



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – September 27, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING September 27, 2022 MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person 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 September 27, 2022 Meeting, you may present your comments in-person during the meeting, or submit by email to be read aloud at the meeting. For emailed comments, 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. If you would like to make your comment virtually, you may also select on the form "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, online, or attend the meeting in-person, 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 5:02 pm.

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

a. Land Acknowledgement

Trustee Cervantes read the Land Acknowledgment.

II. Consideration of Urgency items to be added to Closed Session

a. Approval/Reordering of Closed Session Agenda Items

Trustee Cervantes proposed an amendment to the closed session agenda to include an item regarding a former employee claiming possible personnel violations by the District. Trustee Cervantes called for a vote to include this item in closed session, pursuant to Government Code § 54956.9(d)(2)

Moved by Trustee Capell to amend the closed session agenda.

Seconded by Trustee Wilkerson

Trustee Cervantes opened the floor for discussion.

No discussion followed.

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Cervantes: Aye

Motion passed

b. Adoption of Closed Session Agenda

Moved by Trustee Capell to adopt the closed session agenda.

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 Cervantes: Aye

Motion passed

III. Closed Session Public Comment – This is an opportunity for members of the public to

address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.

No public comment made.

IV. Closed Session – 5:00 pm

- a. Motion to convene to Closed Session
- b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
 - i. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: District Director
 - ii. Conference with Labor Negotiator
Pursuant to Government Code Section 54957.6 District Designated Negotiator: Roger Crawford, Chair Unrepresented employee: District Director
 - iii. Reconvene to Open Session

V. Open Session

The meeting reconvened to open session by Trustee Cervantes at 5:42 pm.

Trustee Cervantes provided the Closed Session Report stating there was no reportable Action.

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 Andruess to adopt the agenda.

Seconded by Trustee Capell

Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

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.

VI. 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 Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: 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 August 22, 2022

VII. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.

No items were removed.

VIII. Department Updates & Special Presentations (Informational)

a. Department Update Reports – August 2022

Trustee Andruess was an attendee of the Poets Laureate event and applauded the event's high attendance. Trustee Wilkerson thanked the staff for including the patron success story in the Adult Services report, regarding a patron assisted by staff in preparing to return to the workforce. Trustee Wilkerson also expressed thanks for the Altadena indigenous history display, and for the inclusion of the literacy student article included in the Bob Lucas report. Trustee Clark thanked staff for their continuing extensive reports each month.

IX. Reports (Informational)

a. Support Groups

i. Altadena Library Foundation

Foundation president Bridget Brewster provided the Foundation report. The Foundation adopted an official vision statement. The Foundation is looking into how they can sustainably exist far into the future, and will hold a special meeting in October to review considerations put forth. Taste of

Dena, the Foundation's seminal fundraising event, raised \$33K. There were 200 registered guests.

ii. Friends of the Altadena Library

Friends president Tom Ruffner was not present. Trustee Cervantes referred the Board to the Friends report included in the Board package.

b. District Director's Report

District Director Winslow reported on the agenda item.

Of note:

Mylinh Hamlington was thanked for her contributions and service in the role of Youth and Family Services manager. The District is actively recruiting for the vacancy of this role. Fin Lee was also thanked for their service as assistant librarian in Youth and Family Services. They accepted a full-time position with the City of Alhambra library working with tween-aged youth. At this time, the District does not plan to pursue filling the vacancy of the assistant librarian position, but will recruit for a library clerk.

The District was awarded over \$7.5 million from the California State Library. These funds will go toward the building projects for the Main Library. District Director Winslow thanked Facilities manager Jonathan Arevalo, IT/TS manager David Zearbaugh, former Youth and Family Services manager Mylinh Hamlington, and Jennifer Pearson of Rachlin Partners for their contributions in drafting and submitting the grant application to the state.

c. Financial Reports – July and August 2022

District director Winslow reported on the agenda item.

The District Director was pleased to announce that the report included the previous month's financials for the first time, as well as a variance analysis. The inclusion of the previous month's financial reports will now be included in all future Board reports. Trustee Andruess expressed gratitude for the inclusion of the most recent month's report and variances going forward.

d. Board of Trustees Standing Committee Reports

i. CFD Committee

No report provided. The September CFD committee has been rescheduled to October 3rd.

ii. Budget Committee

Trustee Clark reported on the agenda item.

e. Board of Trustees Ad Hoc Committee Reports

i. Facilities Committee

Trustee Capell provided the report. Trustee Capell expressed excitement for how the building projects are moving forward. Trustee Capell inquired regarding the time limit for the spending of the bonds for the building projects once they are issued. District Director Winslow will take this inquiry to Doug Anderson for clarification.

ii. Evaluation Committee

Trustee Clark provided the report. The Board was set to vote on this item under new business (Agenda Item XI.D).

f. Liaison Reports

i. Government Liaison Report

Trustee Andruess provided the report. Trustee Andruess provided an update regarding the Taxpayer Protection and Government Accountability Act. The signature collection for the ballot initiative was due September 27th, and as of Trustee Andruess's reporting, there are not enough signatures for the initiative to be placed on the ballot. Trustee Andruess repealed the recommendation to object this potential ballot initiative using the CSDA template, on the grounds that it is not likely to be placed on the ballot.

g. Trustee Reports

i. Trustee Katie Clark

Trustee Clark provided the report. Trustee Clark thanked District Director Winslow and Assistant Director Watts for walking through the book challenge process for the library. Trustee Clark included in her Trustee report a thorough overview of the current climate regarding initiatives to ban and censor books across the nation. Included also are recommendations for what actions can be taken against book banning initiatives.

X. Unfinished Business

None.

XI. New Business

a. Review and Approval to Amend the District Director's Employment Contract and/or Compensation (**Action**)

Trustee Cervantes introduced agenda item XI.A.

Moved by Trustee Capell to Amend the District Director's Employment Contract.

Seconded by Trustee Andruess.

Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

Motion passed.

- b. Review and Approval of Evaluation Facilitator Provider for District Director Annual Evaluation **(Action)**

Trustee Clark introduced agenda item XI.B.

Moved by Trustee Clark to approve the recommended Evaluation Facilitator Provider for the District Director Annual Evaluation.

Seconded by Trustee Capell.

Trustee Cervantes opened the floor for discussion. Trustee Wilkerson inquired if the proposed Evaluation Facilitator Provider as part of the District Director's annual evaluation needed to be specified in the District Director's contract. Trustee Clark responded that the means by which the District Director is evaluated does not need to be explicitly specified in the contract

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

Motion passed.

- c. Review and Approval of the Bob Lucas Memorial Library Design Plans **(Action)**
District Director Winslow introduced agenda item XI.C.

Moved by Trustee Capell to approve the Bob Lucas Memorial Library Design Plans.

Seconded by Trustee Andruess.

Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye
Motion passed.

- d. Review and Approval of RFP for Accounting and Financial Consulting Services
(Action)

District Director Winslow introduced agenda item XI.D.

Moved by Trustee Capell to approve the RFP for Accounting and Financial Consulting Services.

Seconded by Trustee Andruess.

Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

Motion passed.

- e. Review and Approval of Staff Accountant Job Description **(Action)**

District Director Winslow introduced agenda item XI.E.

Moved by Trustee Clark to approve the Staff Accountant Job Description.

Seconded by Trustee Capell.

Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

Motion passed.

- f. Review and Approval of Resolution 2022-16 to Establish Authorized Signatures
(Action)

District Director Winslow introduced agenda item XI.F.

Moved by Trustee Wilkerson to approve Resolution 2022-16 to Establish Authorized Signatures.

Seconded by Trustee Capell.

Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

- g. Review and Approval of Library Closure October 13 and 14, for commercial facility rental. **(Action)**

District Director Winslow introduced agenda item XI.G.

Moved by Trustee Andruess to approve Library Closure on October 13 and 14 for commercial facility rental.

Seconded by Trustee Wilkerson.

Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: No

Motion passed.

- h. Review and Approval of Resolution 2022-17 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 October 1, 2022 – October 31, 2022 **(Action)**

Moved by Trustee Clark to approve Resolution 2022-17.

Seconded by Trustee Andruess.

Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: No

Motion passed.

XII. Governance

- a. Election Update

District Director Winslow provided an update for the upcoming Board Vacancy application process. A special meeting date will be set in the month of November

to appoint for the vacancy.

b. Upcoming Special Meeting dates (November)

District Director Winslow reported on the Strategic Planning Special Meeting A special meeting date will be set in the month of November to appoint for the vacancy.

XIII. Announcements & Planning

a. Correspondence

None.

b. Proposed Future Agenda Items

District Director Winslow notified the Board of the recommendation to establish CEPTT was postponed until the October 2022 regular Board meeting.

XIV. Adjournment

a. Adjourn Meeting

Moved by Trustee Capell to adjourn the meeting.

Seconded by Trustee Andruess.

Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: No

Motion passed.

The meeting adjourned at 6:56 pm.