



## MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – October 25, 2021 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING OCTOBER 25, 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 and Altadena Library District Board of Trustees' Resolution 2021-05. 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 October 25, 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](mailto:hello@altadenalibrary.org) with the subject line: "Public Comment". Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://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 5:02pm.

#### II. Open Session

##### a. Roll Call

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

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

No adjustments were made.

- c. Adoption of Agenda  
**Moved by Trustee Cervantes to adopt the Agenda.**  
**Seconded by Trustee Andruess.**  
**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. Consent Calendar**

- Moved by Trustee Wilkerson to adopt the Consent Calendar.**  
**Seconded by Trustee Capell. Trustee Clark opened the floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Abstained**  
**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 September 27, 2021
- b. Approval of Minutes – Special Meeting held October 8, 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. Special Presentation – Shared Landscapes: Mapping Teen Altadena  
Teen Librarian, Isabelle Briggs, presented and provided an overview of Altadena's Shared Landscapes: Mapping Teen Altadena program.
- b. Department Update Reports – September 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 report.
- b. District Director's Report  
District Director Nikki Winslow provided report.

- c. Financial Reports – August 2021  
District Director Nikki Winslow provided report. Board discussed possible improvements to financial reporting. The discussion will continue at the Budget Committee.
- 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 Government Relations Liaison report.
- g. Trustee Reports  
No report.

## VII. Unfinished Business

## VIII. New Business

- a. Review and Approval of Updated ALD Customer Service Policy **(Action)**  
Mylinh Hamlington, Youth & Family 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 the ALD Customer Service Policy as it appears in the Board package. 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.**
- b. Review and Approval of Updated Job Classifications for the Librarian and Marketing Specialist Positions from Non-Exempt to Exempt **(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 Job Classifications for the Librarian and Marketing Specialist Positions from Non-Exempt to Exempt as it appears in the Board package. 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.**

- c. Review and Approval of Updated ALD Personnel Policies **(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 updated ALD Personnel Policies as they 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: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**  
**Motion passed.**
- d. Review and Approval ALD Holiday and Closures Schedule for 2022 **(Action)**  
Trustee Katie Clark introduced the agenda item. The Board discussed and asked questions.  
**Moved by Trustee Cervantes to approve the ALD Holiday and Closures Schedule for 2022. Seconded by Trustee Capell. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**  
**Motion passed.**
- e. Review and Approval ALD Board of Trustees Meeting Calendar for 2022 **(Action)**  
Trustee Katie Clark introduced the agenda item. The Board discussed and asked questions.  
**Moved by Trustee Wilkerson to approve the ALD Board of Trustees Meeting Calendar for 2022 with the revision that the September meeting date is September 27th. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**  
**Motion passed.**
- f. Review and Approval of Resolution 2021-07 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of October 28 – November 28, 2021 **(Action)**  
Trustee Katie Clark introduced the agenda item. The Board discussed and asked questions.

**Moved by Trustee Cervantes to approve Resolution 2021-07. 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.**

**IX. Governance**

District Director Nikki Winslow reminded the Board that next month is their performance evaluation. The Board discuss the process and provided direction to staff to include a closed session for the performance evaluation.

**X. Announcements & Planning**

a. Correspondence

None.

b. Proposed Future Agenda Items

The Board discussed two future agenda items: (1) District Director Evaluation and (2) a discussion on redistricting.

**XI. Adjournment**

a. Adjourn Meeting

Trustee Clark adjourned the meeting at 7:00 pm.