



## MINUTES

Board of Library Trustees | Altadena Library District  
Main Library Community Room  
600 E. Mariposa St  
Altadena, CA 91001  
October 23, 2023 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING THE OCTOBER 23, 2023 MEETING

This meeting will be available to view in a hybrid fashion, utilizing teleconference, electronic, and in-person means to allow for a variety public viewing and public comment options. 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 October 23, 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 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 Capell read the Land Acknowledgement.

I. Open Session

a. Roll Call

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

b. Approval/Reordering of Agenda Items

None

c. Adoption of Agenda

**Moved by Trustee Wilkerson to adopt the agenda. Seconded by Trustee Andruess.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Absent**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

d. Public Comment on Non-Agenda Items

None

II. Consent Calendar

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

Approval of Minutes – SEPTEMBER REGULAR MEETING

**Moved by Trustee Wilkerson to approve the Consent Calendar. Seconded by Trustee Andruess.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Absent**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

### **Motion passed**

- III. Consideration of Items Removed from the Consent Calendar  
*Items removed from the Consent Calendar discussed individually at this time.*  
Nothing removed.
  
- IV. Department Updates & Special Presentations (Informational)
  - a. Department Update Reports – September 2023
  - b. Staff Development Day Presentation  
District Director Nikki Winslow and IT & TS Manager David Zearbaugh presented.
  
- V. Reports **(Informational)**
  - a. Support Groups
    - i. Altadena Library Foundation  
None
    - ii. Friends of the Altadena Library  
None
  - b. District Director's Report  
District Director Winslow provided the report
  
  - c. Financial Reports – September 2023  
District Director Winslow provided the report
  
  - d. Board of Trustees Standing Committee Reports
    - i. CFD Committee
  - e. Board of Trustees Ad Hoc Committee Reports
    - i. Facilities Committee  
Trustee Capell provided the report on behalf of Trustee Clark.
  - f. Liaison Reports  
Trustee Andruess provided a report
  
  - g. Trustee Reports  
None
  
- VI. Unfinished Business  
  
None
  
- VII. New Business
  - a. Review and Approval of recommendation for Legal Services **(Action)**  
**Moved by Trustee Andruess to approve the recommendation for Legal Services. Seconded by Trustee Lim.**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Absent**  
**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**  
**Motion passed**

- b. Review and Approval of recommendation for Professional Development Services **(Action)**

**Moved by Trustee Lim to approve the recommendation for Professional Development Services. Seconded by Trustee Andrues.**

**Roll Call Vote:**

**Trustee Andrues: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Absent**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- c. HVAC RFP **(Action)**

**Moved by Trustee Wilkerson to approve the HVAC RFP. Seconded by Trustee Andrues.**

**Roll Call Vote:**

**Trustee Andrues: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Absent**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- d. Measure A Parcel Tax Summary Report FY 23 – 24 **(Informational)**

Sara Mares of NBS provided the report and took questions from the board.

- e. CFD Annual Report FY 23-24 **(Informational)**

Sara Mares of NBS provided the report and took questions from the board.

**A patron submitted public comment on item VII.e. The comment was submitted electronically by Mr. James Gaudino. The District administrative assistant read the comment at the request of MR. James Gaudino on his behalf.**

**Trustee Capell gave brief response in regards to the comment.**

*VIII.* Governance

*IX.* Announcements & Planning

- a. Correspondence

None

- b. Proposed Future Agenda Items

None

X. Adjournment

a. Adjourn Meeting

The meeting was adjourned at 6:50pm