



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – November 22, 2021 – Closed Session: 3:00 pm; Open Session: 5:00 p.m.

IMPORTANT NOTICE REGARDING NOVEMBER 22, 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 November 22, 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 3:00 pm for closed session items and 5:00 pm for open session items.

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 3:02 pm.

a. Roll Call

Trustee Clark called roll. Trustee Andruess, Trustee Cervantes and Trustee Wilkerson responded as present. Trustee Capell was not present. Quorum confirmed.

II. Consideration of Urgency items to be added to Closed Session

a. Approval/Reordering of Closed Session Agenda Items

No adjustments were made.

- b. Adoption of Closed Session Agenda
Moved by Trustee Cervantes to adopt the Closed Session Agenda as it appears in the Board Package.
Seconded by Trustee Andruess.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Not present
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

- III. **Closed Session Public Comment** – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.
No public comment made.

- IV. **Closed Session – 3:00 pm**

- a. Motion to convene to Closed Session
Moved by Trustee Andruess to convene to Closed Session.
Seconded by Trustee Wilkerson.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Not present
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.
- b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
 - 1. Public Employee Performance Evaluation
Pursuant to Government Code Section 54957
Title: District Director
 - 2. Conference with Labor Negotiator
Pursuant to Government Code Section 54957.6
District Designated Negotiator: Katie Clark, Chair
Unrepresented employee: District Director
 - 3. Reconvene to Open Session at 5:00 pm

- V. **Open Session – 5:00 pm**

The meeting reconvened to open session by Trustee Katie Clark at 5:34 pm.

- a. Roll Call
Trustee Clark called roll. Trustee Andruess, Trustee Cervantes and Trustee Wilkerson

responded as present. Trustee Capell was not present. Quorum confirmed.

- b. Closed Session Report
Trustee Clark provided the Closed Session Report stating there was no reportable action.
- c. Approval/Reordering of Agenda Items
No adjustments were made.
- c. Adoption of Agenda
**Moved by Trustee Andruess to adopt the Agenda.
Seconded by Trustee Wilkerson.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Not present
Trustee Cervantes: Unable to vote; technical difficulties
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.**
- d. Public Comment on Non-Agenda Items
No public comment made.

VI. Consent Calendar

- Moved by Trustee Cervantes to adopt the Consent Calendar.
Seconded by Trustee Andruess. Trustee Clark opened the 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.**

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 October 25, 2021

VII. Consideration of Items Removed from the Consent Calendar

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

VIII. Department Updates & Special Presentations (Informational)

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

IX. Reports (Informational)

- a. Support Groups
 - 1. Altadena Library Foundation
President Bridget Brewster provided a verbal report.
 - 2. Friends of the Altadena Library

President Sallie Cruise provided report.

- b. District Director's Report
District Director Nikki Winslow provided report.
- c. Financial Reports – September 2021
District Director Nikki Winslow and Ian Berg from Eide Bailly LLP provided the financial reports.
- d. Board of Trustees Standing Committee Reports
 - 1. Budget Committee
Trustee Cervantes provided report.
 - 2. CFD Committee
No report.
- e. Board of Trustees Ad Hoc Committee Reports
 - 1. Facilities Committee
Trustee Clark provided report.
 - 2. Redistricting Committee
No report.
- f. Liaison Reports
Trustee Andrues provided the Government Relations Liaisons report.
- g. Trustee Reports
No reports.

X. Unfinished Business

XI. New Business

- a. Review and Approval to Amend the District Director's Employment Contract and/or Compensation **(Action)**
Trustee Katie Clark introduced the agenda item. The Board discussed and asked questions and provided amendments.
Moved by Trustee Wilkerson to approve the second amendment to the Employee Agreement with an additional amendment with the amount that reflects the accurate 5 percent increase of base pay. 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.**
- b. Review and Approval of ALD Board of Trustees Minutes Policy **(Action)**
Administrative Assistant Diego Gamboa introduced the agenda item. The Board discussed and asked questions and provided amendments
Moved by Trustee Cervantes to approve Resolution 2021-08 with the amendments to the policy language. 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.

- c. Review and Approval of New Office Manager Job Description **(Action)**
District Director Nikki Winslow introduced the agenda item. The Board discussed and asked questions.

Moved by Trustee Andruess to approve the job description for Office Manager. 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.

- d. Review and Approval of Architectural Services RFP Recommendation **(Action)**
Trustee Katie Clark introduced the agenda item. The Board discussed and asked questions.

Moved by Trustee Cervantes to authorize the District Director to contract with Anderson-Brulé Associates for Architectural Services as outlined in the Professional Services Agreement and the RFP until the conclusion of both library building renovations. 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.

- e. Review and Approval of Resolution 2021-09 Updated Authorization of Established Authorized Signatures for Pacific Western Bank **(Action)**
Trustee Katie Clark introduced the agenda item.

Moved by Trustee Andruess to approve Resolution 2021-09. Seconded by Trustee Cervantes. 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.

- f. Discussion regarding Altadena and Pasadena District Separation in LA County

Redistricting Process **(Informational)**

Trustee Clark introduced the item. The Board has a brief discussion. No action was taken.

- g. Review and Approval of Resolution 2021-10 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 November 29 – December 29, 2021 **(Action)**

Trustee Katie Clark introduced the agenda item.

Moved by Trustee Wilkerson to approve Resolution 2021-10. Seconded by Trustee Andruess. 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.

XII. Governance

- a. Election of Officers, Committee and Liaison Appointments scheduled for December 20, 2021 Board of Trustees Meeting
Trustee Clark reminded the Board of the upcoming election of officers, and committee and liaison appointments.

XIII. Announcements & Planning

- a. Correspondence
None.
- b. Proposed Future Agenda Items
The Board discussed one future agenda item: the election of officers, committee and liaison appointments for calendar year 2022.

XIV. Adjournment

- a. Adjourn Meeting
Trustee Clark adjourned the meeting at 6:54 pm.