



## MINUTES

Board of Library Trustees | Altadena Library District  
Main Library Community Room  
600 E. Mariposa St  
Altadena, CA 91001  
August 28, 2023 – 4:30 p.m.

### IMPORTANT NOTICE REGARDING AUGUST 28, 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 August 28, 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 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 4:30 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
- II. Consideration of Urgency items to be added to Closed Session
  - a. Approval/Reordering of Closed Session Agenda Items
  - b. Adoption of Closed Session Agenda

**Moved by Trustee Clark to adopt the Closed Session agenda.**  
**Seconded by Trustee Lim**  
**Roll Call Vote:**  
**Trustee Andrues: Absent**  
**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.
- IV. Closed Session
  - a. Motion to convene to Closed Session

**Moved by Trustee Lim to convene to Closed Session.**  
**Seconded by Trustee Clark.**  
**Roll Call Vote:**  
**Trustee Andrues: Absent**  
**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. Amendment to District Director’s contract and meeting with Labor Negotiator Pursuant to Government Code Section 54957.6
    - ii. Reconvene to Open Session
  - c. Roll Call

Trustee Capell called roll. Trustee Clark, Trustee Lim, and Trustee Wilkerson responded as present. Trustee Andrues was not present. Quorum confirmed

d. Approval/Reordering of Agenda Items

No items were removed or reordered

e. Adoption of Agenda

**Moved by Trustee Clark to adopt the agenda.**

**Seconded by Trustee Lim**

**Roll Call Vote:**

**Trustee Andrues: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

f. Public Comment on Non-Agenda Items

No public comment made at that time

V. Consent Calendar

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

Approval of Minutes – JUNE REGULAR, JULY SPECIAL

**Moved by Trustee Clark to adopt the Consent Calendar.**

**Seconded by Trustee Wilkerson**

**Roll Call Vote:**

**Trustee Andrues: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

VI. Consideration of Items Removed from the Consent Calendar

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

No items were removed

VII. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – June 2023, July 2023  
b. Summer Reading Debrief (**Informational**)

Assistant District Director Watts provided the report

VIII. Reports (**Informational**)

a. Support Groups

i. Altadena Library Foundation

Foundation president Anita Lawler provided the report

ii. Friends of the Altadena Library

No report

b. District Director's Report

District Director Nikki Winslow provided the report

c. Financial Reports – June 2023, July 2023

District Director Winslow provided the report

d. Board of Trustees Standing Committee Reports

e. Board of Trustees Ad Hoc Committee Reports

i. Facilities Committee

Trustee Clark provided the report

f. Liaison Reports

i. Government Liaison Report

Trustee Andruess was not present to provide the report. The Board reviewed the report.

g. Trustee Reports

No reports

IX. Unfinished Business

None

The District Administrative Assistant asked if the Board would allow a late public comment on a non-agenda item to be read aloud before New Business was addressed on the agenda. Board President Trustee Capell permitted the comment. The comment was read as follows:

"Greetings Trustees. Thank you for taking my brief comment. On behalf of my 92 y/o mother, a very low-income senior in her home- properties in Altadena bought by family 70 + years ago. Let me follow-up my testimony to the Trustees in May '23 & CFDC committee in July with concerns of my mother and family about the fairness of the current

Measure Z property tax implementation especially the current criteria for low income HH exemptions and its impact on seniors especially low-income seniors and others in Altadena.

Property owners and those who rent who pay those to landlords continue to feel the larger impacts in INCREASING costs to living in Altadena—disproportional to any cost-of-living adjustments.

Given that 2 years of implementation of Measure Z has happened, I requested that the Trustees authorize a careful evaluation of the current implementation to assess how implementation might be modified to decrease the \$\$ impacts on seniors and others like my mom. So let me keep that request alive & ask how such a request might move forward by the Trustees. This is a reasonable request.

I hope you will seek and listen to the voices of those impacted . Thanks for listening. Jim Gaudino born and raised in Altadena in support of strong library programs and equity.“

X. New Business

- a. Review and Approval of the District Director's COLA **(Action)**

**Moved by Trustee Wilkerson to approve the same COLA granted to library staff retroactive to that date (July 2023).**

**Seconded by Trustee Lim.**

**Roll Call Vote:**

**Trustee Andruess: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- b. Operational Plan mid-Year Update **(Informational)**

District Director Winslow provided the report.

- c. Gardening RFP Recommendation **(Action)**

**Moved by Trustee Lim to accept the staff recommendation for Gardening Services RFP.**

**Seconded by Trustee Wilkerson**

**Roll Call Vote:**

**Trustee Andruess: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- d. Attendance and Paid Leaves of Absence Policies **(Action)**

**Moved by Trustee Clark to approve the Attendance and Paid Leaves Policy.**

**Seconded by Trustee Lim**

**Roll Call Vote:**

**Trustee Andrues: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- e. **Event Sales Policy Update (Action)**

**Moved by Trustee Clark to approve the Event Sales Policy updates.**

**Seconded by Trustee Wilkerson.**

**Roll Call Vote:**

**Trustee Andrues: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- f. **Technology Assistance Policy (Action)**

**Moved by Trustee Lim to approve the Technology Assistance Policy.**

**Seconded by Trustee Clark.**

**Roll Call Vote:**

**Trustee Andrues: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- g. **Legal Services RFP (Action)**

**Moved by Trustee Clark to approve the Legal Services RFP.**

**Seconded by Trustee Lim.**

**Roll Call Vote:**

**Trustee Andrues: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- h. **Professional Development RFP (Action)**

**Moved by Trustee Clark to approve the Professional Development RFP.**

**Seconded by Trustee Lim.**

**Roll Call Vote:**  
**Trustee Andruess: Absent**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**

- i. Review and Approval of CalPERS Open Enrollment **(Action)**  
**Moved by Trustee Lim to approve the CalPERS Open Enrollment.**  
**Seconded by Trustee Clark.**  
**Roll Call Vote:**  
**Trustee Andruess: Absent**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
  
- j. Professional Development Day Closure Date Change to October 6, 2023 **(Action)**  
**Moved by Trustee Clark to approve the Professional Development Day**  
**Closure Date Change to October 6, 2023**  
**Seconded by Trustee Wilkerson.**  
**Roll Call Vote:**  
**Trustee Andruess: Absent**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
  
- k. Support for San Gabriel Mountains National Monument Expansion **(Action)**  
**Moved by Trustee Lim to approve the Support Letter for the San Gabriel**  
**Mountains National Monument Expansion.**  
**Seconded by Trustee Clark.**  
**Roll Call Vote:**  
**Trustee Andruess: Absent**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**

XI. Governance  
None

XII. Announcements & Planning

a. Correspondence

None

b. Proposed Future Agenda Items

None.

XIII. Adjournment

a. Adjourn Meeting

Trustee Capell adjourned the meeting at 6:56pm