



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – January 23, 2023 – 4:00 p.m.

IMPORTANT NOTICE REGARDING January 23, 2023 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 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 4:00 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 Capell at 4:11 PM.

a. Land Acknowledgement

Trustee Capell read the Land Acknowledgment.

II. 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 agenda.

Seconded by Trustee Andruess

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: 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 closed session public comment made.

IV. Closed Session – 5:00 pm

a. Motion to convene to Closed Session

Moved by Trustee Capell to Convene to Closed session.

Seconded by Trustee Andruess

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. Conference with Labor Negotiator
 - ii. Pursuant to Government Code Section 54957.6 District Designated Negotiator: Roger Crawford, Unrepresented employee: District Director
 - iii. Reconvene to Open Session

The meeting reconvened to open session by Trustee Capell at 5:15 pm. Trustee Capell provided the Closed Session Report stating there was no reportable Action.

V. 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
None.
- c. Adoption of Agenda
Moved by Trustee Capell to adopt the agenda.
Seconded by Trustee Andruess
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.

VI. Consent Calendar

- Moved by Trustee Andruess to adopt the Consent Calendar.**
Seconded by Trustee Lim
Roll Call Vote:
Trustee Andruess: 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 December 19, 2022

- VII. Consideration of Items Removed from the Consent Calendar
Items removed from the Consent Calendar discussed individually at this time.

No items removed.

- VIII. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – December 2022
 - b. Redistricting Presentation (NDC)
NDC representative Kristen Parks provided the Redistricting Presentation to the Board and the public. Parks was able to respond to questions from the board.
 - c. Annual Audit (**Informational**)
Paul Kaymark of Nigro & Nigro presented the informational Annual Audit report, and was available to answer questions from the Board.

- IX. Reports (Informational)
 - a. Support Groups
 - i. Altadena Library Foundation
 - 1. Welcome to the new Altadena Library President
Anita Lawler introduced herself to the board as the new Foundation president.
 - ii. Friends of the Altadena Library
No report.
 - b. District Director's Report
District Director Winslow preceded her usual Director's Report by making a statement regarding the Monterey Park mass shooting, which included a condemnation of act, and lists resources for the community wishing to seek mental health support, and ways to reduce gun violence in their communities.
 - c. Financial Reports – December 2022
District Director Winslow provided the report. Kristi Even of Eide Bailly was also available and responded to questions from the Board regarding the financials.
 - d. Board of Trustees Standing Committee Reports
 - i. CFD Committee Report
Trustee Andruess provided the report.
 - e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee
Trustee Clark provided the report.

- f. Liaison Reports
 - i. Government Liaison Report
Trustee Andrues provided the report.

- g. Trustee Reports
None.

X. Unfinished Business

XI. New Business

- a. 2022 Operational Plan Results (**Informational**)
District Director Winslow provided the informational Operational Plan Results report.
- b. 2023 Operational Plan (**Action**)
Moved by Trustee Wilkerson to approve the 2023 operational Plan.
Seconded by Trustee Andrues
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed
- c. Review and Approval of RFP for the District E-Rate (**Action**)
Moved by Trustee Clark to approve the RFP for the District E-Rate.
Seconded by Trustee Andrues
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed
- d. IT and Facilities Assessment Proposal (**Action**)
The Board requested that more information be provided before a vote on this item is made. This item will appear on the February 27, 2023 agenda.
Moved by Trustee Clark to postpone this item until additional information can be provided.
Seconded by Trustee Lim
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye

Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

- e. Review and approval of late opening of Library on 1/27 for Staff Training 9am – 12pm **(Action)**

Moved by Trustee Wilkerson to approve late opening of the library on 1/27 for Staff Training.

Seconded by Trustee Clark.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- f. Review and approval of closure on 4/27/23 for ALD Employee Habitat for Humanity Build **(Action)**

Moved by Trustee Clark to approve closure on 4/27/23 for ALD Employee Habitat for Humanity Build

Seconded by Trustee Lim.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- g. Review and Approval of Resolution 2023-01 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 February 1, 2023 – February 28, 2023 **(Action)**

Moved by Trustee Clark to approve Resolution 2023-01.

Seconded by Trustee Andruess.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

XII. Governance

- a. *Virtual Committee Meeting continuance*

XIII. Announcements & Planning

- a. Correspondence
 - i. Notice of Vacancy for LAFCO Alternate Public Member
- b. Proposed Future Agenda Items

XIV. Adjournment

- a. Adjourn Meeting
 - The meeting was adjourned at 7:31 PM.