



MINUTES

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

IMPORTANT NOTICE REGARDING MARCH 28, 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 March 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 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. 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.

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 Andruess.
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 Capell to adopt the Agenda.
Seconded by Trustee Clark.
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 February 28, 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. Department Update Reports – February 2022
Trustees thanked staff for including photos in the reports. Other kudos provided on some of the reports.

- VI. **Reports (Informational)**
 - a. Support Groups
 - 1. Altadena Library Foundation
No report.
 - 2. Friends of the Altadena Library
No report.
 - b. District Director's Report
Assistant Library Director Ashley Watts provided report.
 - c. Financial Reports – January 2022
Office Manager Ana Villalobos provided report.
 - d. Board of Trustees Standing Committee Reports
 - 1. Budget Committee
No report.

2. CFD Committee
Trustee Andrues provided report.

e. Board of Trustees Ad Hoc Committee Reports

1. Facilities Committee
Trustee Capell provided report. Trustee Clark reminded the Trustees that if they planned to attend the Virtual Town Hall the following night that the three Trustees not on the Facilities Committee are not allowed to ask questions or make any comments.
2. Redistricting Committee
No report.

f. Liaison Reports

Trustee Andrues provided the Government Relations Liaison report.

Trustee Clark provided a brief report as the Altadena Library Foundation liaison.

g. Trustee Reports

VII. Unfinished Business

VIII. New Business

- a. Review and Approval of California Environmental Quality Act (CEQA) Services List of Qualified Consultants **(Action)**
Trustee Clark provided an overview of the CEQA RFP process and why the Facilities Committee recommends qualifying both vendors that submitted proposals for the work.

Moved by Trustee Andrues to authorize the District Director to contract with any of the selected firms for CEQA consulting services. Seconded by Trustee Capell. Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye

Motion passed

- b. Review and Approval of revised ALD Computer and Internet Policy **(Action)**
Youth and Family Services Manager Mylinh Hamlington introduced the item, explaining the minor change to this policy to bring it into alignment with our Unattended Children Policy. Trustee Clark requested in the future that when updated policies are brought to the Board to do so as a redlined document so they can see what changes have been made.

Moved by Trustee Wilkerson to approve the revised ALD Computer and Internet Policy. Seconded by Trustee Clark. Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye

Trustee Cervantes: Aye
Motion passed

- c. Review and Approval of Resolution 2022-04 Authorizing the Establishment of Authorized Signatures for Pacific Western Bank **(Action)**
Assistant Library Director Ashley Watts introduced this item and explained that we need to add the new Office Manager Ana Villalobos as a check signer. Trustee Clark pointed out that the Staff Report for this item listed this as “Resolution 2022-03” in two places, when the actual Resolution number on this item is “Resolution 2022-04.”
Moved by Trustee Clark to approve Resolution 2022-04 Establishing Authorized Signatures. Seconded by Trustee Wilkerson. 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

- d. Review and Approval of Resolution 2022-05 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 April 1, 2022 – April 20, 2022 **(Action)**
Trustee Cervantes introduced the agenda item. No questions or comments from the Trustees.

Moved by Trustee Andruess to approve Resolution 2022-05. 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. Authorize the District Director to endorse a Statement and/or an Op-Ed on “Preserving Our Freedom to Read During Unprecedented Times”**(Action)**
Assistant Library Director Ashley Watts introduced this item. She explained that a statement and/or Op-Ed is being drafted to be published for National Library Week, which is April 3-9, 2022, that opposes book banning and other censorship activities. Trustee Andruess asked if there is currently a book banning issue and Trustee Capell shared that there is an issue both in California and across the United States. He spoke to many people at the Public Library Association Conference dealing with this issue in their community.

Moved by Trustee Clark to authorize the District Director to endorse a statement and/or Op-Ed titled “Preserving Our Freedom to Read During Unprecedented Times” on behalf of the Altadena Library District. Seconded by Trustee Andruess. 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

Trustee Capell made comments about his experience at the 2022 Public Library Association Conference that he attended the week before. He will provide a more detailed report for the next Board meeting.

X. Announcements & Planning

a. Correspondence

b. Proposed Future Agenda Items

Trustee Cervantes directed staff to include a Closed Session to discuss District Director performance evaluation and goals at the next Board meeting. He also let the Trustees know they will be discussing their communication plan that him and Trustee Clark have been working on at the next Board meeting as well.

XI. Adjournment

a. Adjourn Meeting

Trustee Cervantes adjourned the meeting at 5:52 pm.