



AGENDA

Board of Library Trustees | Altadena Library District
Virtual – Zoom – December 19, 2022 – 3:30 p.m.

IMPORTANT NOTICE REGARDING December 19, 2022 MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person 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 December 19, 2022 Meeting, you may present your comments in-person during the meeting, or submit by email to be read aloud at the meeting. For emailed comments, 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 with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email. If you would like to make your comment virtually, you may also select on the form "*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, online, or attend the meeting in-person, 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 3:30 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 x103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

LAND ACKNOWLEDGEMENT: The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices,

including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

- I. Call to Order
 - a. Land Acknowledgement
- II. Open Session
 - a. Roll Call
 - b. Approval/Reordering of Agenda Items
 - c. Adoption of Agenda
 - d. Public Comment on Non-Agenda Items

- III. Ceremonial Swearing-In and Oath of Office for newly appointed Board Member (Government Code section 1360)
 - a. Boon Lim

- IV. Consideration of Urgency items to be added to Closed Session
 - a. Approval/Reordering of Closed Session Agenda Items
 - b. Adoption of Closed Session Agenda

- V. 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.

- VI. Closed Session
 - 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:
 - i. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: District Director
 - ii. Conference with Labor Negotiator
 - iii. Pursuant to Government Code Section 54957.6 District Designated Negotiator: Roger Crawford, Unrepresented employee: District Director
 - iv. Reconvene to Open Session

- VII. Consent Calendar

- a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

Approval of Minutes – Regular Meeting held November 28, 2022 **Pages 5 - 11**

VIII. Consideration of Items Removed from the Consent Calendar

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

IX. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – November 2022 **Pages 12 - 35**
- b. 2022 Service Awards **Page 36**
 - Anthony Green –25 years
 - Modesta Nava –20 years
 - Carlene Chiu –15 years
 - Natalie Herrera –15 years
 - Helen Milner –15 Years
 - Diana Wong – 5 Years
 - Mark Parsons – 5 years
 - Jonathan Arevalo – 5 years
- c. Recognition for Outgoing Foundation President
Bridget Brewster

X. Reports (Informational)

- a. Support Groups
 - i. Altadena Library Foundation **Pages 37 - 45**
 - ii. Friends of the Altadena Library
- b. District Director's Report **Pages 46 - 51**
- c. Financial Reports – November 2022 **Pages 52 - 72**
- d. Board of Trustees Standing Committee Reports
 - i. CFD **Page 73**
- e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee **Pages 74 - 78**
 - ii. Redistricting Committee **Page 79**
- f. Liaison Reports
- g. Trustee Reports

XI. Unfinished Business

XII. New Business

- a. Authorization for District Director to contract with a Human Resources Consulting Services firm **(Action) Pages 80 - 109**
- b. Strategic Plan Update **(Informational) Pages 110 - 120**
- c. Annual Report **(Informational) Pages 121 - 132**
- d. Review and Approval of Investment with CLASS **(Action) Pages 133 - 161**
- e. Review and Approval of Employment Agreement Appointing District Director

(Action)

- f. SB 165: Local Agency Special Tax and Bond Accountability Act report for Altadena Library District CFD No. 2020-1 **(Informational) Page 162**
- g. Review and Approval of Resolution 2022-22 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 January 1, 2023 – January 31, 2023 **(Action) Pages 163 - 165**

XIII. Governance

- a. Election of Board Officers **(Action) Page 167**
- b. Appointment of 2023 Board Committees
- c. Appointment of 2023 Board Liaisons
- d. Board Orientation and Retreat

XIV. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

XV. Adjournment

- a. Adjourn Meeting