



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – June 24, 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.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Kylynn Chaney at (626) 798-0833 x118 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

1. Call to order, Roll Call, Public Comment on Closed Session Agenda (5:00 pm)

2. Closed Session

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and/or taking action on the following items:

1. CONFERENCE WITH LEGAL COUNSEL RE: POTENTIAL LITIGATION
Pursuant to Government Code Section 54956.9(d)(2)

3. Open Session (5:30 pm)

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

4. Consent Calendar

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

- Approval of Minutes – Regular Meeting held May 20, 2019, Page #
- Statistical Reports – YTD – May 2019, Page #
- Departmental Monthly Reports – May 2019, Page #

5. Consideration of Items Removed from the Consent Calendar

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

6. Reports (Information)

- a. Reports of Support Groups
 - (i) Altadena Library Foundation

- (ii) Friends of the Altadena Library
- b. District Director's Report – May 2019, Page #
 - (i) Volunteer Services Department Presentation
 - (ii) Library General Operations
 - (ii) Personnel Resignations/Transfers/Hires:
New Hires/Promotions/Transfers: None
Resignations/Terminations:
Rebecca Moreton - Library Clerk I - May 21, 2019
- c. Financial Reports – April 2019, Page #
- d. Committee Reports
 - (i) Budget Committee
 - (ii) Facilities Committee
 - (iii) Executive Search Committee
 - (iv) Strategic Planning Committee
 - (v) California Voting Rights Act Committee
- e. Trustee Reports

7. Unfinished Business

- a. Review and Approval of Budget for FY 19/20 (Discussion/Action)
- b. Brown Act Refresher (Information)
- c. Trustees Calendar for FY 19/20 (Action)
- d. Updated Meeting Room Policy (Action)

8. New Business

- a. RESOLUTION NO. 2019-03
A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE ALTADENA LIBRARY DISTRICT STATING THE INTENT OF THE DISTRICT TO TRANSITION FROM AN AT-LARGE ELECTION SYSTEM TO A DISTRICT-BASED ELECTION SYSTEM PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10010, AND FINDING THIS TRANSITION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15061(B)(3), 15320, AND 15378(B)(5) (Action)
- b. Resolution 2019-04 to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12 (Action)
- c. Review and Accept Gann Appropriations Limit for FY 19/20 (Action)
- d. Updated Salary Schedule (Information)
- e. Earthquake Insurance Policy Renewal (Action)
- f. Review and Approval of Updated Job Descriptions (Action):
 - 1. Public Services Director
 - 2. Marketing and Community Engagement Manager
 - 3. Business Manager

- g. Dress Standard Policy (Action)
- h. Outside Employment Policy (Action)
- i. Review and Approval of Proposal to Purchase of New Ergonomic Chairs in FY 18/19 (Action)

9. Correspondence

- a. Staff Association Letter dated 5/20/2019
- b. Staff Association Letter dated 6/4/2019
- c. Nigro & Nigro, P.C. Letter dated 6/4/2019

10. Proposed Future Agenda Items

11. 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.