



MEETING AGENDA

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
December 18, 2023 – 4:00 p.m.

IMPORTANT NOTICE REGARDING THE DECEMBER 18, 2023 MEETING

This meeting will be available to view in a hybrid fashion, utilizing teleconference, electronic, and in-person means to allow for a variety of public viewing and public commenting options. The public is invited to attend the meeting in-person, or livestream the meeting. 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:

In order to facilitate in-person and virtual public participation at meetings, the District will accept public comment on agenda items by email or online public comment form up to two (2) hours prior to the start of Board of Trustees meetings. You may do this by emailing hello@altadenalibrary.org or by submitting to www.altadenalibrary.org/publiccomment.

Those wishing to make their comment virtually during the live meeting may request to do so, and will be provided the zoom link for the meeting.

If you wish to make public comment in-person during the meeting on any agenda item, you must email or submit a comment form either two (2) hours before the meeting, or at the start of the meeting to the District Administrative Assistant or other District staff member using a comment card. If your comment card is not received by the start of the meeting, you may not be able to make your comment. Comment cards will be available in a prominent location at the entrance to the meeting location.

If you wish your comments to be read aloud by a staff member during the meeting, please indicate so in your email, the online public comment form, or the physical comment card available at the meeting. If you submit more than one, only the first comment received will be read aloud. The District reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All written comments in their entirety will become part of the meeting record and will be forwarded to the legislative body.

Comments are limited to two (2) minutes and will be timed.

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 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 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. 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
 - 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
 - iv. Reconvene to Open Session
- V. Reconvene to Open Session

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

VI. Consent Calendar

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

Approval of Minutes – NOVEMBER SPECIAL MEETING **PAGES 5 - 9**

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. Service Awards
- b. 2023 Financial Audit presented by Eide Bailly **(Informational) PAGES 10 - 69**
- c. Department Update Reports – November 2023 **PAGES 70 - 92**

IX. Reports **(Informational)**

- a. Support Groups
 - i. No reports this month
- b. Administrative Update **PAGES 93 - 99**
- c. Financial Reports – November 2023
 - i. Will be presented at January 2023 Regular Board Meeting
- d. Board of Trustees Standing Committee Reports
None
- e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee **PAGES 100 - 101**
- f. Liaison Reports

None

g. Trustee Reports

X. Unfinished Business

None

XI. New Business

- a. Review and Approval of District Director's contract amendment **(Action)**
- b. Review and approval for Extension of the IT & Facilities Consultant contract with the District **(Action)** [PAGES 102 - 107](#)
- c. Annual Report **(Informational)** [PAGES 108 - 119](#)
- d. 2024 Operational Plan **(Action)** [PAGE 120 - 125](#)
- e. HVAC Recommendation **(Action)** [PAGE 126 - 144](#)

XII. Governance

- a. Election of Officers for 2024 [PAGE 145](#)
- b. 2024 Board Retreat

XIII. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

XIV. Adjournment

- a. Adjourn Meeting