



MINUTES – BOARD RETREAT

Special Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – January 7, 2022 – 9:00 a.m.

IMPORTANT NOTICE REGARDING JANUARY 7, 2022 SPECIAL 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 January 7, 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 9:00 am.

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 Rushmore Cervantes at 9:02 am.

II. Open Session

a. Roll Call

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

b. Approval/Reordering of Agenda Items

No adjustments were made.

- a. Adoption of Agenda
Moved by Trustee Clark to adopt the Agenda.
Seconded by Trustee Andrues.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed

- b. Public Comment on Non-Agenda Items
No public comment made.

III. Welcome & Opening Activity

Board Retreat Facilitator Jennifer Coyle from North Star Consulting welcomed everyone and led an opening activity and introductions.

IV. Mission of the Board

- a. Purpose and norms
- b. Future needs
- c. Goals

The Board discussed their expectations, purpose and goals. The facilitator led the Board through a SWOT analysis to identify areas for improvement and guide the discussion of Board goals for 2022.

The Board took a break around 11:00 am and reconvened at 11:23 am.

V. Action Planning

- a. Identify action to support goals
- b. Accountability
 - 1. Roles and responsibilities
 - 2. Timeframes
 - 3. Communication

The Board used the SWOT analysis to brainstorm goals.

VI. Takeaways

The Board discussed next steps to ensure continued work and accountability after the retreat.

VII. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

VIII. Adjournment

- a. Adjourn Meeting
Trustee Wilkerson adjourned the meeting at 1:03 pm.