



## AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – August 26, 2019 – 4:00 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**

### **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. PUBLIC EMPLOYMENT APPOINTMENT  
Pursuant to Government Code Section 54957  
TITLE: DISTRICT DIRECTOR

### **3. Recess into Open Session and Public Report of Any Reportable Action from Closed Session (Section 54960 et seq.)**

### **4. Open Session**

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

### **5. 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 July 22, 2019
- Approval of Minutes – Special Meeting held July 29, 2019
- Departmental Monthly Reports – July 2019

### **6. Consideration of Items Removed from the Consent Calendar**

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

**7. Reports (Information)**

- a. Reports of Support Groups
  - (i) Altadena Library Foundation
  - (ii) Friends of the Altadena Library
- b. District Director's Report – July 2019
  - (i) Library General Operations
  - (ii) Information Technology Presentation
- c. Financial Reports – June 2019
- d. Committee Reports
  - (i) Budget Committee
  - (ii) Facilities Committee
    - Selection of Architectural Consultant (Action)
  - (iii) Executive Search Committee
  - (iv) Strategic Planning Committee
  - (v) California Voting Rights Act Committee
- e. Trustee Reports

**8. Unfinished Business**

- a. Brown Act Refresher (Information)

**9. New Business**

- a. Review and Approval of Updated Records Retention Policy (Action)
- b. Review of Electronic Communication Retention Policy (Information)
- c. Review and Approval of Library Closures on September 19<sup>th</sup> and 20<sup>th</sup> for Strategic Planning (Action)
- d. Resolution to Approve an Amendment to Contract between the Board of Administration California Public Employees' Retirement System and the Board of Trustees Altadena Library District (Action)
- e. Resolution Authorizing Investment of Monies in the Local Agency Investment Fund (Action)
- f. Review and Approval of Revised Job Description – Building Projects Manager (Action)
- g. District Director Salary Revision (Action)

**10. Correspondence**

**11. Proposed Future Agenda Items**

**12. 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.