

AGENDA
1129th Regular Meeting
Board of Library Trustees
Palos Verdes Library District
VIRTUAL MEETING VIA VIDEO CONFERENCE
November 18, 2021 ♦ 6:00 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 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.*

PUBLIC PARTICIPATION: *In accordance with Assembly Bill 361 and guidance from the State and Local Health Departments on limitations on gatherings and social distancing recommendations, members of the public are requested not to attend the meeting in person and instead join the meeting via the Zoom videoconference platform by visiting our website at <https://www.pvld.org/about/trustees>. For questions about attending the meeting via the Zoom platform, please contact Executive Assistant Tami Bender at (310) 377-9584 Ext 245 or tbender@pvld.org.*

Public comment will be accepted by email to tbender@pvld.org prior to the meeting and during the meeting, prior to the close of public comment on an item, the member will be unmuted and recognized to speak or their comment would be read into the record during public comment.

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 (5 minutes)

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

- All PVLD libraries will be closed on Thursday and Friday, November 25 & 26 in observance of the Thanksgiving holiday.
- Peninsula Center Library will be closing at 3:00 pm on Saturday, December 4 to accommodate street closures for the RHE Parade of Lights.
- Special closed session board meeting regarding potential litigation (10/27/21) – No action taken.
- Special closed session board meeting regarding labor negotiations (11/10/21) – No action taken.
- There is another special closed session board meeting regarding labor negotiations scheduled for 12/08/21.
- PVLD board officer election at December meeting. Trustees will receive an email describing each position and the duties and expectations associated with it.

6. COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON AGENDA (3 minutes per speaker)

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. Pursuant to board policy, all comments must be kept at three minutes or less. Please send an email to the Executive Assistant at tbender@pvld.org if you wish to make any comments.

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 BOARD OF LIBRARY TRUSTEE MEETING MINUTES

Recommended Action: The Board of Library Trustees hereby approves the minutes of the meetings listed below, as presented.

- 1) Regular Board of Library Trustees meeting held on October 21, 2021*
- 2) Special Board of Library Trustees meeting held on October 27, 2021*
- 3) Special Board of Library Trustees meeting held on November 10, 2021*

B. [STATISTICAL REPORT](#) FOR OCTOBER 2021

Recommended Action: The Board of Library Trustees hereby approves the Statistical Report for October 2021.

C. FINANCIAL REPORTS

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

1. APPROVED BUDGET PERFORMANCE REPORT FOR OCTOBER 2021*
2. QUARTERLY FINANCIAL REPORTS*
 - a. COMBINED BALANCE SHEET AT SEPTEMBER 30, 2021
 - b. COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR PERIOD ENDING SEPTEMBER 30, 2021
 - c. CASH AND INVESTMENT REPORT AT SEPTEMBER 30, 2021

D. CASH DISBURSEMENTS

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

October 2021

General Fund	\$614,956.11
Asset Replacement Fund	0.00
Total	<u><u>\$614,956.11</u></u>

E. PERSONNEL

1. SELECTIONS

Recommended Action: The Board of Library Trustees hereby approves the following selections:

<u>Name</u>	<u>Class.</u>	<u>Position Title</u>	<u>Status</u>	<u>Effective Date</u>
Susana Zhong	LAll	Admin Asst	PTH	10/11/2021
Robert Broadstone	Librarian I	Librarian I	FTS	10/25/2021
Jacqueline Hernandez	Librarian I	Librarian I	FTS	10/25/2021

2. RESIGNATIONS AND TERMINATIONS – None

3. CHANGE IN STATUS (Salaried employees only) – None

F. APPROVAL OF RESOLUTION NO. 2021-08 – REAUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF LIBRARY TRUSTEES FOR THE PERIOD OF DECEMBER 1, 2021 TO DECEMBER 31, 2021 PURSUANT TO ASSEMBLY BILL 361 AND BROWN ACT PROVISIONS
Recommended Action: The Board of Library Trustees hereby approves Resolution No. 2021-08

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR **(10 minutes)**
Items removed from the Consent Calendar will be discussed individually at this time.
9. UPCOMING BOARD OF LIBRARY TRUSTEES CONFERENCES AND EVENTS (DIRECTOR ADDINGTON) **(3 minutes)**
 - Saturday, December 4 - Annual Parade of Lights, Rolling Hills Estates – 6:00 pm; VIP pre-parade reception begins at 4:00 pm (location unknown at this time).
10. PRESENTATION OF 2020/2021 AUDIT REPORT* (FINANCE MANAGER LIU) **(20 minutes)**
11. PENINSULA TEEN ADVISORY COUNCIL (PTAC) PRESENTATION (YOUNG ADULT LIBRARIAN DURAZO AND STUDENT DINA ELTAWIL, SENIOR AT PALOS VERDES PENINSULA HIGH SCHOOL) **(10 minutes)**
12. TEEN ANNEX UPDATE (FACILITIES MANAGER GUTIERREZ) **(5 minutes)**
13. DISTRICT DIRECTOR’S MONTHLY REPORT* (DIRECTOR ADDINGTON) **(10 minutes)**
14. COMMUNITY RELATIONS COMMITTEE REPORT (TRUSTEE PARKE) **(5 minutes)**
15. PENINSULA FRIENDS OF THE LIBRARY LIAISON REPORT (TRUSTEE EASTON) **(5 minutes)**
16. GOVERNMENT RELATIONS LIAISON REPORT (TRUSTEE UNNO) **(5 minutes)**
17. ITEMS FOR FUTURE AGENDAS **(3 minutes)**
This is an opportunity for board members to publicly request that items be placed on future agendas.
18. ADJOURNMENT

* Indicates attachment

81 minutes approx. (not including speaker cards)