



SPECIAL MEETING MINUTES

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
November 28, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE NOVEMBER 28, 2023 SPECIAL MEETING

This meeting will be available to view in a hybrid fashion, utilizing teleconference, electronic, and in-person means to allow for a variety of public viewing and public commenting options. The public is invited to attend the meeting in-person, or livestream the meeting. 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 comment at the November 28, 2023 Special 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 Capell read the Land Acknowledgement.

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

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

Approval of Minutes – OCTOBER REGULAR MEETING

Moved by Trustee Andruess to approve the minutes. Seconded by Trustee Clark.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Absent

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.

None removed.

The District Administrative Assistant made note that there was no public comment submitted.

- IV. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – October 2023
 - b. Staff Development Day Presentation part II

Assistant Director Ashley Watts, Bob Lucas Branch Manager Diana Wong, and Facilities Manager Jonathan Arevalo presented.

- V. Reports (**Informational**)

- a. Support Groups
 - i. Altadena Library Foundation
Upcoming Foundation president Mark Mariscal provided the report.
 - ii. Friends of the Altadena Library
Friends president Tom Ruffner provided the report.
- b. Administrative Update
District Director Winslow provided the report.
- c. Financial Reports – September 2023
Kristi Even of Eide Bailly provided the financial reports for October 2023
- 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 the government liaison report.
- g. Trustee Reports
None

VI. Unfinished Business

None

VII. New Business

- a. Review and Approval of the Borrowing Policy Update (**Action**)
Moved by Trustee Andruess to approve the Borrowing Policy Update.
Seconded by Trustee Clark.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Absent
Trustee Wilkerson: Aye
Motion passed
- b. CSL State Library Survey (**Informational**)
- c. Facilities Worker Job Description (**Action**)
Moved by Trustee Andruess to approve the Facilities Worker Job Description. Seconded by Trustee Wilkerson.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye

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

- d. Review and Approval of the 2024 District Holiday calendar **(Action)**
Moved by Trustee Clark to approve the 2024 District Holiday Calendar.
Seconded by Trustee Wilkerson.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Absent
Trustee Wilkerson: Aye
Motion passed

- e. Review and Approval of the Board of Trustees Meeting Calendar **(Action)**
Moved by Trustee Clark to approve the Board of Trustees Meeting Calendar.
Seconded by Trustee Andruess.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Absent
Trustee Wilkerson: Aye
Motion passed

- f. Data Disclosures **(Informational) (Action)**
This item was amended as Action during the meeting.
Moved by Trustee Andruess to approve the Data Disclosures. Seconded by Trustee Clark.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Absent
Trustee Wilkerson: Aye
Motion passed

VIII. Governance

- a. Preparation for:
 - i. Election of Officers for December 2023 meeting
 - ii. 2024 Board Retreat

IX. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

X. Adjournment

- a. Adjourn Meeting

Trustee Capell adjourned the meeting at 6:50pm.