



## AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – February 22, 2021 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING FEBRUARY 22, 2021 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 February 22, 2021 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](mailto:hello@altadenalibrary.org). Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://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. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00 pm.

**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 x 103 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. Open Session

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

#### III. 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 January 25, 2021
- b. Departmental Monthly Reports – January 2021

**IV. Consideration of Items Removed from the Consent Calendar**  
*Items removed from the Consent Calendar discussed individually at this time.*

**V. Reports (Information)**

- a. Support Groups
  - Altadena Library Foundation
  - Friends of the Altadena Library
- b. District Director's Report
  - Library Operations
  - Statistics
- c. Financial Reports – December 2020
- d. Board of Trustees Standing Committee Reports
  - Budget Committee
  - CFD Committee
- e. Board of Trustees Ad Hoc Committee Reports
  - Facilities Committee
  - Redistricting Committee
- f. Liaison Reports
- g. Trustee Reports

**VI. Unfinished Business**

**VII. New Business**

- a. Review and Approval of Advocacy Letter for 2021-22 State Budget: 6102 State Library California Library Services Act **(Action)**
- b. Recommendation Review and Appointment of CFD Committee Members **(Action)**
- c. Review and Approval of RFP for Municipal Advisor **(Action)**
- d. Review and Approval of RFP for Bond Counsel **(Action)**
- e. Review and Approval of Revised Filming Policy **(Action)**
- f. Review and Approval of Revised Food and Drink Policy **(Action)**
- g. Review and Approval of FY 2020-21 Mid-Year Budget Adjustments **(Action)**
- h. Review of Emergency Manual **(Information)**

**VIII. Governance**

**IX. Announcements & Planning**

- a. Correspondence
- b. Proposed Future Agenda Items

**X. Adjournment**

- a. Adjourn Meeting