



## MINUTES

Board of Library Trustees | Altadena Library District  
Virtual – Zoom – December 19, 2022 – 3:30 p.m.

### IMPORTANT NOTICE REGARDING December 19, 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 December 19, 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](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. 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 3:30 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 Wilkerson at 3:30 pm.

a. Land Acknowledgement

Trustee Wilkerson read the Land Acknowledgment.

II. Open Session

a. Roll Call

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

b. Approval/Reordering of Agenda Items

No adjustments were made

c. Adoption of Agenda

**Moved by Trustee Capell to adopt the agenda.**

**Seconded by Trustee Clark**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

d. Public Comment on Non-Agenda Items

No public comment made

III. Ceremonial Swearing-In and Oath of Office for newly appointed Board Member (Government Code section 1360)

a. Boon Lim

Trustee Lim was ceremonially sworn in by the District's Administrative Assistant/Notary Public.

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

a. Approval/Reordering of Closed Session Agenda Items

No adjustments were made

- b. Adoption of Closed Session Agenda  
**Moved by Trustee Capell to adopt the Closed Session agenda.**  
**Seconded by Trustee Clark**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**

- V. 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 Closed session public comment made.

- VI. Closed Session – 5:00 pm

- a. Motion to convene to Closed Session  
**Moved by Trustee Andruess to convene to Closed Session.**  
**Seconded by Trustee Capell**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
  
- 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
  - iii. Pursuant to Government Code Section 54957.6 District Designated Negotiator: Roger Crawford, Unrepresented employee: District Director
  - iv. Reconvene to Open Session

The meeting reconvened to open session by Trustee Wilkerson at 6:09 pm.

Trustee Wilkerson provided the Closed Session Report stating there was

no reportable Action.

VII. Consent Calendar

**Moved by Trustee Clark to adopt the Consent Calendar.**

**Seconded by Trustee Andrues**

**Roll Call Vote:**

**Trustee Andrues: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- 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 November 28, 2022

VIII. Consideration of Items Removed from the Consent Calendar

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

No items removed.

IX. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – November 2022
- b. 2022 Service Awards
  - Anthony Green –25 years
  - Modesta Nava –20 years
  - Carlene Chiu –15 years
  - Natalie Herrera –15 years
  - Helen Milner –15 Years
  - Diana Wong – 5 Years
  - Mark Parsons – 5 years
  - Jonathan Arevalo – 5 years

Managers recognized staff for their dedicated service to the District.

- c. Recognition for Outgoing Foundation President  
Bridget Brewster.

The District director gave thanks and recognition to outgoing Foundation President, Bridget Brewster.

X. Reports (Informational)

- a. Support Groups
  - i. Altadena Library Foundation

Foundation President Bridget Brewster provided the report.

- ii. Friends of the Altadena Library

No report provided.

- b. District Director's Report

District Director Winslow provided the report.

- c. Financial Reports – November 2022

District Director Winslow provided the report.

- d. Board of Trustees Standing Committee Reports

- i. CFD

Trustee Andruess reported that the CFD meeting for December 14<sup>th</sup> did not have a quorum. The December 14 CFD meeting was adjourned without taking action.

- ii. Redistricting Committee

No report.

- e. Board of Trustees Ad Hoc Committee Reports

- i. Facilities Committee

Trustee Capell provided the report. There will be two upcoming Town Halls inviting the public to provide their feedback on the preliminary Main Library renovation plans.

- f. Liaison Reports

None.

- g. Trustee Reports

None.

- XI. Unfinished Business

None.

XII. New Business

- a. Authorization for District Director to contract with a Human Resources Consulting Services firm **(Action)**

District Director Winslow provided the report.

**Moved by Trustee Andruess to Authorize the District Director to contract with a Human Resources Consulting Services Firm.**

**Seconded by Trustee Clark**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- b. Strategic Plan Update **(Informational)**

Strategic Planning Consultant Danielle Milam provided the presentation. Danielle was available to answer questions from the Board following the presentation. The Board made several inquiries and provided positive commentary regarding the report.

- c. Annual Report **(Informational)**

District Director Winslow provided the report.

- d. Review and Approval of Investment with CLASS **(Action)**

District Director Winslow provided the report. Cindy Byerrum from Eide Bailly was available to answer questions from the Board.

**Moved by Trustee Andruess to Authorize the District Director to invest with CLASS.**

**Seconded by Trustee Clark**

**Trustee Wilkerson opened the floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Abstain**

**Motion passed**

- e. Review and Approval of Employment Agreement Appointing District Director **(Action)**

Trustee Clark introduced the agenda item.

**Moved by Trustee Clark to extend the District Director's contract through February 28, 2023 (pending negotiation).**

**Seconded by Trustee Lim**

**Trustee Wilkerson opened the floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- f. SB 165: Local Agency Special Tax and Bond Accountability Act report for Altadena Library District CFD No. 2020-1 **(Informational)**

District Director Winslow provided the report. The CFD committee will review the document in further detail at their scheduled January 11, 2023 meeting. The Committee will then report at during the February Regular Meeting

- g. Review and Approval of Resolution 2022-22 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 January 1, 2022 – January 31, 2023 **(Action)**

**Moved by Trustee Clark to extend the Provisions of Resolution 2021-05.**

**Seconded by Trustee Capell.**

**Trustee Wilkerson opened the floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

### *XIII.* Governance

- a. Election of Board Officers **(Action)**

**Trustee Wilkerson opened the floor for nominations for Board Chair and Board Secretary.**

**Trustee Capell nominated Trustee Cervantes with support from other Trustees for Board Chair. Trustee Capell accepted the nomination. Trustee Wilkerson confirmed that there were no other nominations on the floor for Board Chair for calendar year 2023.**

**Moved by Trustee Andruess to vote for Trustee Capell as Board Chair for the calendar year 2023.**

**Seconded by Trustee Clark.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed.**

**Trustee Wilkerson opened the floor for nominations for Board Secretary.**

**Trustee Wilkerson nominated herself with support from other Trustees for Board Secretary. Trustee Wilkerson accepted the nomination. Trustee Wilkerson confirmed that there were no other nominations on the floor for Board Secretary for calendar year 2023.**

**Moved by Trustee Clark to vote for Trustee Capell as Board Chair for the calendar year 2023.**

**Seconded by Trustee Capell.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed.**

- b. Appointment of 2023 Board Committees
- c. Board President Jason Capell Appointed the following Board Liaisons, Standing Committee Members, and Ad Hoc Committee Members

### **Standing Committees**

Budget Committee

Chair: Jason Capell

Member: Boon Lim

Community Facilities District Committee



Chair: Trustee Terry Andrues  
Member: Trustee Boon Lim

### **Ad-Hoc Committees**

Redistricting Committee  
Chair: Trustee Kameelah Wilkerson  
Member: Trustee Katie Clark

Facilities Committee  
Chair: Trustee Katie Clark  
Member: Trustees Jason Capell

### **Appointment of 2023 Board Liaisons**

Governmental Relations Liaison:  
Trustee Terry Andrues

Friends of the Altadena Library Liaison:  
Trustee Boon Lim

Altadena Library Foundation Liaison:  
Trustee Kameelah Wilkerson

### **Board Orientation and Retreat**

The plan is to invite Danielle Milam to facilitate. More planning will begin the first week of January 2023, to survey the Board on dates.

#### XIV. Announcements & Planning a. Correspondence

Proposed Future Agenda Items  
District Director Winslow notified the Board that upcoming agenda items include:  
Annual Audit  
Operational plan review 2023  
Library Vending Machines

There will be no planned Special Meeting in February

#### XV. Adjournment a. Adjourn Meeting

Trustee Capell adjourned the meeting at 8:26 pm