



## AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – October 25, 2021 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING OCTOBER 25, 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 and Altadena Library District Board of Trustees' Resolution 2021-05. 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 October 25, 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) with the subject line: "Public Comment". Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment). If you wish to make your public comment during the live meeting, please state so in your email or select "Yes – I want to provide this comment in real-time and need the Zoom link" in the online form.

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

If you are unable to submit via email or the online, 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 5:00 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 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. 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 September 27, 2021
- b. Approval of Minutes – Special Meeting held October 8, 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. Special Presentation – Shared Landscapes: Mapping Teen Altadena
- b. Department Update Reports – September 2021

**VI. Reports (Informational)**

- a. Support Groups
  - Altadena Library Foundation
  - Friends of the Altadena Library
- b. District Director's Report
- c. Financial Reports – August 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**

**VIII. New Business**

- a. Review and Approval of Updated ALD Customer Service Policy **(Action)**
- b. Review and Approval of Updated Job Classifications for the Librarian and Marketing Specialist Positions from Non-Exempt to Exempt **(Action)**
- c. Review and Approval of Updated ALD Personnel Policies **(Action)**
- d. Review and Approval ALD Holiday and Closures Schedule for 2022 **(Action)**
- e. Review and Approval ALD Board of Trustees Meeting Calendar for 2022 **(Action)**
- f. Review and Approval of Resolution 2021-07 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of October 28 – November 28, 2021 **(Action)**

**IX. Governance**

**X. Announcements & Planning**

- a. Correspondence
- b. Proposed Future Agenda Items

**XI. Adjournment**

- a. Adjourn Meeting