



MEETING MINUTES

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
December 18, 2023 – 4:30 p.m.

IMPORTANT NOTICE REGARDING THE DECEMBER 18, 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 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:

In order to facilitate in-person and virtual public participation at meetings, the District will accept public comment on agenda items by email or online public comment form up to two (2) hours prior to the start of Board of Trustees meetings. You may do this by emailing hello@altadenalibrary.org or by submitting to www.altadenalibrary.org/publiccomment.

Those wishing to make their comment virtually during the live meeting may request to do so, and will be provided the zoom link for the meeting.

If you wish to make public comment in-person during the meeting on any agenda item, you must email or submit a comment form either two (2) hours before the meeting, or at the start of the meeting to the District Administrative Assistant or other District staff member using a comment card. If your comment card is not received by the start of the meeting, you may not be able to make your comment. Comment cards will be available in a prominent location at the entrance to the meeting location.

If you wish your comments to be read aloud by a staff member during the meeting, please indicate so in your email, the online public comment form, or the physical comment card available at the meeting. If you submit more than one, only the first comment received will be read aloud. The District reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All written comments in their entirety will become part of the meeting record and will be forwarded to the legislative body.

Comments are limited to two (2) minutes and will be timed.

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

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 Wilkerson to adopt the Closed Session Agenda.

Seconded by Trustee Clark. Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

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.

No Public Comment.

IV. Closed Session

a. Motion to convene to Closed Session

Moved by Trustee Wilkerson to convene to Closed Session. Seconded by Trustee Clark. Roll Call Vote:

Trustee Andruess: Aye
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. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: District Director

iv. Reconvene to Open Session

V. Reconvene to Open Session

Open session reconvened at 5:11 pm.
Reportable action is an agenda item under New Business.

VI. Roll Call

Trustee Capell called Roll. Trustee Andruess, Capell, Clark, Lim, and Wilkerson responded as present. Quorum confirmed.

- a. Approval/Reordering of Agenda Items
b. Adoption of Agenda

Moved by Trustee Clark to adopt the agenda. Seconded by Trustee Wilkerson. Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed.

- c. Public Comment on Non-Agenda Items

None

VII. Consent Calendar

- a. The Board of Library Trustees hereby approves the items and recommended

actions in the Consent Calendar listed below:

Moved by Trustee Andrues to approve the Special Meeting Minutes.

Seconded by Trustee Clark. Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed.

Approval of Minutes – NOVEMBER SPECIAL MEETING

VIII. Consideration of Items Removed from the Consent Calendar

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

None removed.

IX. Department Updates & Special Presentations (**Informational**)

a. Service Awards

Adult Services Manager Danielle Guererro presented a 10 year Service Award to Mikayla Arevalo.

IT/TS Manager David Zearbaugh presented a 5 year Service Award to Lori Newfang.

b. 2023 Financial Audit presented by Eide Bailly (**Informational**)

Paul J. Kaymark provided the report.

c. Department Update Reports – November 2023

X. Reports (**Informational**)

a. Support Groups

i. No reports this month

b. Administrative Update

Director Winslow provided the report.

c. Financial Reports – November 2023

i. Will be presented at January 2023 Regular Board Meeting

d. Board of Trustees Standing Committee Reports

None

e. Board of Trustees Ad Hoc Committee Reports

i. Facilities Committee

Trustee Clark provided the report

f. Liaison Reports

None

g. Trustee Reports

None

XI. Unfinished Business

None

XII. New Business

a. Review and Approval of District Director's Performance Evaluation (**Action**)

Moved by Trustee Clark to approve the District Director's performance evaluation and contract amendment. 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 for Extension of the IT & Facilities Consultant contract with the District (**Action**)

Moved by Trustee Clark to approve the Extension of the IT & Facilities contract with the District. 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. Annual Report (**Informational**)

Director Winslow provided the report.

d. 2024 Operational Plan (**Action**)

Moved by Trustee Lim to approve the 2024 Operational Plan. Seconded by Trustee Andrues. Roll Call Vote:

**Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed.**

e. HVAC Recommendation (**Action**)

Moved by Trustee Clark to approve the HVAC contract recommendation. Seconded by Trustee Andrues. Roll Call Vote:

**Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed.**

XIII. Governance

a. Election of Officers for 2024

Moved by Trustee Clark to nominate Trustee Wilkerson for president. Seconded by Trustee Andrues.

There were no other nominations or objections.

Roll call vote:

**Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed.**

Trustee Andrues nominated Trustee Lim for secretary. Trustee Clark seconded.

There were no other nominations or objections.

Roll call vote:

**Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed.**

Trustee Wilkerson, now president, appointed the 2024 Board Liaisons.

Trustee Andrues was appointed as Government Liaison.

Trustee Clark was appointed Liaison to the Altadena Library Foundation. Trustee Capell was appointed Liaison to the Friends of the Altadena Library.

To the Facilities ad hoc committee, Trustee Wilkerson appointed Trustee Clark as Chair, and Trustee Capell as member.

To the Budget Standing Committee, Trustee Wilkerson appointed Trustee Lim as Chair, and Trustee Wilkerson as member.

To the Community Facilities District Committee, Trustee Wilkerson appointed Trustee Andruas as Chair, and Trustee Lim as member.

b. 2024 Board Retreat

The Board determined there would be a 2024 board retreat focused on the building projects.

XIV. Announcements & Planning

a. Correspondence

None

b. Proposed Future Agenda Items

None.

XV. Adjournment

a. Adjourn Meeting

Trustee Wilkerson adjourned the meeting at 6:47 pm.