



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – October 24, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE OCTOBER 24, 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 October 24, 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 5:05 pm.

a. Land Acknowledgement

Trustee Cervantes read the Land Acknowledgment.

II. Open Session

a. Roll Call

Trustee Cervantes called roll. Trustee Andrues, 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 Andrues to adopt the agenda.

Seconded by Trustee Wilkerson

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

Roll Call Vote:

Trustee Andrues: 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

Moved by Trustee Capell to adopt the Consent Calendar.

Seconded by Trustee Wilkerson.

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

Roll Call Vote:

Trustee Andrues: 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 September 27, 2022

IV. Consideration of Items Removed from the Consent Calendar

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

No items were removed.

V. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – September 2022

Trustee Capell was excited to highlight the acceptance of librarian Isabelle Briggs on the PUSD Engagement Team. Trustee Capell noted the work being done to build bridges with our neighbors is critical. Trustee Andruess gave compliments to the True Crime Book Club selection, Tell Me Everything.

VI. Reports (Informational)

- a. Support Groups
 - i. Altadena Library Foundation

Foundation President Bridget Brewster provided the Foundation report. Highlights: The Foundation will begin talks with the Friends of the Altadena Library regarding unification of both organizations. A \$20k grant was received from the Pasadena Community Foundation. \$37.5 is planned to be raised for the District in the coming year by the Altadena Library Foundation. Chloe Cavalier is stepping down as the Foundation manager. 12 applicants for the position have been submitted so far.

- ii. Friends of the Altadena Library

President Ruffner provided the Friends Report. President Ruffner gave an account of the Friends Book sale on October 12. Despite the rain, the event was well attended and successful. Over \$2,000 was raised during the sale. President Ruffner thanked the library for all their assistance. The next book sale will take place on December 10th, the day of the Christmas Tree Lane lighting ceremony. The Trustees thanked Toma and the Friends for all their work for the event.

- b. District Director's Report

District Director Nikki Winslow provided the District Director Report.

Interviews for the YFS manager scheduled for November 2nd, and the Part-time staff accountant position has been posted online.

The October 10th Staff Development Day focus was on the Strategic Plan Update. Staff provided feedback with a post-pandemic lens. The District plans to provide the updated Strategic Plan report at the December 2022 Regular Meeting of the Library Board of Trustees.

The Board Vacancy has been posted on the library website

District Director Winslow gave a special thank you to the Foundation for another successful Taste of Dena.

District Director Winslow thanked the Friends for all the work that went into the October book sale.

District Director Winslow invited the Board to participate in upcoming presentations at the library highlighting Native American history in November.

c. Financial Reports – September 2022

District Director Winslow provided the Financial Reports.

District Director Winslow thanked Eide Bailly for providing the previous month's report and the included variance reports.

d. Board of Trustees Standing Committee Reports
i. CFD Committee Report

Trustee Andruess reported on the agenda item.

Bond proceeds must be spent or obligated 3 years from the bond sale. The library will be in line with this timeframe.

Regarding composition of the CFD committee, the current community members will be stepping down as their term comes to an end. A new member composition consisting of one community member will be put in place. Trustee Andruess thanked each community member for their contributions to the committee. Those individuals are Kim Kenne, Amy Lyford, and Jim Vitale.

e. Board of Trustees Ad Hoc Committee Reports
i. Facilities Committee

Jason Capell provided the report. Plans to meet with the Community Focus Group regarding a review of preliminary plans for the Main Library are underway.

In regards to the Bob Lucas renovation, there has been work focused on maintaining the historical aspects of the building, including investigation of the building as a historical site.

- f. Liaison Reports
 - i. Government Liaison Report

Trustee Andruess provided the report. Trustee Andruess provided a report on the proposed ballot initiative, the Tax Payer Protection and Accountability Act, which met the signature threshold to be placed on the 2024 ballot. Trustee Andruess also reported on findings regarding literacy rates in the United States.

- g. Trustee Reports
None provided.

- VII. Unfinished Business
None.

- VIII. New Business

- a. Review and Approval of RFP for HR Consulting Services **(Action)**

District Director Winslow reported on the agenda item. The Director highlighted the need for a fully staffed and dedicated Human Resources Consulting service. District management, as well as District general counsel, have reviewed the RFP to ensure accuracy, completeness, and legal compliance.

Moved by Trustee Wilkerson.

Seconded by Trustee Clark.

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 Extension of Professional Development Consulting Services **(Action)**

District Director Winslow reported on the agenda item. The Trustees expressed support of continuing with North Star Consulting as proposed, but would like to see the next year's contract include an RFP process. The District Director agreed.

Moved by Trustee Capell.

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.

- c. Review and Approval of RFP for Vending Machines **(Action)**

Technical Services Manager David Zearbaugh reported on the agenda item. Some Trustee questions regarded lifespan of the units and maintenance. Mr. Zearbaugh assured these considerations will be included in the RFP.

Moved by Trustee Clark.
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.

- d. Review and approval to set-up CEPPT for the District **(Action)**

District Director Winslow reported on the agenda item.

Moved by Trustee Clark.
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 the Holidays and Closures calendar **(Action)**

District Director Winslow reported on the agenda item.

Moved by Trustee Wilkerson.
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 the Board of Trustees Meeting Calendar **(Action)**

District Director Winslow reported on the agenda item.

Moved by Trustee Capell.
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: Aye
Motion passed.

- g. Review and Approval of Resolution 2022-19 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 November 1, 2022 – November 30, 2022 **(Action)**

District Director Winslow provided an update on AB 361 and AB 2449.

Moved by Trustee Andruess.
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.

IX. Governance

- a. Board Nominations Closing (Registrar-Recorder/County Clerk Notice)

Administrative Assistant Catalina provided the update regarding the closing of the Board Nominations.

b. Board Vacancy Update

The Administrative Assistant provided the Board Vacancy Update.

c. Upcoming Special Meeting date(s) in November

The Administrative Assistant provided an update regarding the Special Meeting date for the Board Vacancy Appointment in November.

d. LAFCO Voting Member ballot

The Administrative Assistant provided a report on the LAFCO voting member ballot. The Board's Government Liaison, Trustee Andruess, will be casting that vote.

X. Announcements & Planning

a. Correspondence

None.

b. Proposed Future Agenda Items

Trustee Clark notified the Board she would like to propose new language for the Facilities use policy.

XI. Adjournment

a. Adjourn Meeting

Moved by Trustee Wilkerson 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 6:30pm.