



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – December 20, 2021 – 5:00 p.m.

IMPORTANT NOTICE REGARDING DECEMBER 20, 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 December 20, 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 5:05 pm.

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 Cervantes. Trustee Clark opened the 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.

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 November 22, 2021
- b. Approval of Minutes – Special Meeting held December 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 – Service Awards
District Director Nikki Winslow presented the Service Award for calendar year 2021.
- b. Department Update Reports – November 2021
Multiple Trustees provided kudos and comments of appreciation for Altadena Library staff's work.

VI. Reports (Informational)

- a. Support Groups
 - 1. Altadena Library Foundation
President Bridget Brewster provided 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 – October 2021

District Director provided the financial reports.

- d. Board of Trustees Standing Committee Reports
 - 1. Budget Committee
No report.
 - 2. CFD Committee
No report.
- e. Board of Trustees Ad Hoc Committee Reports
 - 1. Facilities Committee
Trustee Capell provided report.
 - 2. Redistricting Committee
No report.
- f. Liaison Reports
Trustee Andrues provided the Government Relations Liaisons report.
- g. Trustee Reports
No reports.

VII. Unfinished Business

VIII. New Business

- a. Review and Approval of ALD's 2022 Operational Plan (**Action**)
District Director Nikki Winslow introduced the agenda item. The Board discussed and asked questions.
Moved by Trustee Wilkerson to approve ALD's 2022 Operational Plan. 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.**
- b. Review and Approval of ALD's Bond Issuance Documents (**Action**)
 - 1. Resolution of Issuance
 - 2. Fiscal Agent Agreement
 - 3. Preliminary Official Statement with Continuing Disclosure Agreement
 - 4. Bonds Purchase Agreement

Trustee Katie Clark introduced the agenda item. The Board discussed and asked questions.

Moved by Trustee Capell to approve Resolution 2021-11. 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.

- c. Review and Approval of Resolution 2021-12 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 December 30, 2021 – January 30, 2022
(Action)

Trustee Katie Clark introduced the agenda item.

Moved by Trustee Andruess to approve Resolution 2021-12. 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.

IX. Governance

- a. Election of Board Officers **(Action)**

Trustee Katie Clark opened the floor for nominations for Board Chair and Board Secretary.

Trustee Capell nominated Trustee Cervantes with support from other Trustees for Board Chair. Trustee Cervantes accepted the nomination. Trustee Clark confirms that there are no more nominations on the floor and calls to vote Trustee Cervantes as Board Chair for calendar year 2022.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Abstained

Trustee Wilkerson: Aye

Trustee Clark: Aye

Motion passed.

Trustee Andruess nominated Trustee Wilkerson with support from other Trustees for Board Secretary. Trustee Wilkerson accepted the nomination. Trustee Clark confirms that there are no more nominations on the floor and calls to vote Trustee Wilkerson as Board Secretary for calendar year 2022.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Abstained

Trustee Clark: Aye

Motion passed.

- b. Appointment of 2022 Board Committees

Trustee Cervantes re-establishes ad-hoc committees and appointed members as follows:

- Ad-hoc Facilities Committee
 - Trustee Capell – Chair, Trustee Clark – Member

- Ad-hoc Redistricting Committee
 - Trustee Wilkerson – Chair, Trustee Clark – Member
 - Standing Committee – Budget Committee
 - Trustee Clark – Chair, Trustee Wilkerson – Member
 - Standing Committee – Community Facilities District Committee
 - Trustee Andrues – Chair, Trustee Cervantes – Member
- c. Appointment of 2022 Board Liaisons
Trustee Cervantes appointed Board Liaisons as follows:
- Friends of the Altadena Library – Trustee Wilkerson
 - Altadena Library Foundation – Trustee Clark
 - Government Relations Liaison – Trustee Andrues
- d. Board Orientation and Retreat
1. Friday, January 7, 2021 from 9:00 am to 1:00 pm

X. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

XI. Adjournment

- a. Adjourn Meeting
Trustee Clark adjourned the meeting at 6:59 pm.