



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – November 28, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING November 28, 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 November 28, 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 5:03 pm.

a. Land Acknowledgement

Trustee Cervantes read the Land Acknowledgment.

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 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

III. Consent Calendar

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

Approval of Minutes – Regular Meeting held October 24, 2022

Approval of Minutes – Special Meeting held November 14, 2022

Moved by Trustee Andruess to adopt the Consent Calendar.

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.

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 – October 2022

Trustee Capell would like to see the library take advantage of our presence of community events to collect input from patrons regarding the future of the Fab Lab in the Main library remodel. Trustee Clark suggested a rotating display case to showcase Fab Lab projects.

b. Tina Calderon Staff Presentation Summary

Audio from the intended summarized Staff Presentation was not clear enough to be presented. The slides from the presentation were included in the Board package. The Board requested if it was possible for Tina Calderon to present in-person at a future meeting. The presentation video link will be added to the November agenda as an addendum.

VI. Reports (Informational)

a. Support Groups

i. Altadena Library Foundation

Eloise Crawford was newly hired as the Foundation Manager. The Foundation's 3-year Strategic Plan will be available on the Foundation website soon. The Foundation will now meet quarterly, but committee work will likely continue to meet bi-monthly. Anita Lawler is the newly appointed President, and Ann Donahue will be the first vice president of the Foundation.

ii. Friends of the Altadena Library

No Friends report provided.

b. District Director's Report

Hiring Updates: Yvonne Green hired as an accountant for the District. Margaret Hatanaka, Branch Librarian, has accepted a promotional position. The vacancy has been announced on the District website, and staff are working on other places the position can be posted. The Youth and Family Services Manager position has also been re-opened on the District website. First review of applications for both

recruitments will occur mid-December.

Board Vacancy: District Director Winslow expressed appreciation for the diverse and enthusiastic pool of applicants for the upcoming Board Vacancy. The selected applicant, Boon Lim, will be ceremonially sworn in at the December Regular meeting.

Pasadena Foundation Breakfast: District Director Winslow and Foundation President Bridget Brewster attended the breakfast. The Pasadena Foundation recently awarded a \$20k grant to the library to reimagine the FabLab.

Trustee Clark inquired if there are ways to track our marketing on the District website and social media and email distributions. District Director Winslow noted she would discuss with our Marketing Specialist.

Trustee Cervantes inquired if the District is interested in hiring more part-time assistance, and whether this may be a way of curbing employee retention challenges. District Director Winslow responded that the District is currently considering this, especially in the context of the upcoming renovations.

c. Financial Reports – October 2022

District Director Winslow provided the report. There were not any notable large expenditures to report from the month of October.

d. Board of Trustees Standing Committee Reports

None.

e. Board of Trustees Ad Hoc Committee Reports

i. Facilities Committee Report (includes Bob Lucas Archival History Report and PowerPoint slides)

Trustee Capell provided the report. In regards to the Main library renovation process, Trustee Capell noted there will be an in-person Community Focus Group Meeting on December 14th, and there are plans to include the community in the coming months. For the Bob Lucas renovations, there are plans to preserve and include the mural on the property into the renovation. In regards to the Bob Lucas Archival History Report, the site is not considered a candidate for a historical site at this time, but could be considered so in the future. Trustee Capell reminded the Board and members of the public that there is a historical consultant involved in both renovation projects.

ii. Redistricting Committee

Trustee Wilkerson provided the report. The redistricting process will begin at the January 23rd, 2023 Regular Board Meeting. A presentation from our redistricting consultants will be given to the public at this meeting outlining the redistricting process and the census data that will be used.

f. Liaison Reports

No reports.

g. Trustee Reports

No reports.

VII. Unfinished Business

None.

VIII. New Business

a. Review and Approval of the Finance Firm Recommendation **(Action)**

District Director Winslow provided the report. Only one proposal was received from the District's RFP, from Eide Bailly. Eide Bailly's proposal was deemed by staff to meet the needs of the District.

Moved by Trustee Clark to approve the District's Finance Firm recommendation.

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.

b. Review and Approval of the Disclosure of Enterprise Systems **(Action)**

IT/TS Manager David Zearbaugh provided the report. Trustee Andruess requested to confirm that information on any patron was limited and protected. IT/TS Manager Zearbaugh confirmed that yes, information was limited and protected. Trustee Clark suggested the Data Disclosure be added to the board calendar at a month that was not close to the close of the calendar year.

Moved by Trustee Capell to approve the District's Data Disclosure of Enterprise Systems.

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.

c. Review and Approval of the Lost and Found Policy **(Action)**

Assistant Director Ashley Watts provided the report.

Moved by Trustee Andruess to approve the District's Lost and Found Policy.

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.

- d. Resolution 2022-20 Authorizing the Grant Application, Acceptance, and Execution of Grant Funds from the State of California Budget Act of 2021 (SB 129) **(Action)**

District Director Winslow provided the report.

Moved by Trustee Wilkerson to approve Resolution 2022-20 Authorizing the Grant Application, Acceptance, and Execution of Grant Funds from the State of California Budget Act 2021 (SB 129)

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.

- e. Review and Approval of Resolution 2022-21 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 December 1, 2022 – December 31, 2022 **(Action)**

Moved by Trustee Wilkerson to approve Resolution 2022-21.

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 Vacancy Update – notice of appointed Trustee Boon Lim
District Director provided notice that newly appointed Board of Trustees member Boon Lim will be ceremonially sworn in at the December 2022 Board meeting on December 19th.

X. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

Trustee Katie Clark would like to request that the Facilities Use Policy be brought back to the Board for approval of Trustee Clark's suggested amendments to the policy. The Board discussed the process for bringing back a previously passed motion to the Board. Trustee Cervantes would like to investigate how to proceed before the item is potentially added as an action item to a future agenda. District Director Winslow will investigate.

XI. Adjournment

- a. Adjourn Meeting

Moved by Trustee Wilkerson to adjourn.

The meeting was adjourned at 7:22 pm by Trustee Cervantes.