



## AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – June 28, 2021 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING JUNE 28, 2021 MEETING

This meeting will be 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:** Public Comments at the June 28, 2021 Meeting, could be submitted by email to be read aloud at the meeting. If multiple comments were submitted, only the first comment was read aloud during the meeting. Email and Electronic Comments submitted online were accepted up to two (2) hours prior to the start of the meeting. Email comments could be submitted to [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org). Electronic Comments could also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment).

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

Public comment made during the live meeting, called in to (626) 798-0833 x 103, during the corresponding item of the agenda. Public comment on any non-agenda item, called at 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 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 May 24, 2021
- b. Approval of Minutes – Special Meeting held June 10, 2021

#### IV. Consideration of Items Removed from the Consent Calendar

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

**V. Department Updates & Special Presentations (Informational)**

- a. Department Update Reports – May 2021
- b. California Library Association – Presentation

**VI. Reports (Informational)**

- a. Support Groups
  - Altadena Library Foundation
  - Friends of the Altadena Library
- b. District Director's Report
  - Library Operations
  - Statistics
- c. Financial Reports – April 2021
- 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

**VII. Unfinished Business**

- a. None

**VIII. New Business**

- a. Review and Approval of Recommendation for Bond Underwriting Services Request for Proposals (RFP) **(Action)**
- b. Review and Approval of Recommendation for Community Facilities District (CFD) Administration RFP **(Action)**
- c. Review and Approval of Tier 3 Seismic Evaluation Services RFP **(Action)**
- d. Review and Approval of Hazardous Material Consulting Services RFP **(Action)**
- e. Review and Approval of ALD's Driver Policy **(Action)**
- f. Resolution to Prepare New Tax Roll **(Action)**
- g. Review and Approval of ALD's Property and Earthquake Insurance **(Action)**
- h. Review and Approval of ALD's Gann Appropriations Limit **(Action)**
- i. Review and Approval of ALD's Salary Schedule for Fiscal Year 2021-2022 **(Action)**
- j. Review and Approval of Updated ALD's Information Technology Manager's Job Description and New Marketing Specialist Position and Job Descriptions **(Action)**
- k. Review and Approval of Main Library Closure for Filming between July 14<sup>th</sup> and August 2<sup>nd</sup> **(Action)**
- l. Review and Approval of Board of Trustees Meeting Calendar for Fiscal Year 2021-2022 **(Action)**

**IX. Governance**

- a. Review and Provide Feedback on Board Report Template

**X. Announcements & Planning**

- a. Correspondence
- b. Proposed Future Agenda Items

- XI. Adjournment**
- a. Adjourn Meeting