



## MINUTES

Board of Library Trustees  
Budget Committee | Altadena Library District  
Virtual – Zoom – November 4, 2021 – 1:00 p.m.

### IMPORTANT NOTICE REGARDING NOVEMBER 4, 2021 BUDGET COMMITTEE 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 2021-07. 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 November 4, 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 1:00 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

Trustee Rushmore Cervantes called the meeting to order at 1:03 pm.

#### II. Open Session

##### a. Roll Call

Trustee Cervantes called roll call. Trustee Wilkerson responded as present. Quorum was confirmed.

- b. Approval/Reordering of Agenda Items  
No adjustments were made.
- c. Adoption of Agenda  
**Moved by Trustee Wilkerson to adopt the Agenda.**  
**Seconded by Trustee Cervantes. Trustee Cervantes opened the floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: 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 Cervantes. Trustee Cervantes opened the floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed.**

The Budget Committee hereby approves the items and recommended actions in the Consent Calendar listed below:

- a. Approval of Minutes – Regular Meeting held May 13, 2021

### IV. Unfinished Business

- a. None

### V. New Business

- a. Review and Discussion of ALD Financial Reports Formatting and Content Prepared for ALD Board of Trustees **(Action)**  
Ian Berg from Eide Bailly LLP introduced the agenda item. The committee discussion ensued.  
No action taken.
- b. Discussion regarding ALD Financial Operation Strategies for Fiscal Year 2021-22 **(Action)**  
District Director, Nikki Winslow, introduced the agenda item. The committee discussion ensued.  
No action taken.
- c. Review and Recommendation to Approve New Office Manager Job Description **(Action)**  
District Director, Nikki Winslow, introduced the agenda item by providing an overview of the agenda item report. The committee discussion ensued.  
**Moved by Trustee Wilkerson to recommend Board of Trustees' approval of the Office Manager Job Description. Seconded by Trustee Cervantes. Trustee Cervantes opened the floor for discussion. No discussion followed.**



**Roll Call Vote:**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed.**

**VI. Announcements & Planning**

a. Proposed Future Agenda Items

Trustee Cervantes mentioned having the Mid-Year Adjustments on the agenda at next meeting. District Director, Nikki Winslow mentioned having the Financial Policy Update on the agenda at next meeting.

**VII. Adjournment**

Trustee Cervantes adjourned the meeting at 2:14 pm.