussed and asked questions.
Moved by Trustee Wilkerson to approve ALD’s Updated Code of Conduct. 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.**
- c. Resolution and Adoption of ALD’s Community Facilities District No. 2020-01 Declaration of Intent to Use Tax-Exempt Bonds for Reimbursement of Expenditures Prior to Bond Issuance (**Action**)
Nikki Winslow, District Director, introduced the agenda item by providing an overview of the agenda item report. The Board discussed and asked questions.
Moved by Trustee Cervantes to approve Resolution 2021-03 in order that we might reimburse the Library District with the proceeds from the CFD 2020-01 bonds for any hard costs incurred. 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 ALD's Project Emergency Connectivity Fund Technology Purchase **(Action)**

Christopher Kellermeyer, I.T. and Technical Services Manager, introduced the agenda item by providing an overview of the agenda item report. The Board discussed and asked questions.

Moved by Trustee Andruess to approve an expenditure up to, or not to exceed, \$45,000 for Project ECF to replace end of life equipment. 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 Salary Schedule **(Action)**

Nikki Winslow, District Director, introduced the agenda item by providing an overview of the agenda item report.

Moved by Trustee Cervantes to approve the updated Salary Schedule. 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. Review and Approval of Professional Development Consultant **(Action)**

Nikki Winslow, District Director, introduced the agenda item by providing an overview of the agenda item report. The Board discussed and asked questions.

Moved by Trustee Capell to authorize the District Director to contract with NorthStar Consulting for professional development service in an amount not to exceed \$26,500. Seconded by Trustee Wilkerson. 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

Trustee Clark gauged the Board's interest and willingness to begin having Board meetings in person at the Community Room. Although the majority of the Board was willing to meet in person, since it was not a unanimous agreement, the Board will

continue to meet virtually, until further notice.

X. Announcements & Planning

- a. Correspondence
None.
- b. Proposed Future Agenda Items
None.

XI. Adjournment

- a. Adjourn Meeting
Trustee Clark adjourned the meeting at 7:11 pm.