



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – July 25, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING July 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 July 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 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.

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.

I. Call to order

The meeting was called to order by Trustee Cervantes at 5:09 pm.

a. Land Acknowledgment

Trustee Cervantes read the Land Acknowledgement into the record.

II. Open Session

a. Roll Call

Trustee Cervantes called roll. Trustee Andruess, Trustee Capell and Trustee Clark responded as present. Quorum confirmed.

b. Approval/Reordering of Agenda Items

Trustee Cervantes noted that the Facilities Committee report had been added to the amended Agenda and Agenda Package. No other 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 Cervantes: Aye

Motion passed

d. Public Comment on Non-Agenda Items

No public comment made.

III. Consent Calendar

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 June 27, 2022

Trustee Clark expressed her gratitude for the summary of the discussions of agenda items being included in the minutes.

Moved by Trustee Clark to adopt the Agenda

Seconded by Trustee Capell

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Cervantes: Aye

Motion passed

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 – June 2022

Trustee Capell thanked staff for additions to the Library of Things and for staff getting out in the community for programming to meet patrons where they are at.

VI. Reports (Informational)

a. Support Groups

1. Altadena Library Foundation

Foundation President Bridget Brewster provided the Foundation report. She mentioned their work on a strategic plan as well as promotion of their Taste of Dena annual fundraiser on September 24, 2022. She also asked those that haven't filled out the survey they sent out for feedback to please do so.

2. Friends of the Altadena Library

Friends President Tom Ruffner provided the Friends report. He shared that they had their Annual Membership Meeting in June and presented Director Winslow with their annual donation in the amount of \$28,000. They also elected their officers for this next year. They do not have Board meetings in July or August.

b. District Director's Report

District Director Nikki Winslow thanked both support groups for their continued fundraising and support of the Library District. She also introduced the new Library Aide Gabriella Ortiz. She also let the Board know of Office Manager Ana Villalobos' resignation in July. Director Winslow also congratulated Administrative Assistant Catalina Quintero on passing the notary exam and that notary services will be resuming in the near future. Passport Services will be taking photos again starting in mid-August. As of July 15, 2022, ALD staff are again required to wear masks when in the two library buildings. In-person programs have been very well attended and encouraged people to attend the end of Summer Reading Programs that upcoming weekend. She also gave her thanks to Marketing Specialist Brin Wall for her tireless marketing and promotional work, and for continuing to send out Altadena Connections e-blasts. Director Winslow also emphasized the filing period for the upcoming Board Elections running from July 18-August 12, 2022. She also updated the Board on the Land Acknowledgement work being done with consultant Tina Calderon of the Tongva tribe.

c. Financial Reports – May 2022

District Director Nikki Winslow provided the May Financials report. Trustee Cervantes asked about the grant application to the California State Library (CSL) for infrastructure funding and Director Winslow let the Board know that additional information was requested by CSL and provided to them the week before.

d. Board of Trustees Standing Committee Reports

e. Board of Trustees Ad Hoc Committee Reports

1. Facilities Committee

Trustee Capell updated the Board on the progress of the building projects. The Committee learned that we will have to go through a Conditional Use Permit (CUP) process due to expanding the square footage of the Bob Lucas Library, which is typically a 6-12 month process. He asked the Trustees if they are supportive of continuing with the current plan to expand Bob Lucas Library even if it means a delay. Trustee Cervantes asked what the percentage of increase of the square footage triggers a CUP and Director Winslow provided that it is between 10-20%. Trustee Capell confirmed that the District's spending timeline will not be impacted by the CUP delay, even in a worst case scenario situation. Trustee Capell touched on the current challenges of securing a rental location for the branch library during renovations, given the budget. Trustee Cervantes noted that everything seems in order for the building project to continue moving forward. Trustee Cervantes wanted to assure that the District is being diligent in informing the

community via social media concerning the building projects, and continuing other avenues of communication with the community. Trustee Capell confirmed this is the case.

f. Liaison Reports

1. Government Liaison Report

Trustee Andrues provided the Government Liaison Report. Items covered the funds approved by the state going toward library infrastructure, Lunch at the Library, and Online Job Training (to name a few). Trustee Andrues will provide more information on the upcoming report regarding Assembly Bill 737.

Opposition from CLA has been strong, as this would put strain on library operating costs (mostly for Summer Programming). There will be a hearing in August regarding the Assembly Bill.

g. Trustee Reports

No Reports.

VII. Unfinished Business

a. Resolution 2022-12 Levying Special Taxes within Altadena Library District

Community Facilities District NO. 2020-1 (FACILITIES AND SERVICES) **(Action)**

Mrs. Winslow introduced the agenda item, and offered first an overview of why the Parcel Tax rates are not seen the same way as the Special Tax rates. Sara Mares of NBS and Christine Drazil, CFD administrator, were present to address any questions from the Board. The biggest difference is the parcel tax is a rate per parcel, and the special tax is a rate per square footage. So for exact numbers to be prepared on the tax roll, the District would need to wait for square footage data from the county, which is released very close to the date the levy information is due to the county. Trustee Clark requested that a special meeting be held to approve the tax rates using the county data, so that the exact rates can be used. Mrs. Mares clarified that the reason those numbers are not used, is the county data is released too close to the date the tax rates are due. Trustee Rushmore expressed a desire by the board to hold a special meeting, regardless the tight deadline, in order to present the tax roll with the exact county numbers.

Moved by Trustee Clark to postpone the Resolution to Prepare the CFD New Tax Roll (Resolution 2022-09) to a special meeting to be held Tuesday, August 9th at 5pm.

Seconded by Trustee Andrues

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Wilkerson: Abstain

Trustee Cervantes: Aye

Motion passed

VIII. New Business

a. Expanding Eide Bailly Scope of Services **(Action)**

Mrs. Winslow introduced the agenda item. Mrs. Winslow outlined the difficulty in recruiting and retaining the position of Business/Office Manager, due both to the demands of the position itself in overseeing financials and HR, and external factors related to the Covid-19 pandemic. Mrs. Winslow, in discussion with Eide Bailey, came to the determination that moving forward it may be best to outsource most

financial responsibilities to Eide Bailey, and a part-time CPA. Mrs. Winslow noted that Eide Bailey is already very familiar with the District financials, and this would be an expansion of their scope of service for the District. The part time CPA would come in once a week to cover bill paying, payroll, and any other tasks that need to be completed in the office. Cindy Byernum overviewed the team who would be overseeing services for the District, and noted that within the organization, all employees are cross-trained on every client. District Director Winslow discussed the estimated cost to the District for both Eide Bailey and the part-time CPA, and noted costs for the District would not increase if this proposal is approved. Trustee Capell inquired about the necessity to prepare an RFP. Considering the urgency of filling the financial responsibilities for the district, Trustee Cervantes proposed an approval of an emergency contract through the next 6 months. This would give District Director Winslow time to work with Eide Bailey to determine the full scope of services, prepare an RFP, and draft a job description for the part-time CPA.

Moved by Trustee Clark to authorize the District Director to expand Eide Bailey's scope of services for the next six months on an emergency basis, and further request that District staff prepare an RFP for the expanded scope of service, as well as prepare a CPA job description for the district.

Seconded by Trustee Capell

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Wilkerson: Abstain

Trustee Cervantes: Aye

Motion passed

b. Mid-year Operational Plan Review (**Informational**)

District Director Winslow introduced the agenda item. Mrs. Winslow discussed the Diversity Audit, and how this District-wide effort to ensure the library is continuing to honor equity in our services and the materials we provide. The District Director, Assistant District Director, and the Technical Services manager are working together to continuously assess which materials are being circulated the most, and ensuring the library materials budget honors the community's wants and needs. Mrs. Winslow expects an increase in both digital and physical circulation. Mrs. Winslow also discussed the success of the ongoing Project Ready groups, and complimented the engaged and positive participation of staff. Further, District Director Winslow also discussed the Personnel Policy currently under review, which is being reviewed by both management and staff before it is approved. It is currently under review by the District's attorneys. Trustee Andruess and Trustee Cervantes thanked Mrs. Winslow for the work being done by the District.

c. Resolution 2022-13 to Establish the Formal Appointment of the Altadena Library District Poets Laureate. (**Action**)

District Director Winslow introduced the agenda item. Mrs. Winslow gave background regarding the decision to propose a formal appointment of a Poets Laureate. Mrs. Winslow introduced Peter Harris (present), and Carla Sameth (unable to attend the meeting due to illness), the District 2022-2023 Poets Laureates. Mrs. Winslow noted that Mr. Harris and Mrs. Sameth proposed formal appointment, as this expands the options for grant applications. Mr. Harris provided a few words regarding future plans by both Poets Laureates to expand the reach of the program in the community, and sanction the position. Mr. Harris also complimented the library staff in this process. Trustee Clark thanked Mr. Harris for his work and proposed that the District invite our

Poets Laureates in the future to do a reading for the Board. Mr. Harris announced there is an August 24th launch event for the program, to honor the first Poets Laureate, and all past Poets Laureates.

Moved by Trustee Clark to approve Resolution 2022-13.

Seconded by Trustee Andruess

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Wilkerson: Abstain

Trustee Cervantes: Aye

Motion passed

d. Update to Holiday Closure Dates for 2022 **(Action)**

District Director Winslow introduced the agenda item.

Moved by Trustee Capell to approve the Update to the Holiday Closure Date

Seconded by Trustee Andruess

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Wilkerson: Abstain

Trustee Cervantes: Aye

Motion passed

e. Review and Approval of Resolution 2022-14 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 August 1, 2022 – August 31, 2022 **(Action)**

District Director Winslow introduced the agenda item. The Board discussed the plans for a hybrid meeting model to commence during the August 22, 2022 meeting. This allows for the public and attending members of the board to meet either in-person or virtually.

Moved by Trustee Clark to approve Resolution 2022-14.

Seconded by Trustee Capell

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Wilkerson: Abstain

Trustee Cervantes: Aye

Motion passed

IX. Governance

a. Notice of Election **(Informational)**

District Director Winslow announced the filing deadlines for the Altadena Library District Board seats. District Director Winslow thanked members of the board for promoting the open election seats during community events.

X. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items
 - 1. Any updates to training for Members of the Board

XI. Adjournment

- a. Adjourn Meeting

Moved by Trustee Clark to adjourn.

The meeting was adjourned at 7:18 PM by Trustee Cervantes.