



AGENDA (AMENDED)

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – November 23, 2020 – 5:00 p.m.

IMPORTANT NOTICE REGARDING NOVEMBER 23, 2020 MEETING

This meeting is being conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the November 23, 2020 Meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment.

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

If you wish to make public comment during the live meeting, you can call in to (626) 798-0833 ext. 118, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00pm.

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 Library Administration 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.

I. Call to order

II. 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:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

TITLE: DISTRICT DIRECTOR

III. Open Session

- a. Roll Call
- b. Approval/Reordering of Agenda Items

- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items

IV. 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 October 26, 2020 - Pages #3-6
- b. Departmental Monthly Reports – October 2020 - Pages #7-14
- c. Special Presentation – ALD Audit by Nigro & Nigro, PC - Pages #15-70

V. Consideration of Items Removed from the Consent Calendar

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

VI. Reports (Information)

- a. Support Groups
 - i. Altadena Library Foundation
 - ii. Friends of the Altadena Library
- b. District Director's Report - Pages #71-75
 - i. Library Operations
 - ii. Statistics
- c. Financial Reports – September 2020 - Pages #76-89
- d. Board of Trustees Standing Committee Reports
 - i. Budget Committee - Page #90
- e. Board of Trustees Ad Hoc Committee Reports
 - i. California Voter Rights Act
 - ii. Public Funding
- f. Liaison Reports - Pages #91-93
- g. Trustee Reports - Pages #94-95

VII. Unfinished Business

VIII. New Business

- a. Review and Approval of ALD Personnel Policy (Action) - Pages #96-190
- b. District Director Compensation (Action)
- c. Review and Approval of 2021 Holidays and Closures (Action) - Page #191
- d. Review and Approval of RFP for Facilities Janitorial Services - Pages #192-225
- e. 2021 Pay Periods Calendar and 2021 ALD Trustee Meeting Dates - Pages #226-227

IX. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

X. Adjournment

- a. Adjourn Meeting