



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – September 23, 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

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 EMPLOYEE APPOINTMENT
Pursuant to Government Code Section 54957
TITLE: DISTRICT DIRECTOR
2. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
Unrepresented Employee: District Director
Agency Designated Representative: Terry Andruess, President of the Board of Trustees

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 –
Special Meeting held August 22, 2019
Regular Meeting held August 26, 2019
- Departmental Monthly Reports – August 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 – August 2019
 - (i) Library General Operations
 - (ii) Library Collection – Estella Terrazas
 - (iii) Facilities Presentation – Jonathan Arevalo
- c. Financial Reports – July 2019
- 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

8. Unfinished Business

- a. Brown Act Refresher (Information)
- b. Review and Approval of Resolution 2019-07 for Updated Records Retention Policy (Action)
- c. Review and Approval Resolution for Electronic Communication Retention Policy (Action)

9. New Business

- a. Review and Approval of Employment Agreement Appointing District Director (Action)
- b. Review and Approval of Addendum to Employment Contract with Interim Library Director (Action)
- c. Review and Approval of Resolution 2019-09 – Rosenberg's Rules of Order (Action)
- b. Selection of Consultant for Human Resources Services (Action)
- c. Banking Services Selection (Action)
- d. Review and Approval of Investment Policy (Action)
- e. Review and Approval of Electronic / Internet Policy
- f. Review CalPERS Benefits/Open Enrollment (Information)
- g. Request for Partial Closure on November 3rd for Strategic Planning (Action)
- h. Review and Approval of Updated Library Rules of Behavior (Action)

- i. Review and Approval of Facilities Use Agreement between the Altadena Library District and Christmas Tree Lane Association (Action)
- j. Approval of Resolution 2019-10 Authorizing an Amendment to CalPERS Contract (Action)
- k. Certification of Final Action of Governing Body for CalPERS Contract Amendment (Action)
- l. Review and Approval of Updated Board of Trustees Calendar (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.