



## MINUTES

Board of Library Trustees | Altadena Library District  
Virtual – Zoom – February 28, 2022 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING FEBRUARY 28, 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 February 28, 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. 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 5:02 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 Clark to adopt the Consent Calendar.**  
**Seconded by Trustee Andruess. 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 January 24, 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 – The Next Chapter for Altadena Libraries (Building Projects)  
Update presented by Rachlin Partners and Anderson-Brulé Associates  
Trustee Jason Capell introduced the item and Rachlin Partners and Anderson-Brulé Associates representatives. Rachlin Partners and Anderson-Brulé Associates presented the updates on the building projects and an initial schematic design for the Bob Lucas Memorial Library and Literacy Center. The Board discussed and asked questions.
- b. Department Update Reports – January 2022  
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 – December 2021  
District Director Nikki Winslow provided report.
- d. Board of Trustees Standing Committee Reports
  - 1. Budget Committee  
Trustee Clark provided report.
  - 2. CFD Committee  
Trustee Andruess provided 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 and Approval of ALD's Unfunded Accrued Liability (UAL) Policy **(Action)**  
District Director Nikki Winslow introduced the agenda item. Andrew Flynn, CalMuni Advisor, provided a brief presentation. The Board discussed and asked questions.  
**Moved by Trustee Clark to authorize the District Director to contract with CalMuni to develop a Unfunded Accrued Liability Policy at the cost of \$5,700. Seconded by Trustee Capell. 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**
- b. Review and Approval of ALD's Fiscal Year 2021-2022 Mid-Year Budget Adjustments **(Action)**  
District Director Nikki Winslow introduced the agenda item. The Board discussed and asked questions.  
**Moved by Trustee Andruess to approve ALD's Fiscal Year 2021-2022 Mid-Year Budget Adjustments as presented. Seconded by Trustee Capell. 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 2022-02 to Adopt an Official Altadena Library District Land Acknowledgement **(Action)**  
Community Partnership Librarian Ashley Kilian introduced and presented the agenda item. The Board discussed and asked questions. The Board amended the land acknowledgement to include the shorten version of the acknowledgement and include a statement on the District's commitment to allocating resources to implement the resolution.

**Moved by Trustee Capell to approve ALD's Resolution 2022-02 as amended .**  
**Seconded by Trustee Wilkerson. Trustee Cervantes opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: No**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Cervantes: Aye**

**Motion passed**

- d. Review and Approval of ALD's Request for Qualifications and Proposals for California Environmental Quality Act (CEQA) Services **(Action)**  
District Director Nikki Winslow introduced Jennifer Pearson and Andrew Ulmen from Rachlin Partners who presented the agenda item. The Board discussed and asked questions.

**Moved by Trustee Clark to approve ALD's Request for Qualifications and Proposals for California Environmental Quality Act (CEQA) Services as presented. Seconded by Trustee Capell. 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**

- e. Review and Approval of ALD's Request for Proposals for Copier Services **(Action)**  
District Director Nikki Winslow introduced ALD's IT and Technical Services Manager, David Zearbaugh who presented the agenda item. The Board discussed and asked questions.

**Moved by Trustee Capell to approve ALD's Request for Proposals for Copier Services. 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**

- f. Review and Approval of ALD's Purchase of Library Vehicle for Mobile Library Services and Community Outreach **(Action)**  
District Director Nikki Winslow introduced ALD's Facilities Manager, Jonathan Arevalo who presented the agenda item. The Board discussed and asked questions.  
**Moved by Trustee Andruess to approve the acquisition of a second vehicle. Seconded by Trustee Capell. 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**

- g. Review and Presentation of ALD's 2020-2021 Annual Report **(Informational)**  
District Director Nikki Winslow introduced the agenda item. The Board discussed and asked questions. No action taken.

- h. Review and Approval of Resolution 2022-03 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 March 1, 2022 – March 30, 2022 **(Action)**  
Trustee Cervantes introduced the agenda item. The Board discussed and asked questions.  
**Moved by Trustee Clark to approve Resolution 2022-03. 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**

- a. Board Communication Strategy  
The Board discussed and provided direction to staff and Trustees.

**X. Announcements & Planning**

- a. Correspondence  
b. Proposed Future Agenda Items

**XI. Adjournment**

- a. Adjourn Meeting  
Trustee Cervantes adjourned the meeting at 7:51 pm.