



## 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](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 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 Andruess, 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 Andruess 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

Public Comment requested and made by Mark Mariscal.

Mark Mariscal offered information on two upcoming events from the Altadena Rotary Club: Saturday April 29<sup>th</sup> Altadena Rotary Semi-Annual Pancake Breakfast Benefitting Altadena Mountain Rescue Team, Altadena Heritage, and Altadena Historical Society, and the Saturday May 13<sup>th</sup> 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 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 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 Andruess: 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 Andruess: 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 Andruess: 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.