



MEETING MINUTES

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
January 22, 2024 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE JANUARY 22, 2024 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 Wilkerson read the Land Acknowledgement.

II. 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 Capell. Roll Call Vote:
Trustee Andrues: 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.

None.

IV. Closed Session

- a. Motion to convene to Closed Session

Moved by Trustee Andrues to convene to Session. Seconded by Trustee

Clark. Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: 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. Conference with Legal Counsel – Anticipated Litigation (GOVT CODE § 54956.9(d)(2)) – one case

- ii. Reconvene to Open Session

The Board reconvened to open session at 5:25pm.

There was no reportable action.

V. Roll Call

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

- a. Approval/Reordering of Agenda Items

None.

- b. Adoption of Agenda

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

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed.

- c. Public Comment on Non-Agenda Items

None.

VI. Consent Calendar

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

Moved by Trustee Clark to approve the December 18, 2023 Minutes and the January 12, 2024 Special Meeting Minutes. Seconded by Trustee Andrues.

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed.

Approval of Minutes –

DECEMBER 18, 2023 REGULAR MEETING

JANUARY 12, 2024 SPECIAL MEETING

VII. Consideration of Items Removed from the Consent Calendar

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

None.

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

- a. Department Update Reports – December 2023

IX. Reports **(Informational)**

- a. Support Groups

- i. Altadena Library Foundation

- b. Administrative Update

Assistant District Director Ashley Watts provided the report.

- c. Financial Reports – November 2023 and December 2023

Director Nikki Winslow provided the report.

- d. Board of Trustees Standing Committee Reports

- i. None

- e. Board of Trustees Ad Hoc Committee Reports

Trustee Katie Clark provided the Facilities Ad Hoc Committee Report

f. Liaison Report

i. Government Liaison Report

Trustee Terry Andrues provided the report.

X. Unfinished Business

None

XI. New Business

a. Bob Lucas RFP for Construction Inspection and/or Soils Engineering Services On-Call Services **(Action)**

Nikki Winslow provided the report. The District legal counsel Kivin Flautt and Jennifer Pearson of Huckabee-Inc were available for questions

Moved by Trustee Clark to approve the Bob Lucas RFP for Construction Inspection and/or Soils Engineering Services On. Seconded by Trustee Lim. Roll Call Vote:

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

b. Bob Lucas RFP for Library and Literacy Center Construction Project **(Action)**

Nikki Winslow provided the report. The District legal counsel Kivin Flautt and Jennifer Pearson of Huckabee-Inc were available for questions

Moved by Trustee Andrues to approve the Bob Lucas RFP for Library and Literacy Center Construction Project. Seconded by Trustee Clark. Roll Call Vote:

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

c. Personnel Policies Update **(Action)**

Moved by Trustee Capell to approve the updated Personnel Policies. Seconded by Trustee Lim. Roll Call Vote:

Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed.

d. 2023 Operational Plan Update (**Informational**)

Assistant District Director Ashley Watts provided the report.

XII. Governance

a. 2024 Elections – ad hoc committee first meeting date

The Trustees discussed preparation for the first ad hoc Elections committee meeting. Trustee Capell is chair, and Trustee Wilkerson is a member. Trustee Wilkerson encouraged members of the community to consider running for a seat on the Board.

XIII. Announcements & Planning

a. Correspondence

None.

b. Proposed Future Agenda Items

c. None.

XIV. Adjournment

a. Adjourn Meeting

The meeting was adjourned at 6:25pm.