



Sierra Madre Public
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AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, April 25, 2022

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

*Susan Gallagher, Chair; Rod Spears, Vice Chair;
Catherine Adde, Trustee; Laura Palmer, Trustee; Richard Procter, Trustee*

**THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST
CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER**

CALL TO ORDER / ROLL CALL

Trustees Gallagher, Spears, Adde, Palmer and Procter.

PLEDGE OF ALLEGIANCE

Rod Spears

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from March 28, 2022, meeting.

COMMUNITY INPUT

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda.

State legislation (Govt. Code Section 54954.2) limits the Commission's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Library Board of Trustees on any item if not posted on the Agenda, except that Commissioners or staff may briefly respond to statements made or questions posed by the public, or a Commissioner or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Commissioner or the Commission itself may provide a reference to staff to report back to the Commission at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$1,796.85, \$4,703.47, \$1,513.35, \$300.00, \$309.88, \$350.00, and \$1,960.83.
- 2. Library Statistics** - Recommendation to receive and file March 2022 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Library Building Update

Management Analyst Sophia Kownatzki to give an oral presentation regarding the Library Building.

2. Annual Presentation on Brown Act Procedures

City Clerk Laura Aguilar to give a presentation on Brown Act Procedures.

3. Library Annual Bookmark Contest

Trustee Palmer and Youth Services Librarian Leila Regan to give a report on this year's Bookmark Contest.

4. Trustee Program Discussion

Discussion of current and future Trustee Programs.

5. Friends of the Library Liaison Report

Liaison from the Friends of the Library to provide oral report concerning activities since the last Board meeting.

6. City Council Liaison Report

Update from Council Liaison to Board.

7. Trustees Updates

Trustees to provide reports pertaining to Library service or community involvement which impacts the Library.

8. City Librarian Report

Interim City Librarian Lori Garza to present an oral report concerning Library services since the last Board Meeting.

9. Items for Future Agenda

Any items for a future agenda.

***ACTION ITEMS**

Regardless of a staff recommendation on any agenda item, the Board will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.

ADJOURNMENT

The Library Board of Trustees may adjourn to a meeting on May 23, 2022.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 48 hours prior to the meeting.



Sierra Madre Public
LIBRARY

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MINUTES

LIBRARY BOARD OF TRUSTEES MEETING

Monday, March 28, 2022

5:00 PM

Virtually - City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

*Susan Gallagher, Chair; Rod Spears, Vice Chair;
Catherine Adde, Trustee; Laura Palmer, Trustee; Richard Procter, Trustee*

CALL TO ORDER / ROLL CALL

Meeting called to order at 5:05 p.m.

Trustees Gallagher, Spears, Adde, Palmer and Procter **All in Attendance.**

OTHERS PRESENT

Additional Attendees: Lori Garza, Robert Stockly, Sophia Kownatzki, & Mayor Gene Goss

APPROVAL FOR RESOLUTION 21-04 OF THE BOARD OF TRUSTEES OF THE SIERRA MADRE PUBLIC LIBRARY AUTHORIZING HYBRID AND FULLY TELECONFERENCED MEETINGS OF THE TRUSTEES FOR A 30-DAY PERIOD

Trustee Palmer moved to approve. Trustee Adde seconded. All approved.

APPROVAL OF AGENDA

Trustee Adde moved to approve to proceed with Board business. Trustees Palmer seconded. All approved.

APPROVAL OF MINUTES

Trustee Adde moved to approve the minutes from February 28, 2022, meeting.

Trustees Procter seconded. All approved.

PUBLIC COMMENT

No public comment.

COMMUNITY INPUT – COVID-19 NOTICE

No motion needed.

CONSENT CALENDAR

1. **Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$2,822.34, \$728.94, \$745.89, \$1,472.82, and \$300.00
2. **Library Statistics** - Recommendation to receive and file February 2022 Statistical Reports.

Trustee Procter had a question about circulation being down for Feb. 2022 (Interim City Librarian Garza explained it was due to Library COVID building closure from January 12- February 21, 2022)

Trustee Adde moved to approve Consent Items 1 and 2. Trustee Procter seconded. All approved.

ACTION ITEMS AND REPORTS

1. Library Building Update

Management Analyst Sophia Kownatzki presented regarding the Library Building. Special thanks to Trustee Procter for his letter at City Council and helping to write the Holden letter. Kownatzki said parking project at the Library is facing a few weeks delay. Kownatzki said the Infrastructure Grant is submitted and we are now waiting for a response.

2. Library Foundation Update

Foundation liaison Robert Stockly explained the purpose and vision of the Library Foundation to be a major fundraising organization for a new library building. Stockly reported the foundation has been dormant while trying to reevaluate after the new building was tabled during COVID. The foundation has two active members. The Library Foundation is exploring options. Stockly stated that until there is a clear vision for the Library it is hard to raise funds.

Trustee Comments:

Trustee Spears appreciates the organization and what they have done.

3. Discussion of Library Board openings

Interim City Librarian Garza discussed the future two Trustee openings as Trustee Rod Spears and Trustee Rich Proctor's terms are ending June 30th, 2022. Garza issues a call to action to spread the word and there is a way for them to apply on the city website.

4. Standing Against Censorship

Interim City Librarian Garza discussed the American Library Association's Library Bill of Rights and Freedom to Read and recommended endorsing a proposed letter Standing Against Censorship as part of National Library Week April 3 – 9, 2022.

There has been a recent rise in censorship attempts, and the ALA is trying to bring that to the public's notice. Over 300 recent book ban attempts. They have contacted the 4 largest city libraries across the nation (including Los Angeles County Libraries). Asked if we wanted to contribute to signing a letter.

Trustee Procter moved to approve. Trustee Palmer seconded. All approved.

5. Discussion of future Trustee meetings

Interim City Librarian Garza discussed next Trustee meeting and recommendation to be held in person. After discussion all agreed to have future meetings in person.

6. One Book One City Program Wrap Up

Trustee Procter and Adde gave final oral report on the conclusion of the 2022 One Book One City program. Procter reported the OBOC program in February was a roaring success. The book went out 106 times during the month. We chose the right book for the right time. OBOC had 258 participants. Procter thanked the OBOC team. Adde reported it was an incredibly successful program overall given the impediments [due to February COVID closure] we had.

6. Friends of the Library Liaison Report

Liaison from the Friends of the Library was not present to provide this report.

7. City Council Liaison Report

Update from Council Liaison to Board.

Mayor Goss reported a letter was sent on behalf of the city to Assembly member Holden's Office requesting \$10 Million for our Library building. He appreciated Trustee Procter's letter written in support of sending the request. Also made a pitch out of a separate fund for infrastructure. Tough loss for losing Spears and Procter as Trustees when their terms end.

8. Trustees Updates

Trustees provided reports pertaining to Library service or community involvement which impacts the Library.

Adde – Is on OBOC committee and attended the city council meeting was glad to see everyone show up especially with a last minute call to action.

Procter – Participated in the City Council meeting to express support for the Assembly member Holden request.

Palmer – Bookmark Contest wrapped up last week. April 5th will be the Award Ceremony at 6:00 PM at the Library.

Spears – Attended the Wisteria Festival and the CERT meeting. Thank you all for your hard work in the past and in the future.

Gallagher – attended the OBOC event, and attended City Council meeting.

8. City Librarian Report

Interim City Librarian Lori Garza presented an oral report concerning Library services since the last Board Meeting. Thanked everyone for showing up to the City Council meeting and letting everyone know how much the Library means to the community. National Library week is April 3rd – 9th. Several activities are planned, including: a Shelfie photo booth, the Bookmark Contest Award Ceremony, Build a Book craft, and Music & Mindfulness with a harpist. The Library will also be having Earth Day themed activities during April. Laura Aguilar will be providing guidance on the Brown Act Parliamentary procedures. The board is required to give a report or presentation once a year at city council. Usually done by City Librarian. The City Librarian search is continuing, no updates. Honors dinner rescheduled twice will be April 27th.

9. Items for Future Agenda

Adde – like to see discussion about the Library having an open house. Adde and Palmer oversee creating an Open House at the Library.

Procter – On board with creating an open house.

Adde – April is poetry month. Consider a library program with local poets and local authors to do programming in April. Possibly have a Teen poetry slam. We have a lot of writers in town.

Discuss having another in-library author event sometime soon.

***ACTION ITEMS**

Regardless of a staff recommendation on any agenda item, the Board will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.

ADJOURNMENT

Trustee Procter moved to adjourn the meeting. Trustee Palmer seconded. All approved.

Meeting was adjourned at 6:02 p.m. to a meeting on Monday April 25, 2022.



By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---------------------------|----------------------------|--|------------------------|-----------------------|--------|
| Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST | | | | | | |
| Payment Type: Regular | | | | | | |
| 1644 | AMAZON | 04/12/2022 | Regular | 0.00 | 338.45 | 62735 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 437445655366 | Invoice | 12/13/2021 | HP LASERJET MAINT. KIT | 0.00 | 338.45 | |
| 10000.90000.53999 | OTHER PURCHASED SUPPLI... | | HP LASERJET MAINT. KIT | | 338.45 | |
| 0132 | BAKER & TAYLOR, INC. | 04/12/2022 | Regular | 0.00 | 1,141.71 | 62736 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 5017579924 | Invoice | 03/01/2022 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 699.39 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | BOOKS AND REFERENCE (FY ... | | 699.39 | |
| 5017579925 | Invoice | 03/01/2022 | BOOKS | 0.00 | 32.65 | |
| 10000.90000.52200 | CONTRACT SERVICES | | BOOKS | | 32.65 | |
| 5017605458 | Invoice | 03/14/2022 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 392.97 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | BOOKS AND REFERENCE (FY ... | | 392.97 | |
| 5017605459 | Invoice | 03/01/2022 | BOOKS | 0.00 | 16.70 | |
| 10000.90000.52200 | CONTRACT SERVICES | | BOOKS | | 16.70 | |
| 0145 | BRODART | 04/12/2022 | Regular | 0.00 | 105.01 | 62737 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 598817 | Invoice | 03/10/2022 | OFFICE SUPPLIES | 0.00 | 105.01 | |
| 10000.90000.53100 | OFFICE SUPPLIES | | OFFICE SUPPLIES | | 105.01 | |
| VEN02140 | KINGSLEY COMPANIES | 04/12/2022 | Regular | 0.00 | 211.68 | 62738 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| M19473 | Invoice | 03/14/2022 | OFFICE SUPPLIES | 0.00 | 211.68 | |
| 10000.90000.53100 | OFFICE SUPPLIES | | OFFICE SUPPLIES | | 211.68 | |
| Total Regular: | | | | | 1,796.85 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 7 | 4 | 0.00 | 1,796.85 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 7 | 4 | 0.00 | 1,796.85 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|--------|-----------------|
| 99999 | POOLED CASH - GENERAL | 4/2022 | 1,796.85 |
| | | | <u>1,796.85</u> |

Chair

Trustee

Trustee

Trustee

Trustee



By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|-------------------------|----------------------------|--|------------------------|-----------------------|--------|
| Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST | | | | | | |
| Payment Type: Regular | | | | | | |
| 0145 | BRODART | 04/19/2022 | Regular | 0.00 | 53.70 | |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 599302 | Invoice | 03/18/2022 | OFFICE SUPPLIES | 0.00 | 53.70 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | OFFICE SUPPLIES | | 53.70 | |
| 0132 | BAKER & TAYLOR, INC. | 04/19/2022 | Regular | 0.00 | 4,299.77 | |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 5017611022 | Invoice | 03/22/2022 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 30.56 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | MEDIA | | 30.56 | |
| 5017611023 | Invoice | 03/22/2022 | BOOKS | 0.00 | 11.64 | |
| 10000.90000.52200 | | CONTRACT SERVICES | BOOKS | | 11.64 | |
| 5017611054 | Invoice | 03/22/2022 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 171.90 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | MEDIA | | 171.90 | |
| 5017611055 | Invoice | 03/22/2022 | BOOKS | 0.00 | 40.75 | |
| 10000.90000.52200 | | CONTRACT SERVICES | BOOKS | | 40.75 | |
| 5017612783 | Invoice | 03/16/2022 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 447.30 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | BOOKS AND REFERENCE (FY ... | | 447.30 | |
| 5017612784 | Invoice | 03/16/2022 | BOOKS | 0.00 | 36.49 | |
| 10000.90000.52200 | | CONTRACT SERVICES | BOOKS | | 36.49 | |
| 5017616559 | Invoice | 03/17/2022 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 643.26 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | BOOKS AND REFERENCE (FY ... | | 643.26 | |
| 5017616560 | Invoice | 03/17/2022 | BOOKS | 0.00 | 56.57 | |
| 10000.90000.52200 | | CONTRACT SERVICES | BOOKS | | 56.57 | |
| 5017630833 | Invoice | 03/29/2022 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 1,876.09 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | BOOKS AND REFERENCE (FY ... | | 1,876.09 | |
| 5017630834 | Invoice | 03/29/2022 | BOOKS | 0.00 | 169.58 | |
| 10000.90000.52200 | | CONTRACT SERVICES | BOOKS | | 169.58 | |
| 5017636624 | Invoice | 03/28/2022 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 24.46 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | MEDIA | | 24.46 | |
| 5017636625 | Invoice | 03/28/2022 | BOOKS | 0.00 | 5.83 | |
| 10000.90000.52200 | | CONTRACT SERVICES | BOOKS | | 5.83 | |
| 5017646478 | Invoice | 03/29/2022 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 740.63 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | BOOKS AND REFERENCE (FY ... | | 740.63 | |
| 5017646479 | Invoice | 03/29/2022 | BOOKS | 0.00 | 44.71 | |
| 10000.90000.52200 | | CONTRACT SERVICES | BOOKS | | 44.71 | |
| VEN02087 | BUBBLEMANIA AND COMPANY | 04/19/2022 | Regular | 0.00 | 350.00 | |

Check Register

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------------|---------------------------|---------------------|------------------------------------|-----------------|-----------------|--------|
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 00021343 | Invoice | 04/04/2022 | INDOOR ASSEMBLY STYLE SHOW 6/11/22 | 0.00 | 350.00 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | INDOOR ASSEMBLY STYLE S... | | 350.00 | |
| Total Regular: | | | | | 4,703.47 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 16 | 3 | 0.00 | 4,703.47 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 16 | 3 | 0.00 | 4,703.47 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|--------|-----------------|
| 99999 | POOLED CASH - GENERAL | 4/2022 | 4,703.47 |
| | | | <u>4,703.47</u> |

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT06172 - 04/12/2022 AMAZON LB

By Check Number

Check Register

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|--|---------------------------|---------------------|-------------------------|-----------------|----------------|--------|
| 1644 | AMAZON | 04/04/2022 | Regular | 0.00 | 1,513.35 | 62652 |
| Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST | | | | | | |
| Payment Type: Regular | | | | | | |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 433654675737 | Invoice | 02/21/2022 | LB DVD | 0.00 | 88.68 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | LB DVD | | 88.68 | |
| 449559663539 | Invoice | 01/19/2022 | LB DVD | 0.00 | 27.56 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | LB DVD | | 27.56 | |
| 459643337776 | Invoice | 01/29/2022 | LB BOOKS | 0.00 | 24.80 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | LB BOOKS | | 24.80 | |
| 468474358769 | Invoice | 01/18/2022 | LB DVD | 0.00 | 19.80 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | LB DVD | | 19.80 | |
| 475645888675 | Invoice | 01/10/2022 | LB BOOKS | 0.00 | 27.36 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | LB BOOKS | | 27.36 | |
| 477554389375 | Invoice | 02/12/2022 | LB BOOKS | 0.00 | 53.22 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | LB BOOKS | | 53.22 | |
| 4954496339955 | Invoice | 02/03/2022 | LB DVD | 0.00 | 12.11 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | LB DVD | | 12.11 | |
| 499393783964 | Invoice | 02/15/2022 | LB BOOKS | 0.00 | 33.69 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | LB BOOKS | | 33.69 | |
| 535455356576 | Invoice | 01/10/2022 | LB PROGRAMMING SUPPLIES | 0.00 | 28.67 | |
| 10000.09110.53999 | OTHER PURCHASED SUPPLI... | | LB PROGRAMMING SUPPLIES | | 28.67 | |
| 547568469668 | Invoice | 02/02/2022 | LB PROGRAMMING SUPPLIES | 0.00 | 43.16 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LB PROGRAMMING SUPPLIES | | 43.16 | |
| 567867355335 | Invoice | 02/10/2022 | LB DVD | 0.00 | 22.59 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | LB DVD | | 22.59 | |
| 578474557496 | Invoice | 02/01/2022 | PROGRAMMING SUPPLIES | 0.00 | 141.08 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | PROGRAMMING SUPPLIES | | 141.08 | |
| 578863593459 | Invoice | 02/13/2022 | LB SUPPLIES | 0.00 | 25.30 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LB SUPPLIES | | 25.30 | |
| 599438574347 | Invoice | 02/10/2022 | J DVD | 0.00 | 8.81 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | J DVD | | 8.81 | |
| 657657344784 | Invoice | 02/26/2022 | LB COVID SUPPLIES | 0.00 | 16.75 | |
| 10000.09110.53999 | OTHER PURCHASED SUPPLI... | | LB COVID SUPPLIES | | 16.75 | |
| 684744796568 | Invoice | 02/15/2022 | LB SUPPLIES | 0.00 | 16.58 | |
| 10000.90000.53100 | OFFICE SUPPLIES | | LB SUPPLIES | | 16.58 | |
| 684784978994 | Invoice | 02/21/2022 | ADULT DVD | 0.00 | 79.06 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 79.06 | |
| 695344366554 | Invoice | 01/16/2022 | LB BOOKS | 0.00 | 6.60 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | LB BOOKS | | 6.60 | |
| 748494633888 | Invoice | 02/02/2022 | LB PROGRAMMING SUPPLIES | 0.00 | 28.65 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LB PROGRAMMING SUPPLIES | | 28.65 | |
| 756873999955 | Invoice | 02/10/2022 | LB DVD | 0.00 | 8.30 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | LB DVD | | 8.30 | |
| 768596938557 | Invoice | 01/19/2022 | LB SUPPLIES | 0.00 | 24.84 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LB SUPPLIES | | 24.84 | |
| 783684755958 | Invoice | 02/03/2022 | LB SUPPLIES | 0.00 | 14.36 | |
| 10000.90000.53100 | OFFICE SUPPLIES | | LB SUPPLIES | | 14.36 | |
| 853446368584 | Invoice | 01/27/2022 | LB DVD | 0.00 | 22.04 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | LB DVD | | 22.04 | |
| 853794588553 | Invoice | 02/16/2022 | LB DVD | 0.00 | 19.80 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | LB DVD | | 19.80 | |

Check Register

Packet: APPKT06172-04/12/2022 AMAZON LB

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------------|-------------|---------------------------|--|-----------------|----------------|--------|
| 859489469336 | Invoice | 01/18/2022 | LB DVD | 0.00 | 14.29 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | LB DVD | | 14.29 | |
| 859759743453 | Invoice | 01/10/2022 | LB COMPUTER SUPPLIES | 0.00 | 20.86 | |
| 10000.90000.53103 | | COMPUTER SUPPLIES | LB COMPUTER SUPPLIES | | 20.86 | |
| 863493335898 | Invoice | 02/16/2022 | LB BOOKS | 0.00 | 16.53 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | LB SUPPLIES | | 16.53 | |
| 869873476935 | Invoice | 01/29/2022 | LB DVD | 0.00 | 45.04 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | LB DVD | | 45.04 | |
| 874938887958 | Invoice | 02/22/2022 | MENTAL HEALTH KIT FOR CHILDREN REPLAC... | 0.00 | 14.32 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | MENTAL HEALTH KIT FOR CH.. | | 14.32 | |
| 893667944958 | Invoice | 02/28/2022 | LB BOOKS | 0.00 | 13.13 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | LB BOOKS | | 13.13 | |
| 896394755765 | Invoice | 03/06/2022 | LB PROGRAMMING SUPPLIES | 0.00 | 38.53 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | LB PROGRAMMING SUPPLIES | | 38.53 | |
| 936947347955 | Invoice | 01/29/2022 | LB PROGRAMMING SUPPLIES | 0.00 | 49.60 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | LB PROGRAMMING SUPPLIES | | 49.60 | |
| 938734543399 | Invoice | 02/27/2022 | LB COVID SUPPLIES | 0.00 | 60.32 | |
| 10000.09110.53999 | | OTHER PURCHASED SUPPLI... | LB COVID SUPPLIES | | 60.32 | |
| 944483366437 | Invoice | 02/22/2022 | LB BOOK | 0.00 | 60.92 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | LB BOOK | | 60.92 | |
| 947474364497 | Invoice | 03/03/2022 | LB PROGRAMMING SUPPLIES | 0.00 | 26.36 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | LB PROGRAMMING SUPPLIES | | 26.36 | |
| 964573889957 | Invoice | 01/27/2022 | LB PROGRAMMING SUPPLIES | 0.00 | 70.54 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | LB PROGRAMMING SUPPLIES | | 70.54 | |
| 964899938596 | Invoice | 02/14/2022 | LB PROGRAMMING SUPPLIES | 0.00 | 46.27 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | LB PROGRAMMING SUPPLIES | | 46.27 | |
| 979689597693 | Invoice | 01/10/2022 | LB COMPUTER SUPPLIES | 0.00 | 92.60 | |
| 10000.90000.53103 | | COMPUTER SUPPLIES | LB COMPUTER SUPPLIES | | 92.60 | |
| 993583593764 | Invoice | 02/16/2022 | LB SUPPLIES | 0.00 | 16.53 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | LB SUPPLIES | | 16.53 | |
| 995674965899 | Invoice | 01/19/2022 | LB DVD | 0.00 | 33.06 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | LB DVD | | 33.06 | |
| 996554886549 | Invoice | 01/18/2022 | LB DVD | 0.00 | 71.49 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | LB DVD | | 71.49 | |
| 9999644438835 | Invoice | 02/14/2022 | LB PROGRAMMING SUPPLIES | 0.00 | 29.15 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | LB PROGRAMMING SUPPLIES | | 29.15 | |

Total Regular: 1,513.35

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 42 | 1 | 0.00 | 1,513.35 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 42 | 1 | 0.00 | 1,513.35 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|--------|-----------------|
| 99999 | POOLED CASH - GENERAL | 4/2022 | 1,513.35 |
| | | | <u>1,513.35</u> |

Chair

Trustee

Trustee

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Trustee



By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---------------------------|---------------------|--|-----------------|----------------|--------|
| Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST | | | | | | |
| Payment Type: Regular | | | | | | |
| VEN03993 | ALMER IMAMOVIC | 03/17/2022 | Regular | 0.00 | 300.00 | 62533 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 3-23-22 | Invoice | 03/02/2022 | 3/23/2022 CLASSIC GUITAR PERFORMANCE ... | 0.00 | 300.00 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | 3/23/2022 CLASSIC GUITAR ... | | 300.00 | |
| Total Regular: | | | | | 300.00 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------|
| Regular Checks | 1 | 1 | 0.00 | 300.00 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 300.00 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|--------|---------------|
| 99999 | POOLED CASH - GENERAL | 3/2022 | 300.00 |
| | | | <u>300.00</u> |

Chair

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City of Sierra Madre, CA

Check Register

Packet: APPKT06189 - 04/12/2022 BOA LB

By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---------------------------|---------------------|-------------------------------------|-----------------|----------------|--------|
| Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST | | | | | | |
| Payment Type: Regular | | | | | | |
| 0823 | BANK OF AMERICA | 04/12/2022 | Regular | 0.00 | 309.88 | 62664 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| INV031759 | Invoice | 02/17/2022 | LG DVD COLLETION JUNIOR DEVELOPMENT | 0.00 | 27.06 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | LG DVD COLLETION JUNIOR ... | | 27.06 | |
| INV031760 | Invoice | 02/22/2022 | LG LB.PROGRAM | 0.00 | 54.61 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LG LB.PROGRAM | | 54.61 | |
| INV031761 | Invoice | 02/24/2022 | LG SUPPLIES FOR GRAFT IT PROGRAM. | 0.00 | 6.60 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LG SUPPLIES FOR GRAFT IT ... | | 6.60 | |
| INV031762 | Invoice | 03/03/2022 | LG MOUNT. VIEW NEWS SUBSCRIPTION | 0.00 | 150.00 | |
| 10000.90000.53501 | PERIODICALS | | LG MOUNT. VIEW NEWS SU... | | 150.00 | |
| INV031763 | Invoice | 03/07/2022 | PROGRAM SUPPLIES | 0.00 | 71.61 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | PROGRAM SUPPLIES | | 71.61 | |
| Total Regular: | | | | | 309.88 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------|
| Regular Checks | 5 | 1 | 0.00 | 309.88 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 5 | 1 | 0.00 | 309.88 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|--------|---------------|
| 99999 | POOLED CASH - GENERAL | 4/2022 | 309.88 |
| | | | <u>309.88</u> |

Chair

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By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---------------|---------------------------|------------------------|----------------------------|----------------|--------|
| Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST | | | | | | |
| Payment Type: Regular | | | | | | |
| VEN03957 | EMMA ROSTYKUS | 04/07/2022 | Regular | 0.00 | 350.00 | 62653 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 97 | Invoice | 02/23/2022 | PERFORMANCE IN LIBRARY | 4/9/2022 | 0.00 | 350.00 |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | PERFORMANCE IN LIBRARY ... | | 350.00 |
| Total Regular: | | | | | 350.00 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------|
| Regular Checks | 1 | 1 | 0.00 | 350.00 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 350.00 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|--------|---------------|
| 99999 | POOLED CASH - GENERAL | 4/2022 | 350.00 |
| | | | <u>350.00</u> |

Chair

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By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---------------------------|---------------------|-------------------------------|-----------------|-----------------|--------|
| Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST | | | | | | |
| Payment Type: Regular | | | | | | |
| VEN04065 | EXECUTIVE ADVERTISING | 04/13/2022 | Regular | 0.00 | 1,960.83 | 62739 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 97539 | Invoice | 04/06/2022 | SUPPLIES FOR CHILDREN PROGRAM | 0.00 | 1,960.83 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | SUPPLIES FOR CHILDREN PR... | | 1,960.83 | |
| Total Regular: | | | | | 1,960.83 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 1 | 1 | 0.00 | 1,960.83 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 1,960.83 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|--------|-----------------|
| 99999 | POOLED CASH - GENERAL | 4/2022 | 1,960.83 |
| | | | <u>1,960.83</u> |

Chair

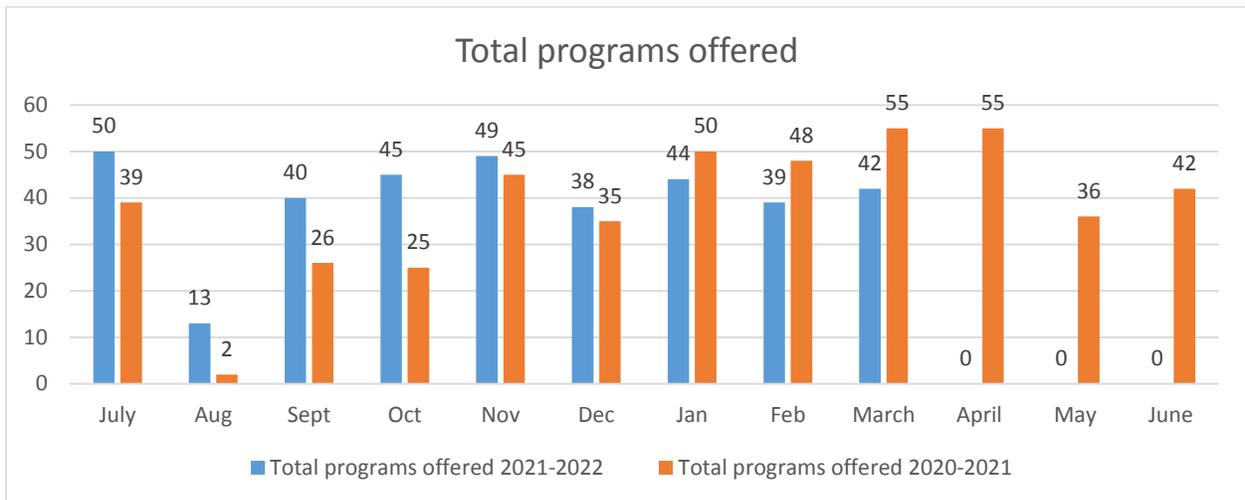
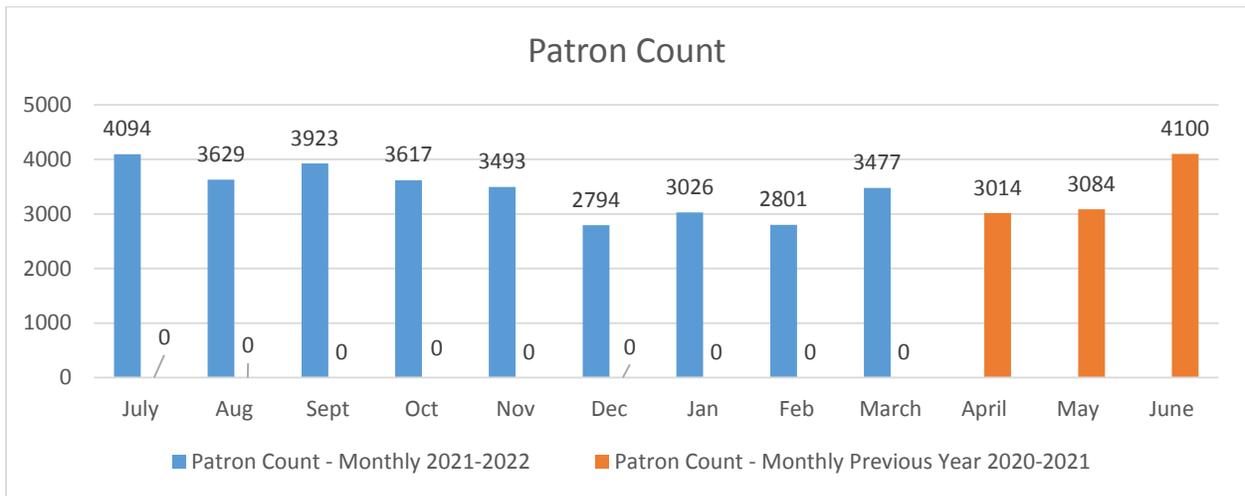
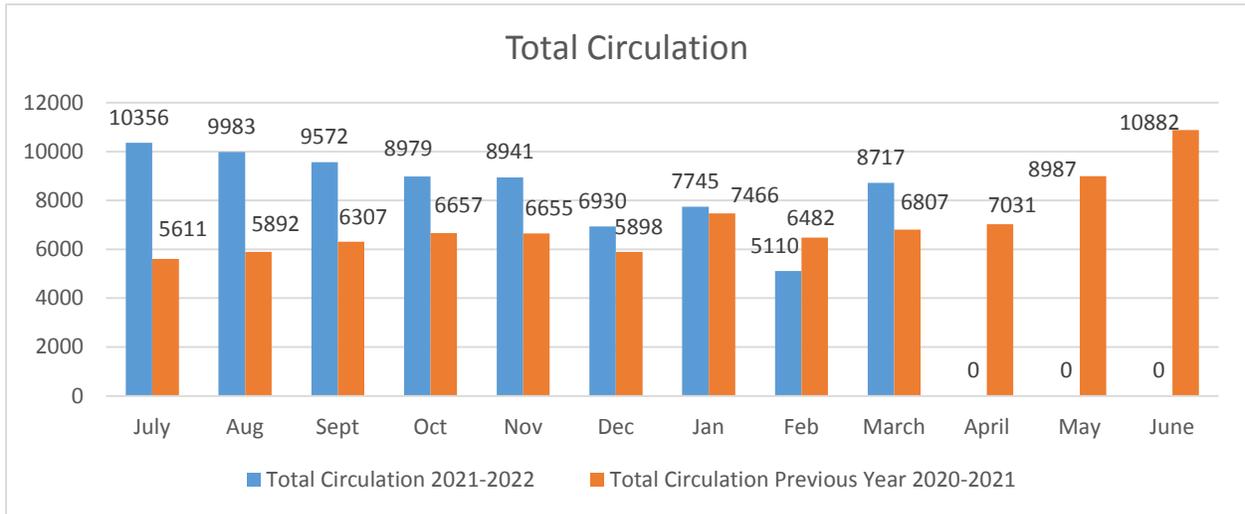
Trustee

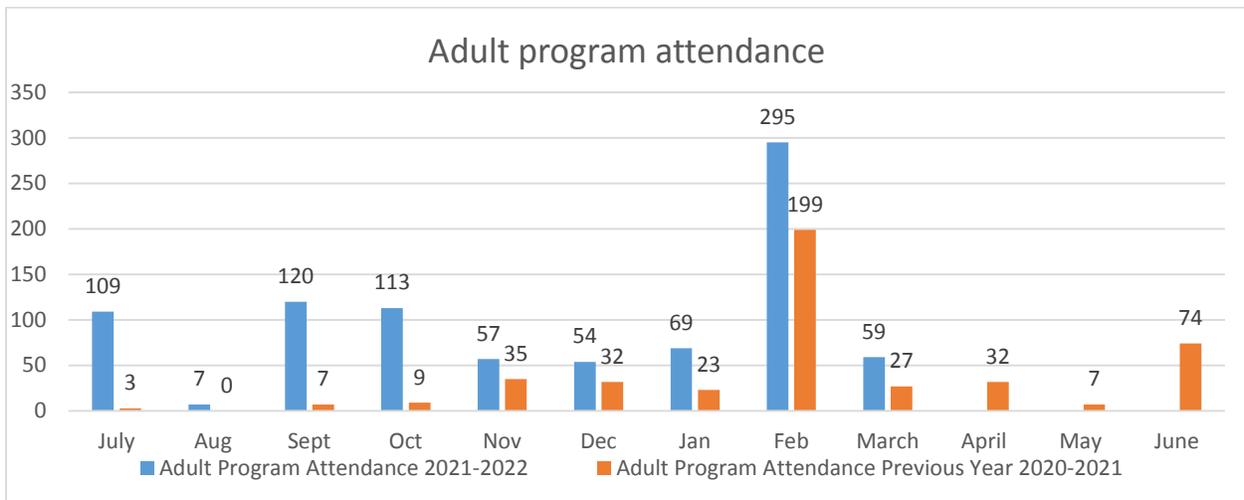
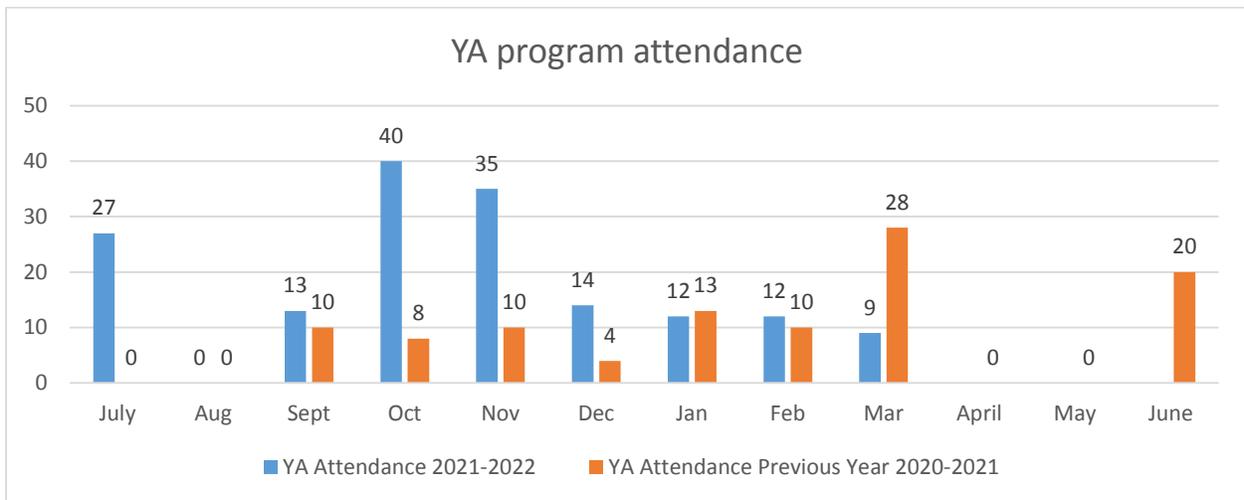
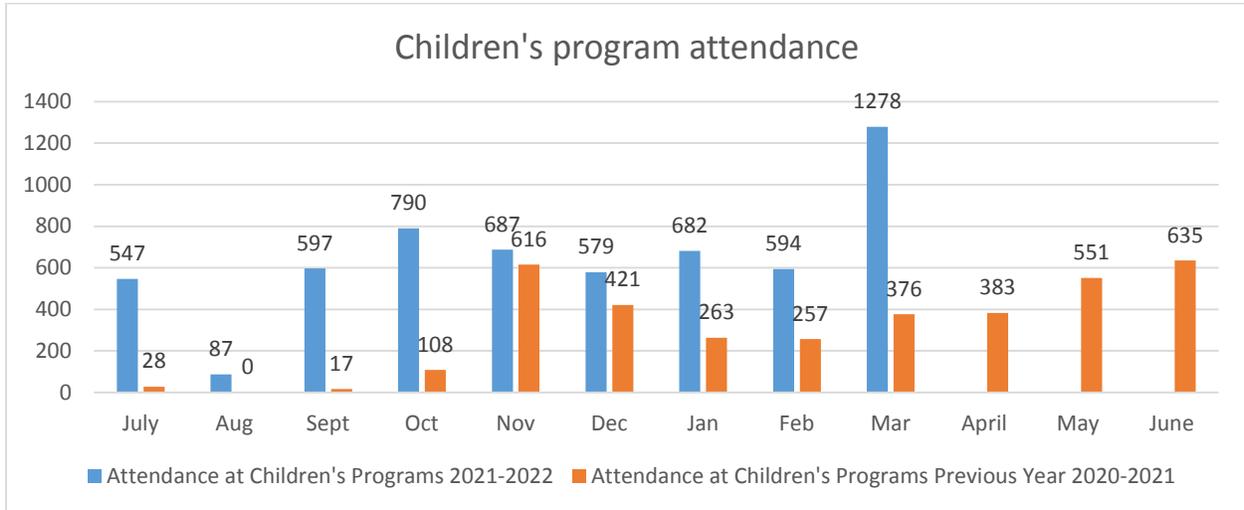
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March 2022 Library Statistics

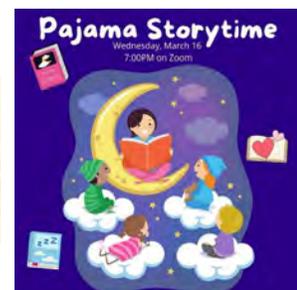
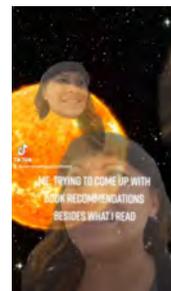




March 2022 Online Content

In March, the Library had 31 social media posts with 3,296 reactions (likes/comments/views). Many were for the following:

Find the Four Leaf Clover in the Library
 Bookmark Contest Is Underway
 Sewing Machine Basics at the Library
 Thank You Sierra Madre Playhouse
 Tails & Tales
 Thank You OBOC Committee Members
 This Week at the Library
 Congrats Alexander & Nathalie on Completing 1000 Books Before Kindergarten
 Snackchat: "Moxie" by Jennifer Matthieu
 Libby by Overdrive
 TikTok: We've Got More Than Books
 From the Archives: Wandalee Nickell Thompson
 Theatre 360 Alice in Wonderland
 Teen STEAM: Comic Creations
 Pajama Storytime
 National Pi Day
 3D Printing Workshop
 TikTok: A Whole Universe of Nothing
 From the Archives: Happy's Liquor Store
 Bookmark Contest Ending Soon
 Music & Mindfulness: Guitar
 AtoZdatabases Available for Library Patrons
 Craft It!: Yarn Art
 TikTok: Unexpected Things in Nature
 From the Archives: Wistaria Keepsake
 Mission: Renaissance Art Class
 Friends of the Library BEST Used Book Sale
 National Library Week Is Next Week
 TikTok: No Dust Jacket Required
 From the Archives: Sierra Madre Woman's Club





City of Sierra Madre Agenda Report

Library Board of Trustees

Susan Gallagher, Chair
Rod Spears, Vice Chair
Catherine Addé, Trustee
Laura Palmer, Trustee
Richard Proctor, Trustee

TO: Library Board of Trustees
FROM: Laura Aguilar, City Clerk
DATE: April 27, 2022
SUBJECT: **ANNUAL PRESENTATION ON BROWN ACT PROCEDURES**

SUMMARY

The Brown Act or “Open Meeting Law” is officially known as the Ralph M. Brown Act and is found in the California Government Code § 54950 et seq. 1. The Brown Act was enacted to guarantee the public’s right to attend and participate in meetings of local legislative bodies, and as a response to growing concerns about local government officials’ practice of holding secret meetings that were not in compliance with advance public notice requirements. The Brown Act is pivotal in making public officials accountable for their actions and in allowing the public to participate in the decision making process.

ANALYSIS

The Brown Act governs local agencies, legislative bodies of local government agencies created by state or federal law and any standing committee of a covered board or legislative body, and governing bodies of non-profit corporations formed by a public agency. Examples of these would be city council, county board of supervisors, special district, school boards, and standing committees.

A meeting, as defined by the Brown Act, is “any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the legislative body” (§ 54952.2 (a)). For instance, when the quorum for a Board reaches the number necessary to be a majority (i.e. 3 out of 5), that is considered a meeting under the Brown Act. Also, when the same or a greater number of Board Members are attending a social gathering, for which no meeting notice was given, and they start discussing business under the jurisdiction of their legislative body, that would be considered a meeting that falls under Brown Act regulations.

The key elements for a meeting are quorum and discussion, hearing or deliberation of issues; the meeting needs not to be formally convened in order to be subject to the act. That means that “informal”, “study,” “discussion,” “informational,” “fact-finding,” or “pre-council” gatherings of a quorum of the members of a board are within the scope of the Act as meetings.

Exceptions (Meetings Not Covered by the Brown Act)

Conferences and retreats, other public meetings, meetings of other legislative bodies, social or ceremonial events are exempt from the Brown Act provided that legislative members follow certain rules such as limiting the discussion to the agenda in the conference; or that legislative members do not discuss amongst themselves business of their legislative body. Regulations for these exceptions to meetings are contained in § 54952.2(c). Also excluded from the application of the Brown Act are individual contacts or conversations between a member of a legislative body and any other person (§ 54952.2(c) (1)). Any other person is defined as a non-staff or non-board member.

Serial Meetings

The Brown Act explicitly prohibits the use of “direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body” (§ 5495.2(b)). Serial meetings involve communication between members of a legislative body that are less than a quorum, but when all participants are considered, it constitutes a majority. “For example, a chain of communications involving contact from member A to member B who then communicates with member C would constitute a “serial meeting” ... Similarly, when a person acts as the hub of a wheel (member A) and communicates individually with the various spokes (members B and C), a serial meeting has occurred. In addition, a serial meeting occurs when intermediaries for board members have a meeting to discuss issues. For example, when a representative of member A meets with representatives of members B and C to discuss an agenda item, the members have conducted a serial meeting. In *Stockton Newspapers, Inc. v. Redevelopment Agency* (1985) 171 Cal.App.3d 95, the Court concluded that a series of telephone conversations conducted by the agency's attorney as an intermediary constituted a meeting within the scope of the Brown Act. (See also, 65 Ops.Cal.Atty.Gen. 63 (1982); 63 Ops.Cal.Atty.Gen. 820 (1980)).”³ Thus, the use of email to create consensus among the legislative members might be in violation of the Brown Act.

Teleconference Meetings

The Brown Act allows teleconference meetings if they comply with the following specifications:

- The teleconference location is accessible to the public and it is noted in the agendas;
- The meeting is useful to the public and the legislative body;
- All votes are taken by roll call, and;
- At least a quorum of the members of the legislative body are located within the boundaries of the territory over which it exercises jurisdiction (§ 54953(b)).

Closed Sessions

The Brown Act allows closed sessions under the scope of a regular meeting. It stipulates that they shall comply with agenda posting and be held within the jurisdiction of the legislative body (§ 54954), which shall include a description of the items to be discussed (§ 54954.2). In addition, prior to holding any closed session, the legislative body shall disclose, in an open meeting, the item or items to be discussed in the closed session (§ 54957.7). Items that can be discussed by the legislative body are according to § 54954.5:

- License or permit determination (§ 54956.7)
- Conference with real property negotiators (§ 54956.8)
- Conference with legal counsel regarding existing or anticipated litigation (§ 54956.9)
- Liability claims (§ 54956.95)
- Threat to public services or facilities (§ 54957(a))
- Public employee appointment, employment, performance evaluation, discipline, dismissal or release (§ 54957(b))
- Conference with labor negotiators (§ 54957.6)
- Case review or planning (§ 54957.8)
- Report involving trade secret or hearings (§ 54956.87, California Health and Safety code §§1461,32106 and 32155; or California Government Code §§ 37606 and 37624.3)
- Charge or complaint involving information protected by federal law (§ 54956.86).
- The legislative body should publicly report actions, along with the vote and abstention count, taken as result of a closed session (§ 54957.1). Documentation relative to the reports should be available to any person on the next business day following the meeting (§ 54957.1(c)).

Special Meetings

Either the presiding officer or the majority of members of the legislative body may call special meetings at any time by delivering each of its members a written notice and by notifying the media (which has previously requested notification of special meetings): the notice shall be received at least 24 hours in advance before the meeting. Special meetings notice shall be also posted at least 24 hours prior to the meeting and it should be held in a location that is freely accessible to members of the public. The discussions at the special meeting are limited to the issues posted in the agenda. No other business shall be considered (§ 54956).

What Rules Must a Meeting Follow?

Local agencies, in order to comply with the Brown Act, shall:

Hold open and public meetings (§ 54953 (a)). In addition, no legislative body shall conduct any meeting in a facility that prohibits the admittance of any person(s) on the basis of: race, religion, color, national origin, ancestry, sex; or that is inaccessible to disabled persons, or where the public, in order to gain access to the facility, needs to pay or purchase something (§ 54961 (a)).

- Vote publicly, no secret ballots are allowed (§ 54953 (c)).
- Comply with the protections and prohibitions of Section 202 of the Americans with Disabilities Act of 1990 (§ 54953.2).
- NOT require public registration, as a condition for attendance; the public is not required to register, provide any other information –such as self-identification–, or fulfill any condition precedent to its attendance. If an attendance list is circulated, it shall clearly state that the signing, registering, or completion of the document is voluntary (§ 54953.3)
- Allow recording of the proceeding (video tape, audio tape) provided that recording is done in an unobtrusive way (§ 54953.5)
- NOT prohibit or restrict broadcasting unless there is a finding that this would be disruptive to the proceedings (§ 54953.6)
- Post notice of meetings, information shall include specified time and location, except for advisory or standing committees (§ 54954 (a))

- Post agendas at least 72 hours in advance of the meeting and it shall contain a brief general description of each item of business (§ 54954.2(a))
- NOT take action or discuss any item not appearing on the posted agenda except under certain conditions (§ 54954.2(a), conditions appear on subsection (b)) \
- Hold meetings in the jurisdiction of the legislative body (§54954 (b))
- Allow and honor any person's request to provide and mail a copy of the agenda at the time the agenda is posted (at least 72 hours in advance) or of all the documents of the agenda packet of any meeting (§ 54954.1)
- Provide an opportunity for comment from members of the public to directly address the legislative body on any item of interest to the public on every agenda for regular meetings (§ 54954.3(a))
- Allow public criticism of the legislative body (§ 54954.3(c))
- Hold at least one public meeting, allowing for public comment, before adopting any new or increased general tax or increased assessment, and
- Not charge fees for the attendance to a meeting or for carrying out any provision in the Brown Act (§ 54956.6). The only exception is when legislative bodies are allowed to charge a fee that covers the cost of mailing an agenda or agenda packet (§ 54954.1). A related requirement is found on § 54961(a) that prohibits meetings in a place where the public needs to pay or purchase something
- Disclose to the public agendas of public meetings and any other writings, when distributed to all, or a majority of all, of the members of a legislative body of a local agency. In addition, under the California Public Records Act these documents shall be made available upon request and without delay (§ 54957.5)
- Preserve the order in meetings. Moreover, if a group willfully interrupts a meeting and the order can only be restored by the removal of disruptive individuals, then the legislative body may order the meeting room to be cleared. The session might be reinitiated and representatives of the media shall be allowed to stay and attend the session. The legislative body may also establish a procedure for readmitting individual(s) not responsible for the disruptive conduct that caused the meeting room to be cleared (§ 54957.9).

Violations of the Brown Act

Each member of a legislative body who has taken action in violation of any provision of the Brown Act, and where there was willful deprivation of information to the public, is guilty of a misdemeanor (§ 54959). Civil remedies (injunction, mandamus, declaratory relief and voiding past actions of the body) are provided in case of violation of the Brown Act (§§ 54960 and 5490.1) pursuant to §§ 54953, 54954.2, 54954.5, 54954.6, 54956, and 54956.5 (that is, for violations to requirements for: general open meeting, agenda posting, closed sessions, tax and assessment, special meetings and, emergency meetings). A court may award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to §§ 54960 and 5490.1.

In order to correct a violation to the Brown Act, a complaint to cure and correct has to be filed by the interested party:

- within 30 days of the date the action was taken during an open meeting and in violation of agenda requirements
- Within 90 days of the date the action was taken for all other cases

- Once the legislative body has received the complaint, it has 30 days to cure or correct the challenged action, if it fails to do so, a person then may file suit to void the action (§ 54960.1.)

STAFF RECOMMENDATION

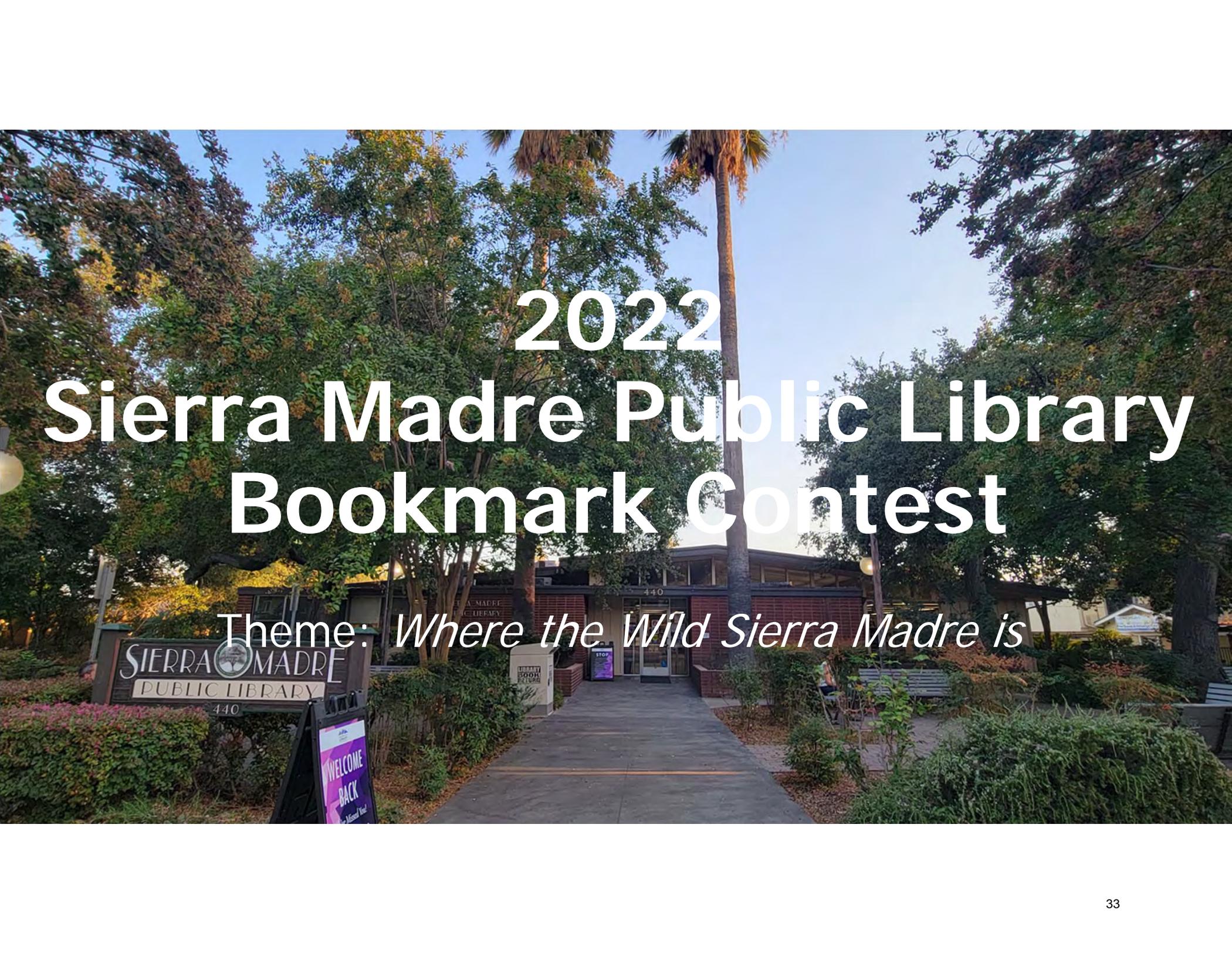
This report was prepared for informational purposes. Staff recommends that the Trustees receive and file this report.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report can be accessed on the City's website at www.cityofsierramadre.com.

Attachments

None.

A photograph of the Sierra Madre Public Library building, a modern structure with large windows and a brick facade, surrounded by lush green trees and a paved walkway leading to the entrance. A sign in the foreground reads "SIERRA MADRE PUBLIC LIBRARY 440".

2022 Sierra Madre Public Library Bookmark Contest

Theme: *Where the Wild Sierra Madre is*

Applicants

- 237 Applicants
- 18 Finalists
- 4 Selected for Print



Bookmarks Selected for Print

Library Board of Trustee
Chair's Selection



Darcy Lansford, First Grade
Sierra Madre Elementary

Friends of the Library
President's Selection



Lauren Jukic, Fourth Grade
Alverno Heights Academy

Sierra Madre Mayor's Selection



Sofia Powell, Fifth Grade
St. Rita's School

City Manager's Selection



Clara Tessier, Sixth Grade
Alverno Heights Academy

Bookmark Contest Awards Ceremony

- 60 Attendees – finalists and their friends and family
- First Place Winners received \$50 gift cards
- Second Place Winners received \$25



Thank you to all of our sponsors:
Friends of the Sierra Madre Public Library
Mountain View News
Sierra Madre Civic Club
Sierra Madre Community Foundation
Sierra Madre Woman's Club
Funding like theirs, allows us to provide programing like this!





Library Board of Trustees

Susan Gallagher, Chair
Rod Spears, Vice Chair
Catherine Adde, Trustee
Laura Palmer, Trustee
Rich Procter, Trustee

Sierra Madre Public Library Agenda Report

TO: Library Board of Trustees

FROM: Lori Garza, Interim Library Services Manager

DATE: 4/25/2022

SUBJECT: Library Outreach - Trustee Assignments

SUMMARY

Review of Trustee Assignments supporting Library services and outreach to the community.

ANALYSIS

The Library currently provides a variety of programming to the community. Traditionally, Trustees accept assignments to help promote designated programs and act as a liaison to the community. The Sierra Madre Public Library Trustees at the last meeting suggested for future discussion an Open House and programming for local authors. To help in the discussion, below is a list of Trustee liaison/programming assignments.

Library Programs – Current Trustee Assignments

- Friends of the Library Liaison (monthly) – Susan Gallagher
- Historical Preservation Society Liaison (monthly) – Rod Spears
- One Book One City (February) – Catherine Adde/Rich Procter
- Library Bookmark Contest (April National Library Week) – Laura Palmer
- Library Open House (April National Library Week) – Catherine Adde/Laura Palmer
- Sommer Scholarship (December) – Susan Gallagher/Rich Procter

We are still transitioning to post-COVID programming. The annual Library Open House was cancelled the last few years due to COVID health concerns. We look forward to direction from the Trustees to move forward with Open House planning for next year.

Library Programs - Suggestion for New:

- Author themed: perhaps incorporate National Novel Writing Month in November into a month long weekly program on Tuesdays.

Library Staff was enthusiastic about trying an author themed program. November is National Novel Writing Month and would tie in nicely to encourage local budding authors. Program would not have to be limited to novelists it could include any genre of writing. Tuesdays has fewer current Library programs. This could be a good opportunity to try a new program this year to see how our community responds. If it is successful the Trustees could then consider adding it permanently. Having a Trustee volunteer to help promote this new program would be beneficial.

STAFF RECOMMENDATION

This report was prepared for informational purposes. Staff recommends that the Trustees receive and file this report.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com.