

AGENDA
1102nd Regular Meeting
Board of Library Trustees
Palos Verdes Library District
Peninsula Center Library
701 Silver Spur Road
Rolling Hills Estates, CA 90274
August 15, 2019 ♦ 7:00 pm

AGENDA DESCRIPTIONS: *The agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The board may take any action which it deems to be appropriate on the agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to agenda items (including materials related to an item on this Agenda submitted to the Board of Library Trustees after distribution of the agenda packet) are on file in the Administrative Office and the Reference Department of the Peninsula Center Library, and are available for public inspection. A copy of the agenda packet will be available for public use during the regular board meetings. Any person having any question concerning any agenda item may call the Executive Assistant at 310-377-9584 ext. 245 to make inquiry concerning the item. "Documents pertaining to an agenda item received after the posting of the agenda are available for review in the Director's office or at the meeting at which the item will be taken up."*

PUBLIC COMMENT: *Members of the public have the opportunity to speak on any item on the agenda at the time the item is addressed by the board. A person wishing to speak should give a completed speaker form to the Executive Assistant prior to the introduction of the agenda item. The board President will call on speakers based on the forms received.*

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 the Executive Assistant who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the board meeting and at the District administrative offices.*

AMERICANS WITH DISABILITIES COMPLIANCE: *The Palos Verdes Library District complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the Executive Assistant at (310) 377-9584 ext. 245 at least 48 hours prior to the meeting.*

1. CALL TO ORDER

2. ROLL CALL

3. SALUTE TO THE FLAG

4. ADOPTION OF AGENDA

This is the opportunity for board members to delete items from the agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.

5. PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

This is an opportunity for the President and board members to make announcements and comments on items of general interest to the community.

- Welcome to Peninsula Teen Advisory Council (PTAC) Liaison, Ailun Shi.
- Resignation of James D. Moore, Trustee.
- Retirement of Julie Mattix, Director of Finance & Administration.
- June 27, 2019 Special Meeting of the Board of Library Trustees (open session) regarding labor negotiations pursuant to Government Code §54957.6.

Action Taken at this meeting:

- Adoption of Resolution No. 2019-04, adopting a new memorandum of understanding between the Service Employees International Union, Local 721, and the Palos Verdes Library District;
- Adoption of Resolution No. 2019-05, compensation and benefits for non-represented confidential and management employees;
- Adoption of Resolution No. 2019-06, adopting the salary range schedule for all positions; and
- Adoption of Resolution No. 2019-07, adopting the pay schedule for all positions.
- July 29, 2019 Board of Library Trustees Candidate Workshop.

6. COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON AGENDA
Citizens may address the board regarding any item of Library District business not on the agenda. While all comments are welcome, the Brown Act does not allow the board to take action on any item not on the agenda. Please complete the "Request to Address the Library Board" card by filling out your name and city of residence and returning it to the board Secretary. Thank you.

7. CONSENT CALENDAR

The Consent Calendar adopting the printed Recommended Board Action will be enacted with one vote. The board President will first ask the staff and the board if there is anyone who wishes to remove any item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of this Agenda under "Items Removed from the Consent Calendar." At that time, any member of the audience may comment on any item pulled from the Consent Calendar. The entire Consent Calendar, with the exception of items removed to be discussed under "Items Removed from the Consent Calendar," is then voted upon by roll call under one motion.

Recommended Action: The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

A. APPROVAL OF MEETING MINUTES

- 1) REGULAR BOARD MEETING HELD ON JUNE 20, 2019 *

Recommended Action: The Board of Library Trustees hereby approves the minutes of the Regular Board meeting held on June 20, 2019, as presented.

- 2) SPECIAL BOARD MEETING HELD ON JUNE 27, 2019*

Recommended Action: The Board of Library Trustees hereby approves the minutes of the Special Board meeting held on June 27, 2019

B. STATISTICAL REPORT FOR JUNE 2019 AND JULY 2019 - CIRCULATION, PUBLIC USE, QUESTIONS ASKED, AND COLLECTION DATA (available on our website at www.pvld.org)

Recommended Action: The Board of Library Trustees hereby approves the Statistical Reports for June 2019 and July 2019.

C. FINANCIAL REPORTS

Recommended Action: The Board of Library Trustees hereby receives and files the financial reports below, as submitted.

- 1) APPROVE BUDGET PERFORMANCE REPORT FOR JUNE 2019*

- 2) APPROVE BUDGET PERFORMANCE REPORT FOR JULY 2019*

- 3) QUARTERLY REPORTS*

A. COMBINED BALANCE SHEET, AT JUNE 30, 2019

B. COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR PERIOD ENDING JUNE 30, 2019

C. CASH AND INVESTMENT REPORT, AT JUNE 30, 2019

D. CASH DISBURSEMENTS

Recommended Action: The Board of Library Trustees hereby receives and files the cash disbursements, as follows:

	<u>June 2019</u>		<u>July 2019</u>
General Fund	\$697,278.42	General Fund	\$1,204,406.86
Asset Replacement Fund	0.00	Asset Replacement Fund	0.00
Total	<u>\$697,278.42</u>	Total	<u>\$1,204,406.86</u>

E. PERSONNEL

- 1) SELECTIONS

Recommended Action: The Board of Library Trustees hereby approves the following selection(s):

<u>Name</u>	<u>Class.</u>	<u>Position Title</u>	<u>Status</u>	<u>Effective Date</u>
Hannah Miller	LA II	Desk Clerk	PTH	06/17/2019
Amy Buchwald	LAI	Page	PTH	07/03/2019
Natalie Woerner	LAI	Page	PTH	07/08/2019

2) RESIGNATIONS AND TERMINATIONS

Recommended Action: The Board of Library Trustees hereby receives and files the following resignation(s) and termination(s):

<u>Name</u>	<u>Class.</u>	<u>Position Title</u>	<u>Status</u>	<u>Effective Date</u>
Elizabeth Baker	LAI	Desk Clerk	PTH	06/08/2019
Ivonne Hanson	LAV	Annex Lib Asst.	PTH	06/27/2019
Briana Ramelb	LAI	Desk Clerk	PTH	06/29/2019
Charles Crouse	FM	Facilities Manager	FTS	07/01/2019

3) CHANGE IN STATUS (Salaried employees only)

Recommended Action: The Board of Library Trustees hereby approves the following change(s) in status:

<u>Name</u>	<u>From</u>	<u>To:</u>	<u>Effective Date</u>
Guillermo Espinoza	LAI	LAIV	06/03/2019
Yvonne Stobiecki	LAI	LAI	06/16/2019
Saul Cerda	MWI	MWII	07/01/2019
Jennifer Chaffey	LMI	LMII	07/01/2019
Daniel Gutierrez	AFM	FM	07/01/2019
Jason Smith	MWI	MWII	07/01/2019

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

9. UPCOMING BOARD OF LIBRARY TRUSTEES CONFERENCES AND EVENTS (DIRECTOR ADDINGTON)

- 09/25 – 09/28 – CSDA 2019 Annual Conference & Exhibitor Showcase – Indian Wells, CA
- 10/05 – PFL Oktoberfest – 6:00 to 9:00 pm – Malaga Cove Library
- 10/24-26 – CLA Conference – Pasadena, CA

10. INTERVIEWS WITH APPLICANTS FOR THE UNEXPIRED POSITION ON THE BOARD OF LIBRARY TRUSTEES (TRUSTEE STEGURA) *Note: The documents for this agenda item are available upon request in the Administration office of the Palos Verdes Library District.*

11. SELECTION OF NEW MEMBER AND APPROVAL OF RESOLUTION NO. 2019-08 APPOINTING A NEW MEMBER TO THE BOARD OF LIBRARY TRUSTEES TO FILL AN UNEXPIRED TERM THAT WILL EXPIRE IN DECEMBER 2019* (PRESIDENT STEGURA)

12. ADMINISTER OATH OF OFFICE TO APPOINTED TRUSTEE* (TRUSTEE STEGURA)

<BRIEF RECESS>

13. CONSIDERATION OF REVISIONS TO POLICY NO. 5000.0 – LIBRARY OPERATIONS* (DEPUTY DIRECTOR ROY)

14. CONSIDERATION OF RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO CONTRACT BETWEEN THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE BOARD OF LIBRARY TRUSTEES PALOS VERDES LIBRARY DISTRICT AND SUPPORTING DOCUMENTS* (DIRECTOR ADDINGTON AND DIRECTOR OF FINANCE & ADMINISTRATION MATTIX)
15. AGREEMENT BETWEEN MEMBERS OF THE NON-REPRESENTED EMPLOYEES AND THE PALOS VERDES LIBRARY DISTRICT TO SHARE THE COSTS OF THE EMPLOYER CONTRIBUTION PURSUANT TO GOVERNMENT CODE §20516* (DIRECTOR ADDINGTON AND DIRECTOR OF FINANCE & ADMINISTRATION MATTIX)
16. DISTRICT DIRECTOR'S 2019/2020 COMPENSATION (TRUSTEE STEGURA)
17. DISTRICT DIRECTOR'S MONTHLY REPORT (DIRECTOR ADDINGTON)
18. ANNEX AD HOC COMMITTEE (TRUSTEE CAMPBELL AND TRUSTEE JUE)
19. PENINSULA TEEN ADVISORY COUNCIL LIAISON REPORT (STUDENT LIAISON SHI)
20. COMMUNITY RELATIONS COMMITTEE REPORT (TRUSTEE CAMPBELL AND TRUSTEE STEGURA)
21. PENINSULA FRIENDS OF THE LIBRARY LIAISON REPORT (TRUSTEE WONG)
22. GOVERNMENT RELATIONS LIAISON REPORT (TRUSTEE JUE)
23. ITEMS FOR FUTURE AGENDAS
This is an opportunity for board members to publicly request that items be placed on future agendas.
24. ADJOURNMENT

* indicates attachment