



## AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – November 22, 2021 – Closed Session: 3:00 pm; Open Session: 5:00 p.m.

### IMPORTANT NOTICE REGARDING NOVEMBER 22, 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 November 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) 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 3:00 pm for closed session items and 5:00 pm for open session items.

**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**
  - a. Roll Call
  
- II. **Consideration of Urgency items to be added to Closed Session**
  - a. Approval/Reordering of Closed Session Agenda Items
  - b. Adoption of Closed Session Agenda
  
- III. **Closed Session Public Comment** – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the

Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.

**IV. Closed Session – 3:00 pm**

- a. Motion to convene to Closed Session
- b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
  1. Public Employee Performance Evaluation  
Pursuant to Government Code Section 54957  
Title: District Director
  2. Conference with Labor Negotiator  
Pursuant to Government Code Section 54957.6  
District Designated Negotiator: Katie Clark, Chair  
Unrepresented employee: District Director
  3. Reconvene to Open Session at 5:00 pm

**V. Open Session – 5:00 pm**

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

**VI. 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 25, 2021

**VII. Consideration of Items Removed from the Consent Calendar**

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

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

- a. Department Update Reports – October 2021

**IX. Reports (Informational)**

- a. Support Groups
  1. Altadena Library Foundation
  2. Friends of the Altadena Library
- b. District Director's Report
- c. Financial Reports – September 2021
- d. Board of Trustees Standing Committee Reports
  1. Budget Committee
  2. CFD Committee
- e. Board of Trustees Ad Hoc Committee Reports
  1. Facilities Committee
  2. Redistricting Committee
- f. Liaison Reports
- g. Trustee Reports

**X. Unfinished Business**

**XI. New Business**

- a. Review and Approval to Amend the District Director's Employment Contract and/or Compensation **(Action)**
- b. Review and Approval of ALD Board of Trustees Minutes Policy **(Action)**
- c. Review and Approval of New Office Manager Job Description **(Action)**
- d. Review and Approval of Architectural Services RFP Recommendation **(Action)**
- e. Review and Approval of Resolution 2021-09 Updated Authorization of Established Authorized Signatures for Pacific Western Bank **(Action)**
- f. Discussion regarding Altadena and Pasadena District Separation in LA County Redistricting Process **(Informational)**
- g. Review and Approval of Resolution 2021-10 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 November 29 – December 29, 2021 **(Action)**

**XII. Governance**

- a. Election of Officers, Committee and Liaison Appointments scheduled for December 20, 2021 Board of Trustees Meeting

**XIII. Announcements & Planning**

- a. Correspondence
- b. Proposed Future Agenda Items

**XIV. Adjournment**

- a. Adjourn Meeting