



MINUTES

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
September 26, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE SEPTEMBER 26, 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 September 26, 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

a. Land Acknowledgement

Trustee Wilkerson called roll. Trustee Andruess, Trustee Clark, and Trustee Lim responded as present. Quorum was confirmed.

I. Consideration of Urgency items to be added to Closed Session

a. Approval/Reordering of Closed Session Agenda Items

None

b. Adoption of Closed Session Agenda

Moved by Trustee Clark to adopt the closed session agenda. Seconded by Trustee Andruess

Roll Call Vote:

Trustee Andruess: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

II. 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.

No public comment

III. Closed Session

a. Motion to convene to Closed Session

Moved by Trustee Clark to convene the closed session agenda. Seconded by Trustee Andruess

Roll Call Vote:

Trustee Andruess: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

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. Pending Litigation discussion

ii. District Director Performance Evaluation Discussion

IV. Reconvene to Open Session

a. Roll Call

There was no reportable action from Closed Session.

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

b. Approval/Reordering of Agenda Items

None

c. Adoption of Agenda

Moved by Trustee Clark to adopt the agenda. Seconded by Trustee Andrues

Roll Call Vote:

Trustee Andrues: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

d. Public Comment on Non-Agenda Items

None

V. Consent Calendar

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

Approval of Minutes – AUGUST REGULAR **PAGES 1 –**

Moved by Trustee Clark to approve August Regular Board Meeting minutes. Seconded by Trustee Andrues

Roll Call Vote:

Trustee Andrues: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

VI. Consideration of Items Removed from the Consent Calendar

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

VII. Department Updates & Special Presentations (Informational)

a. Department Update Reports – August 2022

b. Fab Lab/Library of Things Presentation by Innovations Librarian

Innovations librarian Aaron Kimbrell presented to the Board in regards to the work being done by the Fab Lab and Library of things collection.

VIII. Reports (**Informational**)

a. Support Groups **PAGES 1 -**

- i. Altadena Library Foundation
Foundation Anita Lawler was not present, but District Director Winslow provided updates in regards to: October 21 Foundation event, cancellation of Taste of Dena, and the update coming regarding the Library Naming Policy.
- ii. Friends of the Altadena Library
- iii. Friends President Tom Ruffner provided the report and highlighted the Friends Book Sale on September 23.

b. District Director's Report
District Director Winslow provided the report.

c. Financial Reports – August 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
Trustee Andruess provided an update.

g. Trustee Reports
None.

IX. Unfinished Business

None

X. New Business

- a. Review and Approval of the Emergency Manual Update (**Action**)
Moved by Trustee Lim to approve the Updated Emergency Manual
Seconded by Trustee Clark
Roll Call Vote:
Trustee Andruess: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye

XI. Governance

None

XII. Announcements & Planning

- a. Correspondence
None
- b. Proposed Future Agenda Items

c. None

XIII. Adjournment

a. Adjourn Meeting

The meeting was adjourned at 6:15pm.