



MEETING MINUTES

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
March 25, 2024 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE MARCH 25, 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
- II. Roll Call

President Wilkerson called roll. Trustees Andrues, Capell, Clark, Lim, and Wilkerson responded as present.

 - a. Approval/Reordering of Agenda Items

A request was made to reorder the agenda items.
 - b. Adoption of Agenda

Trustee Clark moved to reorder the agenda items as follows: Agenda Items VI. A.i and VI A.ii as items II. D. Seconded by Trustee Lim.
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
- III. Consent Calendar
 - a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

Approval of Minutes –
FEBRUARY 26, 2024 REGULAR MEETING
Trustee Andrues to approve the Consent Calendar. Trustee Lim seconded.
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion Passed
- IV. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.
- V. Department Updates & Special Presentations (**Informational**)
 - a. Special Presentation – Early Literacy

YFS Manager Sofia Araya provided the report.
 - b. Department Update Reports – February 2024
- VI. Reports (**Informational**)
 - a. Support Groups
 - i. Altadena Library Foundation

Foundation president Mark Mariscal provide this update as item II.D.
 - ii. Friends of the Altadena Library
 - b. Administrative Update

- Nikki Winslow provided the report.
- c. Financial Reports – January 2024
Kristi Even of Eid Bally provided the report.
- d. Board of Trustees Standing Committee Reports
None
- e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee March 2024
Trustee Clark provided the report.
 - ii. Elections Committee March 2024
Trustee Capell provided the report.
- f. Liaison Reports
None
- VII. Unfinished Business
None
- VIII. New Business
 - a. Review and approval of the Bob Lucas Memorial Library and Literacy Center Construction Project RFP Recommendation **(Action)**

Trustee Lim moved to authorize the District Director to contract with Monet for \$3,295,600 million. Trustee Andruess seconded.

**Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion Passed**

- b. Review and approval of the Bob Lucas Memorial Library and Literacy Center Construction Inspection and/or Soils Engineering on-call Services RFP Recommendation **(Action)**

Trustee Clark moved to authorize the District Director to contract with any of the selected firms (Earth Systems Pacific, Fenagh LLC, Koury Engineering & Testing, Inc., MTGL, Inc, TGR Geotechnical, Inc.) for CEQA consulting services as outlined in the professional services agreement and RFQ/P until the conclusion of both library building renovations up to the budgeted amount of \$ 242,752. Trustee Andruess seconded.

**Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion Passed**

- c. Review and Approval of late opening of the Altadena Main Library on 4/18/24, to accommodate community and staff attendance at the Bob Lucas Memorial Library and Literacy Center Groundbreaking Event **(Action)**

Trustee Lim moved to approve a late open of the Main Library on Thursday, April 18, 2024, at 1pm. This allows for staff attendance at the Bob Lucas groundbreaking.

**Trustee Clark seconded.
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion Passed**

- IX. Governance
None.
- X. Announcements & Planning
 - a. Correspondence
None.
 - b. Proposed Future Agenda Items
None
- XI. Adjournment
 - a. Adjourn Meeting
Trustee Wilkerson adjourned the meeting at 6:21pm.