



## MINUTES

Board of Library Trustees | Altadena Library District  
600 E. Mariposa St  
Altadena, CA 91001  
Main Library Community Room  
May 22, 2023 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING MAY 22, 2023 MEETING

**SUBMISSION OF PUBLIC COMMENT:** For those wishing to make Public Comments at the May 22, 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](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 (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

a. Land Acknowledgement

The meeting was called to order at 5:07 pm by Trustee Capell. 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

No items were removed or reordered.

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

Community member James Gaudino joined the meeting virtually and made public regarding the Measure Z tax on behalf of his mother Elizabeth Jane Gaudino. James Gaudino requested a reevaluation of the exemption process for the Measure Z tax.

III. Consent Calendar

a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

b. Approval of Minutes – Regular Meeting held April 24, 2023

**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**

IV. Consideration of Items Removed from the Consent Calendar

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

V. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – April 2023
  - i. Adult
  - ii. YFS
  - iii. Bob Lucas
  - iv. Facilities
  - v. IT/TS
- b. Summer Reading Presentation (**Informational**)  
Youth and Family Services manger Sofia Araya provided a presentation on the Library's Summer Reading Program for 2023.

VI. Reports

- a. Support Groups
  - i. Altadena Library Foundation  
No report provided.
  - ii. Friends of the Altadena Library  
No report provided.
- b. District Director's Report  
District Director Nikki Winslow provided the report.
- c. Financial Reports – April 2023  
District Director Nikki Winslow provided the Financial Report for April 2023
- d. Board of Trustees Standing Committee Reports
  - i. Budget Committee  
Trustee Capell provided the Budget Committee report.
- e. Board of Trustees Ad Hoc Committee Reports
  - i. Redistricting Committee
  - ii. Facilities Committee  
Trustee Clark provided the Facilities Committee report.
- f. Liaison Reports
  - i. Government Liaison Report  
Trustee Andrues provided the Government Liaison report, which included a special report from the CSDA Legislative Days conference in Sacramento.
- g. Trustee Reports  
None provided.

VII. Unfinished Business

No unfinished business.

VIII. PUBLIC HEARING

- a. Welcome and Purpose
  - i. NDC Redistricting Presentation and overview of revised published draft maps  
Kristen Parks of NDC provided the Green Map D and overviewed the edits requested by the Board from the April 24, 2023 Regular Board

- meeting.
- b. Public Hearing Procedures and Guidelines
  - c. Open of the Public Hearing  
Public Hearing was opened and the Board discussed the presented draft map.  
There was no public comment during the Public Hearing.

IX. New Business

- a. Review and Approval of Altadena Library Redistricting Resolution **(Action)**  
**Moved by Trustee Clark to approve the Altadena Library Redistricting Resolution**  
**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. Review and Approval of the Special Tax Lien Rate **(Action)**  
**Moved by Trustee Clark to approve the Altadena Library Special Tax Lien Rate**  
**Seconded by Trustee Lim**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
  
- c. Review and Approval of FY 23-24 Salary Schedule and COLA **(Action)**  
**Moved by Trustee Andruess to approve the FY 23-24 Salary Schedule and COLA**  
**Seconded by Trustee Wilkerson**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
  
- d. Review and Approval of FY 23-24 Proposed Budget **(Action)**  
**Moved by Trustee Wilkerson to approve the FY 23-24 Proposed Budget**  
**Seconded by Trustee Clark**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**

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

- e. **Review and Approval of Updated Library Materials Borrowing Policy (Action)**  
**Moved by Trustee Lim to approve the Updated Library Materials Borrowing Policy**  
**Seconded by Trustee Andrues**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**

X. Governance  
None.

XI. Correspondence  
None.

XII. Announcements and Planning  
Trustee Capell reminded the Board that on June 19<sup>th</sup> (Juneteenth) there will be a ceremony for the unveiling of the Robert Owens plaque.

XIII. Adjournment  
**The meeting adjourned at 6:55 pm.**