



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – August 23, 2021 – 5:00 p.m.

IMPORTANT NOTICE REGARDING AUGUST 23, 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 August 23, 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

II. The meeting was called to order by Trustee Katie Clark at 5:05 pm.

III. Open Session

a. Roll Call

Trustee Clark called roll. Trustee Andruess, Trustee Capell, 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 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.

IV. Consent Calendar

Moved by Trustee Andruess 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 July 26, 2021

V. Consideration of Items Removed from the Consent Calendar

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

VI. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – July 2021
Multiple Trustees provided kudos and comments of appreciation for Altadena Library staff's work.
- b. Bond Issuance Presentation – Doug Anderson | Urban Futures, Inc.
Doug Anderson presented the Bond Issuance Overview for the Board and answered questions of the process.

VII. Reports (Informational)

- a. Support Groups
- Altadena Library Foundation
President Bridget Brewster provided report.
 - Friends of the Altadena Library
District Director Nikki Winslow provided report.
- b. District Director's Report
District Director Nikki Winslow provided report.
- c. Financial Reports – June 2021
District Director Nikki Winslow provided report.
- d. Board of Trustees Standing Committee Reports
- Budget Committee
No report.

- CFD Committee
Trustee Andruess provided report.
- e. Board of Trustees Ad Hoc Committee Reports
 - Facilities Committee
Trustee Capell provided report.
 - Redistricting Committee
No report.
- f. Liaison Reports
Trustee Andruess provided the Government Liaison report.
- g. Trustee Reports

VIII. Unfinished Business

- a. None

IX. New Business

- a. Resolution and Approval of Resolution to Adopt a Debt Policy and Disclosure and Tax Policies and Procedures and accompanying materials **(Action)**
Nora O'Brien, Bond & Disclosure Counsel, introduced the agenda item by providing an overview of the agenda item report. The Board discussed and asked questions.
Moved by Trustee Capell to approve Resolution 2021-04 thus approving the Debt Policy and Disclosure and Tax Policy. 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: Not present
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.
- b. Review and Approval of Janitorial Services Request for Proposals (RFP) **(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 Wilkerson to approve the RFP for Janitorial Services. 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: Not present
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.
- c. Review and Approval of Landscaping Services RFP **(Action)**
The Board provided comment.
Moved by Trustee Capell to approve the RFP for Landscaping Services. Seconded by Trustee Andruess. Trustee Katie Clark opened floor for discussion. No discussion followed.
Roll Call Vote:

Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Not present
Trustee Wilkerson: Aye
Trustee Clark: Aye

Motion passed.

- d. Review and Approval of ALD's Project 3rd Ray MyLibro App Collaboration and Resulting Expenditures **(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 Andrues to postpone this action item for the September Regular Meeting. Seconded by Trustee Wilkerson. Trustee Katie Clark opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Not present
Trustee Wilkerson: Aye
Trustee Clark: Aye

Motion passed. Item postponed.

- e. Discussion regarding ALD COVID-19 Vaccination Policies and Procedures **(Informational)**
Nikki Winslow, District Director, provided background regarding the item, including staff feedback. The Board discussed the background information and provided ALD administration with the direction to draft an ALD COVID-19 Vaccination Policy for ALD staff and schedule a special meeting for the Board to review and take action on the drafted COVID-19 policy.

X. Governance

XI. Announcements & Planning

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

XII. Adjournment

- a. Adjourn Meeting
Trustee Clark adjourned the meeting at 7:02 pm.