



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – September 27, 2021 – 5:00 p.m.

IMPORTANT NOTICE REGARDING SEPTEMBER 27, 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: For those wishing to make Public Comments at the September 27, 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 with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email or select "Yes – I want to provide this comment in real-time and need the Zoom link" in the online form.

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

If you are unable to submit via email or the online, 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 5:00 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 5:07 pm.

II. Open Session

a. Roll Call

Trustee Clark called roll. Trustee Andruess, Trustee Cervantes and Trustee Wilkerson responded as present.

b. Approval/Reordering of Agenda Items

The Board moved Item III.a., the minutes from the August 23rd meeting, out to Item IV.

- c. Adoption of Agenda
Moved by Trustee Andrues to adopt the Agenda.
Seconded by Trustee Cervantes.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Not present
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 Andrues to adopt the Consent Calendar.**
Seconded by Trustee Cervantes. Trustee Clark opened the floor for discussion.
No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Not present
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 August 23, 2021~~ Moved to IV.a.
- b. Approval of Minutes – Special Meeting held September 7, 2021

IV. Consideration of Items Removed from the Consent Calendar

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

- a. Approval of Minutes – Regular Meeting held August 23, 2021
Moved by Trustee Andrues to approve the minutes of the August 23, 2021 Meeting.
Seconded by Trustee Wilkerson. Trustee Clark opened the floor for discussion.
No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Not present
Trustee Cervantes: Abstained
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

V. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – August 2021
Multiple Trustees provided kudos and comments of appreciation for Altadena Library staff's work.

VI. Reports (Informational)

- a. Support Groups
 - Altadena Library Foundation
President Bridget Brewster provided report.
 - Friends of the Altadena Library
President Sallie Cruise provided written report.
- b. District Director's Report
District Director Nikki Winslow introduced Brin Wall, ALD's new Marketing Specialist, and Anthony Rainey, ALD's new Administrative Services Manager. Director Winslow provided report.
- c. Financial Reports – July 2021
Administrative Services Manager Anthony Rainey 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 Clark provided report.
 - Redistricting Committee
Trustee Wilkerson provided report.
- f. Liaison Reports
Trustee Andrues provided the Government Liaison report. Trustee Cervantes provided the Altadena Library Foundation report.
- g. Trustee Reports
Trustee Capell provided a written report in light of his absence.

VII. Unfinished Business

- a. Review and Approval of ALD COVID-19 Vaccination Update and COVID-19 Testing Procedure **(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 the updated ALD COVID-19 Vaccination Policy as it appears in the Board package. Seconded by Trustee Andrues. Trustee Katie Clark opened floor for discussion. No discussion followed.
Roll Call Vote:
 - Trustee Andrues: Aye**
 - Trustee Capell: Not present**
 - Trustee Cervantes: Aye**
 - Trustee Wilkerson: No**
 - Trustee Clark: Aye****Motion passed.**
- b. 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 Cervantes to postpone this action item definitely for the next regular meeting. Seconded by Trustee Wilkerson. Trustee Katie Clark opened floor for discussion. No discussion followed.

Roll Call Vote:

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

Motion passed. Item postponed.

VIII. New Business

- a. Review and Approval of Updated ALD Computer and Internet Policy **(Action)**
Viktor Sjöberg, Assistant Library Director, introduced the agenda item by providing an overview of the agenda item report. The Board discussed.

Moved by Trustee Andrues to approve the updated ALD Computer and Internet Policy. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andrues: Aye
Trustee Capell: Not present
Trustee Cervantes: Aye
Trustee Wilkerson: No
Trustee Clark: Aye

Motion passed.

- b. Review and Approval of Architectural Services Request for Proposals (RFP) **(Action)**
Trustee Clark 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 the RFP for Architectural Services as it appears in the Board Package. Seconded by Trustee Andrues. Trustee Katie Clark opened floor for discussion. No discussion followed.

Roll Call Vote:

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

Motion passed.

- c. Review and Approval of Recommendation for ALD's Janitorial Services 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 Andrues to authorize the District Director to contract with Verde Facilities Services for the maintenance of both the Main and Bob Lucas building for an amount not to exceed \$55,000 a year. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andrues: Aye
Trustee Capell: Not present

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

- d. Review and Approval of CalPERS Open Enrollment **(Action)**
Nikki Winslow, District Director, introduced the agenda item by providing an overview of the agenda item report.
No action taken.

- e. Review and Approval of Resolution 2021-05 to Make Findings Relating to a Declared State of Emergency and Authorize Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of September 27 – October 27, 2021 **(Action)**

Trustee Clark introduced the agenda item by providing an overview of the agenda item report. The Board discussed and asked questions.

Moved by Trustee Cervantes to approved Resolution 2021-05 as it appears in the Board package. Seconded by Trustee Wilkerson. Trustee Katie Clark opened floor for discussion. No discussion followed.

Roll Call Vote:

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

Motion passed.

IX. Governance

X. Announcements & Planning

- a. Correspondence
b. Proposed Future Agenda Items

XI. Adjournment

- a. Adjourn Meeting
Trustee Clark adjourned the meeting at 7:07 pm.