MINUTES
Board of Library Trustees | Altadena Library District
600 E. Mariposa St
Altadena, CA 91001
Main Library Community Room
March 27, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING MARCH 27, 2023 MEETING

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the Mar 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 Capell at 5:01 PM.

a. Land Acknowledgement

Trustee Capell read the Land Acknowledgement

II. Open Session

a. Roll Call

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

b. Approval/Reordering of Agenda Items

None.

c. Adoption of Agenda

Moved by Trustee Andrues to adopt the agenda.
Seconded by Trustee Clark
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

d. Public Comment on Non-Agenda Items

Public Comment requested and made by Mark Mariscal.

Mark Mariscal offered information on two upcoming events from the Altadena Rotary Club: Saturday April 29th Altadena Rotary Semi-Annual Pancake Breakfast Benefitting Altadena Mountain Rescue Team, Altadena Heritage, and Altadena Historical Society, and the Saturday May 13th Altadena Habitat for Humanity Build.

III. Consent Calendar

Moved by Trustee Clark to approve the Consent Calendar.
Seconded by Trustee Lim
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 February 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 – February 2023
   i. Adult
   ii. YFS
   iii. Bob Lucas
   iv. Facilities
   v. IT/TS

VI. Reports (Informational)

a. Support Groups
   i. Altadena Library Foundation
      Foundation President Anita Lawler provided the Foundation report.
   
   ii. Friends of the Altadena Library
      No report

b. District Director’s Report
   District Director Nikki Winslow provided the report

c. Financial Reports – February 2023
   Kristi Even of Eide Bailly provided the report

d. Board of Trustees Standing Committee Reports

e. Board of Trustees Ad Hoc Committee Reports
   i. Redistricting Committee
      1. Update from 3/25/2023 Special Meeting
         Trustee Wilkerson provided an update.
   
   ii. Facilities Committee
      Trustee Clark provided the report.

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

   g. Trustee Reports
      None.
VII. Unfinished Business
None.

VIII. New Business

a. Review and Approval of the new ALD Intern Job Description (Action)
   Moved by Trustee Clark to approve the new ALD Intern Job Description
   Seconded by Trustee Wilkerson
   Roll Call Vote:
   Trustee Andrues: Aye
   Trustee Capell: Aye
   Trustee Clark: Aye
   Trustee Lim: Aye
   Trustee Wilkerson: Aye
   Motion passed

b. Authorization for District Director to add Furniture Consulting Services for the Bob Lucas Library Renovation ABA Additional Furniture and Other Services (Action)
   Moved by Trustee Lim to Authorize the District Director to add Furniture Consulting Services for the Bob Lucas Library Renovation
   Seconded by Trustee Clark
   Roll Call Vote:
   Trustee Andrues: Aye
   Trustee Capell: Aye
   Trustee Clark: Aye
   Trustee Lim: Aye
   Trustee Wilkerson: Aye
   Motion passed

c. Authorization for District Director to add Furniture Consulting Services for the Main Library Renovation ABA Additional Furniture and Other Services (Action)
   Moved by Trustee Clark to authorize the District Director to add Furniture Consulting Services for the Main Library Renovation
   Seconded by Trustee Lim
   Roll Call Vote:
   Trustee Andrues: Aye
   Trustee Capell: Aye
   Trustee Clark: Aye
   Trustee Lim: Aye
   Trustee Wilkerson: Aye
   Motion passed
d. Authorization for District Director to Amend the Contract for Architectural Services due to the Additions of the Community Room and Lobby Space in the Main Library Design (Action)

Moved by Trustee Clark to Amend the Contract for Architectural Services due to the Additions of the Community Room and Lobby Space in the Main Library Design
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 to offer Vending Machine vendor contract (Action)

Moved by Trustee Wilkerson to offer Vending Machine vendor contract.
Seconded by Trustee Clark
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

IX. Special Presentation (Informational)

a. Tina Calderon: Beyond Land Acknowledgement Special Presentation

Tina Calderon, Culture Bearer of the Gabrielino Tongva tribe, provided a presentation for the Trustees

X. Governance

XI. Announcements & Planning

a. Correspondence
   b. Proposed Future Agenda Items

XII. Adjournment

a. Adjourn Meeting

Trustee Capell Adjourned the meeting at 7:00pm.