

AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – February 25, 2019 – 5:00 p.m.

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.

1. Call to order

2. Open Session

- a. Roll Call
- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items

3. Unfinished Business

- a. Brown Act Refresher (Information)

4. New Business

- a. Mid-Year Budget Adjustment (Discussion/Action)
- b. Review of Legal Services (Discussion/Action)
- c. Board Member Training and attendance at Special District Leadership Academy (Discussion/Action)
- d. Teen Librarian Job Description Review and Approval (Discussion/Action)
- e. Approval of Closure for Staff Development (Discussion/Action)

5. Consent Calendar

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

- a. Approval of Minutes – Regular Meeting held January 28, 2019, Page #
- b. Approval of Minutes – Special Meeting held February 12, 2019, Page#
- c. Statistical Reports – YTD – January 2019, Page #
- d. Departmental Monthly Reports – January 2019, Page #

6. Consideration of Items Removed from the Consent Calendar

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

7. Reports

- a. District Director's Report – January 2018, Page #
 - (i) Library General Operations
 - (ii) Review of Organizational Chart
 - (iii) Personnel Appointments/Resignations/Terminations/Transfers

- b. Financial Reports – December 2018, Page #
- c. Reports of Support Groups
 - (i) Altadena Library Foundation
 - (ii) Friends of the Altadena Library
- d. Committee Reports (Discussion/Possible Action)
 - (i) Bylaws Committee
 - (ii) Budget Committee
 - (iii) Executive Search Committee
 - (iv) Facilities Committee
 - (v) Strategic Planning Committee
- e. Trustee Reports

8. Correspondence

- a. California Special Districts Association

9. Proposed Future Agenda Items

10. Adjournment

Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and state the agenda item and/or issue you wish to address.