



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – December 16, 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

2. Open Session

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

3. Election of Officers

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 November 25, 2019
- Departmental Monthly Reports – November 2019
- Statistics

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 – November 2019
 - (i) Staff Milestone Awards
 - (ii) Library General Operations
 - (iii) Christopher Kellermeyer, I.T. Manager
 - (iv) New Payroll Schedule
- c. Financial Reports – October 2019
- d. Committee Reports

- (i) Budget Committee
- (ii) Facilities Committee
- (iii) Strategic Planning Committee
- (iv) California Voting Rights Act Committee

e. Trustee Reports

7. Unfinished Business

- a. Brown Act Refresher (Information)
- b. Pasadena Unified School District - Franklin Elementary Discussion (Information)

8. New Business

- a. Creation of Ad-Hoc Committee for District Director Evaluation Process (Action)
- b. Review and Approval of Strategic Plan Executive Summary (Action)
- c. Review and Approval of Proposal for Historical Designation Eligibility of Main Library (Action)
- d. Review and Approval of Proposal for Seismic Study of Main Library (Action)
- e. Review and Approval of RFP for Rooftop Unit DDC Project (Action)
- f. Review and Approval of Revised Outside Employment Policy (Action)
- g. Appointment of Liaison to the Friends Board, Foundation Board and Government Relations Liaison (Action)
- h. Updated Salary Schedule (Information)

9. Correspondence

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.