**MINUTES**

Board of Library Trustees | Altadena Library District

Virtual – Zoom – April 25, 2022 – 5:00 p.m.

**IMPORTANT NOTICE REGARDING APRIL 25, 2022 MEETING**

This meeting will be 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 April 25, 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](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. 103, 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 x103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

1. **Call to order**

The meeting was called to order by Trustee Wilkerson at 5:03 pm

1. **Open Session**
   1. Roll Call

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

* 1. Approval/Reordering of Agenda Items

No adjustments were made

* 1. Adoption of Agenda

**Moved by Trustee Clark to adopt the Agenda**

**Seconded by Trutee Andrues**

**Trustee Andrues: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

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

No public comment made

1. **Consent Calendar**

**Moved by Trustee Clark to approve the Consent Calendar.**

**Seconded by Trustee Capell.**

**Roll Call Vote:**

**Trustee Andrues: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: 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 March 28, 2022

1. **Consideration of Items Removed from the Consent Calendar**

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

1. **Department Updates & Special Presentations (Informational)**
   1. 2022 Public Library Association Conference Debrief

District Director Nikki Winslow presented on the Public Library Association Conference.

* 1. Department Update Reports – March 2022

Assistant Director Ashley Watts presented. Trustee Clark excited about the work being done with Curiosity Connection, and is interested in quantifiable data collection from Curiosity Connection events and visits. Trustee Andres complimented the work being done with Curiosity Connection.

1. **Reports (Informational)**
   1. Support Groups
      1. Altadena Library Foundation

President Bridget Brewster provided report. Noted that the ALD teen volunteers did an excellent job during Movie Night.

* + 1. Friends of the Altadena Library

President Sallie Cruise provided report.

* 1. District Director’s Report

District Director Nikki Winslow provided report.

* 1. Financial Reports – February 2022

Office Manager Ana Villalobos provided report.

* 1. Board of Trustees Standing Committee Reports
     1. Budget Committee

No report

* + 1. CFD Committee

No report

* 1. Board of Trustees Ad Hoc Committee Reports
     1. Facilities Committee

Trustee Capell provided report.

Redistricting Committee

No report

* 1. Liaison Reports
     1. Government Liasion Report

Trustee Andrues provided report.

* 1. Trustee Reports
     1. Jason Capell – PLA Summary

Trustee Capell provided report

1. **Unfinished Business**

None

1. **New Business**
   1. Review and Approval to offer a contract for Copier Services **(Action)**

The Manager of InformationTechnology and Technical Services David Zearbaugh presented the action item. The team reviewing copier services proposals recommended selection of Xerox.

**Moved by Trustee Capell to approve offer of contract for Copier Services to Xerox. Seconded by Trustee Clark. Trustee Wilkerson opened the floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andrues: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

* 1. Review and Approval to Invest the Bond Proceeds with LAIF **(Action)**

District Director Nikki Winslow introduced the action item to invest district bond proceeds with LAIF. A higher interest rate was offered by the U.S. Treasury securities, but requires a more defined drawdown schedule. The U.S. Treasury may be a future option once the district has a more refined estimate of project costs. Recommendation by the CFD Committee is to authorize the District Director to invest the bond proceeds with LAIF with an earning rate estimated to be .3%, which would generate nearly $70K over a 12 month period. Trustee Clark inquired about investing the bonds in more than one place, and if it is possible to also invest in the U.S. Treasury, to possibly take advantage of their higher interest rate. District Director will look into it, and noted it was not presented as an option by the District’s Municipal Advisor to invest in multiple entities. The District Director asked if this item should be tabled until there is an answer to this inquiry.

**Moved by Trustee Clark to table Bond Proceeds until May Board Meeting. Seconded by Trustee Capell. Trustee Wilkerson opened the floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andrues: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

* 1. Review and Approval of Indefinite Suspension of Updated ALD COVID-19 **(Action)**

District Director Nikki Winslow introduced the action item. Trustee Clark suggested a new policy be written in place of the proposed suspended policy.Trustee Capell inquired about the masking requirement, and the district director responded that the district is following Los Angeles County Health guidelines.

Trutee Clark suggested to approve the indefinite suspension of Updated ALD COVID-19 testing, with the additional amending language added to the provision. Amendment to section IV: In “Compliance with Los Angeles Counthy Guidelines as of April 25, 2022, all employees must comply with public health regulations as set forth by Los Angeles County officials with regards to Masking in indoor spaces.”

**Moved by Trustee Clark to approve the indefinite suspension of the Updated ALD COVID-19 testing provision, with the additional amending language to replace the suspended provision in section 4. Seconded by Trustee Andrues. Trustee Wilkerson opened the floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andrues: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

* 1. Request for Partial Closure on May 16 for Strategic Planning, and Partial closure on May 17 for Staff Training **(Action)**

**Moved by Trustee Clark to permit partial closure of the Library on May 17. Seconded by Trustee Andrues.Trustee Wilkerson opened the floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andrues: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

* 1. Review and Approval of Resolution 2022-06 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 May 1, 2022 – May 31, 2022 **(Action)**

**Moved by Trustee Andrues to extend the provisions of Resolution 2021-05.**

**Seconded by Trustee Capell.Trustee Wilkerson opened the floor for discussion.**

**No discussion followed.**

**Roll Call Vote:**

**Trustee Andrues: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

1. Consideration of Urgency items to be added to Closed Session
2. Approval/Reordering of Closed Session Agenda Items
3. Adoption of Closed Session Agenda

1. 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.

None.

1. Closed Session
   1. Motion to convene to Closed Session

**Moved by Trustee Capell. Seconded by Trustee Clark.Trustee Wilkerson opened the floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andrues: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

* 1. 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

* + 1. Reconvene to Open Session 7:30pm

The meeting reconvened to open session by Trustee Wilkerson at 7:49 pm. Trustee Wilkerson provided the Closed Session Report stating there was no reportable action.

1. **Governance**

**None**

1. **Announcements & Planning**
   1. Correspondence
   2. Proposed Future Agenda Items
      1. The Land Acknowledgement- meeting and event procedure going forward
      2. The tabled LAIF motion.
      3. Elections/Outreach Update
2. **Adjournment**
   1. Adjourn Meeting

Trustee Wilkerson adjourned the meeting at 7:49 pm.