



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – February 27, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING February 27, 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 February 27, 2023 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 Wilkerson at 5:11 PM.

- a. Land Acknowledgement
Trustee Wilkerson read the Land Acknowledgement

II. Open Session

- a. Roll Call
Trustee Wilkerson called roll. Trustee Andruess, Trustee Clark, and Trustee Lim responded as present. Quorum confirmed
- b. Approval/Reordering of Agenda Items
None.
- c. Adoption of Agenda
Moved by Trustee Clark to adopt the agenda.
Seconded by Trustee Andruess
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Absent
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed
- d. Public Comment on Non-Agenda Items
None made.

III. Consent Calendar

Moved by Trustee Andruess to adopt the Consent Calendar.
Seconded by Trustee Lim
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Absent
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 January 23, 2023

- IV. Consideration of Items Removed from the Consent Calendar
Items removed from the Consent Calendar discussed individually at this time.
No items removed.
- V. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – January 2023
 - i. AS
 - ii. YFS
 - iii. Bob Lucas
 - iv. IT/TS
 - v. Facilities
- VI. Reports (Informational)
 - a. Support Groups
 - i. Altadena Library Foundation
Foundation president Anita Lawler was unable to attend the meeting, but the Foundation report was discussed by the Trustees.
 - ii. Friends of the Altadena Library
President Tom Ruffner provided the report.
 - b. District Director's Report
Assistant District Director Ashley Watts provided the report.
 - c. Financial Reports – January 2023
Kristi Even provided the report.
 - d. Board of Trustees Standing Committee Reports
 - i. Budget Committee Report
Trustee Lim provided the report.
 - e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee
Trustee Clark provided the report.
 - ii. Redistricting Committee
Trustee Wilkerson provided the report.
 - f. Liaison Reports
 - i. Government Liaison Report
Trustee Andruess provided the report.

g. Trustee Reports

None

VII. Unfinished Business

None.

VIII. New Business

- a. Review and Approval of the District Director's Contract **(Action)**
Moved by Trustee Clark to approve the District Director's Contract.
Seconded by Trustee Andrues
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Absent
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

- b. Review and Approval of the IT & Facilities assessment Consultant **(Action)**
Moved by Trustee Clark to authorize the District Director to enter into a professional services agreement with Carlos Baffigo.
Seconded by Trustee Lim.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Absent
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

- c. Review and Approval of Mid-Year Budget Adjustments **(Action)**
The mid-year budget adjustments were presented by Kristi Even, who was also available to answer questions from the Board.
Moved by Trustee Lim to approve the mid-year budget adjustments.
Seconded by Trustee Andrues.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Absent
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

- d. Board Retreat Report presented by Danielle Milam (**Informational**)
- e. AB 41 Support (**Action**)
 - Moved by Trustee Clark to approve drafting a letter of support for AB 41.**
 - Seconded by Trustee Lim.**
 - Roll Call Vote:**
 - Trustee Andrues: Aye**
 - Trustee Capell: Absent**
 - Trustee Clark: Aye**
 - Trustee Lim: Aye**
 - Trustee Wilkerson: Aye**
 - Motion passed**
- f. OSHA Log of Work-Related Injuries and Illnesses (**Informational**)

IX. Governance

- a. LAFCO Election Results

X. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

XI. Adjournment

- a. Adjourn Meeting
 - Trustee Wilkerson Adjourned the meeting at 7:05pm.