



## MINUTES

Board of Library Trustees | Altadena Library District  
Virtual – Zoom – May 23, 2022 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING May 23, 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 May 23, 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.

**LAND ACKNOWLEDGEMENT:** The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present

and past.

**I. Call to order**

The meeting was called to order by Trustee 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 Andruess**  
**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 Capell.**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Cervantes: Abstain**  
**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 April 25, 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 – April 2022

1. Tree Removal Report

Trustee Cervantes thanked the staff for providing the Tree Removal Report.

b. MyLibro App presentation

District IT/TS Manager David Zearbaugh presented on the new ALD mobile application set to launch soon. The Trustees applauded the work that went into

building the app. Trustee Clark suggested a disclaimer be added to the app login screen, that personal data is not stored in the app. David responded that he will look into this. Trustee Cervantes asked if there is planned functionality for scheduling home delivery, in particular during the closures during renovations of both libraries in the future. David responded that this is something that can be done, and that it will be developed into the app at a later time.

- c. Summer Reading Program Report  
Assistant Director Ashley Watts presented on Summer Reading Programming, as well as programming for Pride month, and Juneteenth. The Trustees expressed appreciation for the very comprehensive programming schedule for the summer.

## **VI. Reports (Informational)**

- a. Support Groups
  - 1. Altadena Library Foundation  
District Director Nikki Winslow presented on behalf of the Foundation.
  - 2. Friends of the Altadena Library  
District Director Nikki Winslow presented on behalf of the Friends.
- b. District Director's Report  
District Director Nikki Winslow presented. Nikki gave kudos to IT/TS Manager David for the work that went into MyLibro, she also thanked Assistant Director Ashley Watts and all of the staff for the hard work put into Summer Reading. Nikki congratulated Diana Wong on her selection as the 2022 Outstanding Librarian in Support of Literacy, which will be recognized at this year's CLA conference.
- c. Financial Reports – March 2022  
Office Manager Ana Villalobos provided report.
- d. Board of Trustees Standing Committee Reports
  - 1. Budget Committee  
Trustee Clark acknowledged the report, and will provide comment during the action items.
  - 2. CFD Committee  
No report.
- e. Board of Trustees Ad Hoc Committee Reports
  - 1. Facilities Committee
    - 1. Architectural Update  
Trustee Capell provided update. Noted a conditional use permit is required to move forward in the Bob Lucas renovation. Detailed cost estimates are not yet known until a bid is put out for construction.
  - 2. Redistricting Committee  
Trustee Wilkerson provided report. Redistricting schedule planned to begin July 2023
- f. Liaison Reports
  - 1. Government Liaison Report  
No report.
- g. Trustee Reports  
No reports.

## **VII. Unfinished Business**

- a. Review and Approval to Invest the Bond Proceeds with LAIF, Resolution 2022-07  
**(Action)**  
District Director Nikki Winslow introduced the agenda item. Doug Anderson, ALD's

Municipal Advisor, presented and was available to answer questions from the Board.  
**Moved by Trustee Andruess to approve Resolution 2022-07, Investment of Bond Proceeds with LAIF. 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**

**Aye Trustee Cervantes: Aye**

**Motion passed**

#### **VIII. New Business**

- a. Review and approval of the new ALD Unfunded Accrued Liability (UAL) Policy  
**(Action)**

District Director Nikki Winslow introduced the agenda item. Andrew Flynn with CalMuni was available to answer questions from the Board.

**Moved by Trustee Clark to the new ALD Unfunded Accrued Liability (UAL) Policy. 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**

**Aye Trustee Cervantes: Aye**

**Motion passed**

- b. Review and approval of the Proposed Salary Schedule for the Forthcoming 2022-2023 Fiscal Year **(Action)**

District Director Nikki Winslow introduced the agenda item. The Board discussed and asked questions. The Board agreed that going forward a comprehensive look at the entire compensation package, with parameters and an associated policy, should be developed. Trustee Clark suggested this be an agenda item for the next budget committee meeting.

**Moved by Trustee Clark to approve the proposed Salary Schedule for the Forthcoming 2022-2023 Fiscal Year. 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**

**Aye Trustee Cervantes: No**

**Motion passed**

- c. Review and approval of the Proposed Budget for Forthcoming 2022-2023 Fiscal Year  
**(Action)**

Office Manager Ana Villalobos introduced the agenda item. The Board discussed and asked questions. Trustee Clark expressed appreciation for the new budget format.

**Moved by Trustee Wilkerson to approve the proposed Budget for Forthcoming**

**2022-2023 Fiscal Year. 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**

**Aye Trustee Cervantes: Aye**

**Motion passed**

- d. Review and approval of the updated ALD Financial Policies **(Action)**  
District Director Nikki Winslow introduced the agenda item.  
**Moved by Trustee Clark to approve the updated ALD Financial Policies.**  
**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**  
**Aye Trustee Cervantes: Aye**  
**Motion passed**
- e. Review of the ALD Community Board Policy **(Action)**  
Assistant Director Ashley Watts introduced the agenda item.  
**Moved by Trustee Andruess to approve the updated Community Board Policy.**  
**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**  
**Aye Trustee Cervantes: Aye**  
**Motion passed**
- f. Review and discussion of the Land Acknowledgment implementation **(Informational)**  
District Director Nikki Winslow introduced the agenda item. The Board discussed implementation of the Land Acknowledgement. The board agreed to read the full version of the approved Land Acknowledgement at the beginning of each Board of Trustees meeting. The Land Acknowledgement will also be entered into the agenda as a recurring agenda item. No action taken.
- g. Updated ALD Vaccination Policy **(Informational)**  
District Director Nikki Winslow introduced the agenda item. The Board was given the opportunity to discuss. There was no discussion. No action taken.
- h. Review and Approval of Resolution 2022-08 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 June 1, 2022 – June 30, 2022 **(Action)**  
Trustee Cervantes introduced the agenda item. The Board discussed.  
**Moved by Trustee Wilkerson to approve Resolution 2022-08 to Extend the**

**Provisions of Resolution 2021-05. 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**

**Aye Trustee Cervantes: Aye**

**Motion passed**

**IX. Governance**

- a. Discussion of Board Elections Outreach  
The Board discussed. No action taken.

**X. Announcements & Planning**

- a. Correspondence
- b. Proposed Future Agenda Items

**XI. Adjournment**

- a. Adjourn Meeting  
Trustee Cervantes adjourned the meeting at 8:24 pm.