



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – January 24, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING JANUARY 24, 2022 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 24, 2022 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 Rushmore Cervantes at 5:03 pm.

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.

- c. Adoption of Agenda
Moved by Trustee Clark to adopt the Agenda.
Seconded by Trustee Wilkerson.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed
- d. Public Comment on Non-Agenda Items
No public comment made.

III. Consent Calendar

- Moved by Trustee Andruess to adopt the Consent Calendar.**
Seconded by Trustee Clark. Trustee Cervantes opened the floor for discussion.
No discussion followed.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: 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 December 20, 2021
- b. Approval of Minutes – Special Meeting held January 7, 2022

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 – Altadena Library District Annual Financial Report for Fiscal Year 2020/21, conducted by Nigro & Nigro **(Action)**
District Director Nikki Winsolow introduced Paul Kaymark from Nigro & Nigro. Paul presented the Altadena Library District Annual Financial Report for Fiscal Year 2020/21. The Board discussed and asked questions.
- b. Department Update Reports – December 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 – November 2021
District Director Nikki Winslow provided report.
- d. Board of Trustees Standing Committee Reports
 - 1. Budget Committee
Trustee Clark provided report.
 - 2. CFD Committee
No report.
- e. Board of Trustees Ad Hoc Committee Reports
 - 1. Facilities Committee
Trustee Capell provided report.
 - 2. Redistricting Committee
Trustee Wilkerson and Trustee Clark provided report.
- f. Liaison Reports
Trustee Andruess provided the Government Relations Liaison report.
- g. Trustee Reports
No reports.

VII. Unfinished Business

VIII. New Business

- a. Review of ALD's 2021 Operational Plan **(Informational)**
District Director Nikki Winslow introduced the agenda item. The Board discussed and asked questions. No action taken.
- b. Review and Approval of ALD's Updated Telework Policy **(Action)**
District Director Nikki Winslow introduced the agenda item. The Board discussed and asked questions.
Moved by Trustee Capell to approve ALD's Updated Telework Policy. Seconded by Trustee Clark. Trustee Cervantes opened floor for discussion. No discussion followed.
Roll Call Vote:
 - Trustee Andruess: Aye**
 - Trustee Capell: Aye**
 - Trustee Clark: Aye**
 - Trustee Wilkerson: Aye**
 - Trustee Cervantes: Aye****Motion passed**
- c. Review and Approval of Resolution 2022-01 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 January 31, 2022 – February 28, 2022 **(Action)**
Trustee Cervantes introduced the agenda item.
Moved by Trustee Andruess to approve Resolution 2022-01. Seconded by Trustee Wilkerson. Trustee Cervantes opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Wilkerson: Aye

Trustee Cervantes: Aye

Motion passed

IX. Governance

X. Announcements & Planning

a. Correspondence

b. Proposed Future Agenda Items

The Board requested to include in the next agenda a place to discuss follow-up and updates that came from the Board Retreat's discussions.

XI. Adjournment

a. Adjourn Meeting

Trustee Cervantes adjourned the meeting at 6:36 pm.