



MEETING MINUTES

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

IMPORTANT NOTICE REGARDING THE APRIL 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

President Wilkerson read the Land Acknowledgement

b. Roll Call

President Wilkerson called roll. Trustees Capell, Clark, and Wilkerson responded as present. Quorum confirmed.

I. Consideration of Urgency items to be added to Closed Session

a. Approval/Reordering of Closed Session Agenda Items

b. Adoption of Closed Session Agenda

Trustee Clark moved to adopt the closed session agenda. D. Seconded by Trustee Capell.

Roll Call Vote:

Trustee Andruess: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Absent

Trustee Wilkerson: Aye

Motion Passed

II. 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 two (2) minutes to

address the board.

No public comment made.

III. Closed Session

a. Motion to convene to Closed Session

Trustee Capell moved to convene to closed session. Seconded by Trustee Clark.

Roll Call Vote:

Trustee Andruess: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Absent

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 Discussion

Pursuant to Government Code Section 54957 Title: District

Director

IV. Reconvene to Open Session

The Board reconvened to Open Session at 5:59pm.

There was no reportable action.

V. Roll Call

a. Approval/Reordering of Agenda Items

None.

b. Adoption of Agenda

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

Roll Call Vote:

Trustee Andruess: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Absent

**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:

Approval of Minutes –

MARCH 25, 2024 REGULAR MEETING

**Trustee Capell moved to approve the consent calendar. Seconded by
Trustee Clark.**

Roll Call Vote:

Trustee Andrues: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Absent

Trustee Wilkerson: Aye

Motion Passed

VII. Consideration of Items Removed from the Consent Calendar

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

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

- a. Special Presentation – PLA Conference Ohio

District Director Winslow, Assistant Director Watts, Trustee Capell, and Trustee

Clark provided their reports.

- b. Department Update Reports – March 2024

IX. Reports (**Informational**)

- a. Support Groups

- i. Altadena Library Foundation

No report

- ii. Friends of the Altadena Library

- b. Administrative Update

District Director Winslow provided the report

c. Financial Reports – March 2024

District Director Winslow and Kristi Even of Eide Bailly provided the report

d. Board of Trustees Standing Committee Reports

i. CFD Committee Report

District Director Winslow provided the report on behalf of Trustee Andruess.

e. Board of Trustees Ad Hoc Committee Reports

i. Facilities Committee March 2024

Trustee Clark provided the report

ii. Elections Ad Hoc Committee March 2024

Trustee Capell provided the report

f. Liaison Reports

X. Unfinished Business

None

XI. New Business

a. Review and Approval of the Updated Record Retention Policy **(Action)**

Trustee Clark moved to approve the updated Record Retention Policy.

Seconded by Trustee Capell.

Roll Call Vote:

Trustee Andruess: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Absent

Trustee Wilkerson: Aye

Motion Passed

b. Review and Approval of the Updated Staff Accountant Job Description **(Action)**

Trustee Capell moved to approve the updated Staff Accountant Job Description. Seconded by Trustee Clark.

Roll Call Vote:

Trustee Andruess: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Absent

Trustee Wilkerson: Aye

Motion Passed

c. Summer Internships Recruitment (**Informational**)

Assistant Director Ashley Watts provided the report.

XII. Governance

XIII. Announcements & Planning

a. Correspondence

None

b. Proposed Future Agenda Items

None

XIV. Adjournment

a. Adjourn Meeting

The meeting adjourned at 7:04pm.