**MINUTES**

Board of Library Trustees | Altadena Library District

Virtual – Zoom – June 27, 2022 – 5:00 p.m.

**IMPORTANT NOTICE REGARDING June 27, 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 June 27, 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, through our collection development, resources, and program offerings.

1. **Call to order** 
   1. Land Acknowledgment

The meeting was called to order by Trustee Cervantes at 5:00 pm. Trustee Cervantes read the Land Acknowledgement.

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

Trustee Cervantes called roll. Trustee Andrues,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 Andrues to adopt the Agenda**

**Seconded by Trutee Clark**

**Trustee Andrues: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

* 1. Public Comment on Non-Agenda Items

No public comment made.

1. **Consent Calendar**

*The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:*

1. Approval of Minutes – Regular Meeting held May 23, 2022

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

**Seconded by Trutee Andrues**

**Trustee Andrues: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

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. Department Update Reports – May 2022

The Trustees thanked staff for providing detailed reports each month.

* 1. Staff CLA Report

Director Nikki Winslow presented on behalf of Fin Lee, Assistant Librarian.

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

Foundation President Bridget Brewster provided the Foundation report. Trustee Andrues commented on the positive and informative atmosphere at the Foundation Gratitude event on June 11. President Brewster and Trustee Andrues complimented Ashley on her presentation.

* + 1. Friends of the Altadena Library

Friends President Tom Ruffner provided the Friends report. President Ruffner introduced himself to the board, as this was his first Board of Trustees meeting as presidentof the Friends since taking over for Sallie Cruse. The Trustees welcomed President Ruffner and thanked him for taking on the role.

* 1. District Director’s Report

District Director Nikki Winslow introduced the two new library clerks (not present at the meeting), Janelle Ketcher and Alden Herrera. Mrs.Winslow also notified the board of the Library Aide vacancy (left vacant by Thymie Truong). Mrs.Winslow regarded on the large number of attendees at the Juneteenth event, and the positive patron feedback received about the event. Mrs.Winslow also noted the positive feedback regarding Pride month programming. Trustee Cervantes inquired about the CSDA General Manager’s conference, and Mrs.Winslow noted that the event is integral in making connections with other special district leadership.

* 1. Financial Reports – April 2022

Office Manager Ana Villalobos provided the April Financials report.

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

Trustee Andrues provided the CFD Committee report. An Addendum to Trustee Andrue’s report was added to the agenda, a Capital Funds Reserve Financial Activity sheet, at 5:45 pm.

* 1. Board of Trustees Ad Hoc Committee Reports
  2. Liaison Reports
     1. Government Liaison Report
     2. FOAL Liaison Report

Trustee Wilkerson provided the FOAL Liaison report. Trustee Wilkerson noted that the provided report includes a few details for June Friends Activity.

* 1. Trustee Reports

1. **Unfinished Business**

None.

1. **New Business** 
   1. Review and Approval of ALD’s Property and Earthquake Insurance **(Action)**

Office Manager Ana Villalobos provided the report on Agenda Item VIII.a. The Board would like some additional information about other public agencies who may be insured by the recommended earthquake insurer, and also if there are any local public agencies who are insured by admitted carriers. Ms.Villalobos stated she would provide the board with the requested information based on what is currently available in public record.

**Moved by Trustee Wilkerson to approve the ALD Property and Earthquake Insurance.**

**Seconded by Trutee Clark.**

**Trustee Andrues: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

* 1. Review and Approval of ALD’s Gann Appropriations Limit **(Action)**

District Director Nikki Winslow provided the report for Agenda Item VIII.b

**Moved by Trustee Clark to approve the ALD Gann Appropriations Limit.**

**Seconded by Trutee Andrues.**

**Trustee Andrues: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

* 1. Resolution to Prepare CFD New Tax Roll **(Action)**

District Director Nikki Winslow provided the report for Agenda Item VIII.c. NBS represetatives who prepared our tax roll were present during the meeting to answer questions from the board (Sara Mares and Christine Drazil). Trustee Clark requested that NBS return with numbers that are closer to their actual before the board moves forward to approve. NBS noted they are stil waiting on a complete budget, and for the County Secured Roll Data to get numbers that are closer to actual. They will return with numbers that are as close as possible, but the county numbers are an unknown variable.

**Moved by Trustee Clark to postpone the Resolution to Prepare the CFD New Tax Roll (Resolution 2022-09) to the July 2022 Regular Board of Trustees Meeting.**

**Seconded by Trustee Wilkerson.**

**Trustee Andrues: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

* 1. Resolution to Prepare New Tax Roll **(Action)**

District Director Nikki Winslow provided the report for Agenda Item VIII.d.

**Moved by Trustee Clark to approve the Measure A New Tax Roll Resolution 2022-10.**

**Seconded by Trustee Andrues.**

**Trustee Andrues: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

* 1. Review and Approval of the updated ALD Facility Use Policy **(Action)**

Assistant District Director Ashley Watts provided the report for Agenda Item VIII.e. Staff proposed a new policy that reflected the trends in neighboring libraries regarding rental of their facilities. The new policy also prioritizes library events, library support groups, and library partnerships with the community that promote the library’s mission and vision. Trustee Clark noted there is little space in the community that is free for meetings and events. The Trustees inquired from staff for more information. Assistant Director Watts and Director Winslow elaborated that the District is willing to partner and work with groups who may be of benefit to the community, but there is a contrast between these entities and individuals who are requesting to host personal parties or closed/charged events in the Community Room. Trustee Clark objected not to the policy intent, but to the policy as-written.

**Moved by Trustee Andrues to approve the updated ALD Facility Use Policy.**

**Seconded by Trustee Wilkerson.**

**Trustee Andrues: Aye**

**Trustee Clark: No**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

* 1. Review and Approval of Board of Trustee Meeting Calendar for Fiscal Year 2022-2023 **(Action)**

District Director Nikki Winslow provided the report for Agenda Item VIII.f. Trustee Andrues suggested a CFD to quarterly item be added to the calendar. District Director Winslow clarified that the Trustee Meeting Calendar would not include items specific to standing committees.

**Moved by Trustee Clark to approve the Board of Trustee Meeting Calendar for Fiscal Year 2022-2023.**

**Seconded by Trustee Andrues.**

**Trustee Andrues: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

* 1. Review and Approval of Resolution 2022-11 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 July 1, 2022 – July 31, 2022 **(Action)**

Trustee Cervantes opened up the Board for discussion regarding the return to in-person meetings or continuing remote meetings going forward. Trustee Abdrues expressed being amenable to meeting in-person. Trustee Wilkerson inquired if there will be discussion about a plan for safe implementation of in-person meetings for Trustees and the community before the Board decides to return to in-person meetings. Trustee Clark expressed support for the Trustees and and the public to have the ability to attend meetings remotely if necessary. District Director Winslow and IT/TS Manager David Zearbaugh provided an overview of the possibility for a hybrid or a completely in-person model that would allow for a safe return, while also complying with the Brown Act. District Director Winslow advised that passing the resolution allows for the option to meet virtually either completely or hybrid, but does not restrict the District from meeting fully in-person. It will give the District time to draft an in-person and/or hybrid plan for future meetings. Trsutee Andrues lost connection when it came time to vote on the motion.

**Moved by Trustee Wilkerson to approve Resolution 2022-11.**

**Seconded by Trustee Clark.**

**Trustee Andrues: abstain**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

1. **Governance**
2. **Announcements & Planning**
   1. Correspondence
   2. Proposed Future Agenda Items
      1. Poets Laureate appointment by the Board
3. **Adjournment**
   1. Adjourn Meeting

**Moved by Trustee Clark to adjourn.**

**Seconded by Trustee Wilkerson.**

**Trustee Andrues: abstain**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**The meeting was adjourned at 7:08 PM by Trustee Cervantes.**