

AGENDA
1119th Regular Meeting
Board of Library Trustees
Palos Verdes Library District
VIRTUAL MEETING VIA VIDEO CONFERENCE
January 21, 2021 ♦ 7:00 pm

***Pursuant to the Governor's Executive Order N-29-20, the
Library Board of Trustees may participate via video conference.***

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. Requests 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 Executive Order N-29-20 and guidance from the California Department of Public Health on limitations on gatherings and social distancing requirements, 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, 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

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

- Curbside pickup is available at all PVLD library buildings.
- Interior access is still unavailable at all branches.

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 BOARD OF LIBRARY TRUSTEE MEETING MINUTES

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

- 1) Regular Board of Library Trustees meeting held on December 17, 2020*
- 2) Special Board of Library Trustees meeting held on December 11, 2020*
- 3) Special Board of Library Trustees meeting held on December 30, 2020*

B. STATISTICAL REPORT FOR DECEMBER 2020* - (Full report available on line at [PVL D Statistical Report December 2020](#))

Recommended Action: The Board of Library Trustees hereby approves the Statistical Report for December 2020.

C. APPROVE BUDGET PERFORMANCE REPORT FOR DECEMBER 2020*

Recommended Action: The Board of Library Trustees hereby receives and files the financial report for December 2020, as submitted.

D. CASH DISBURSEMENTS

Recommended Action: The Board of Library Trustees hereby receives and files the cash disbursement report below, as submitted:

December 2020	
General Fund	\$531,616.99
Asset Replacement Fund	10,000.00
Total	\$541,616.99

E. PERSONNEL

- 1). SELECTIONS - NONE
- 2) RESIGNATIONS AND TERMINATIONS - NONE
- 3) CHANGE IN STATUS (Salaried employees only) – NONE

F. ANNUAL REVIEW OF SECTION 7035.0 (INVESTMENT POLICY) OF THE TRUSTEES POLICIES AND PROCEDURES MANUAL*

Recommended Action: The Board of Library Trustees has reviewed Section 7035.0 (Investment Policy) of the *Trustees Policies and Procedures Manual* and authorizes its inclusion in the Policy Manual with the notation "Revised January 16, 2021" as presented in the memorandum dated January 21, 2021. (copy appended)

G. BOARD MEETING LOCATIONS AND DATES FOR 2021

- All Board of Library Trustee meetings are scheduled for the third Thursday of every month at 7:00 PM PST and will be held virtually until further notice.

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)
 - None at this time.
10. RECOGNITION OF PVLD EMPLOYEE SERVICE MILESTONES (PRESIDENT WONG)
 - Saul Cerda, Maintenance Worker II – 5 years
 - Courtney Charpentier, Circulation Clerk – 5 years
 - Deb Ripley, Adult Services Librarian – 10 years
 - Susan Deo, Senior Circulation Clerk – 15 years
 - John Jakobsen, Network/Systems Administrator – 15 years
 - Emily Ohara, Young Readers Librarian – 15 years
 - Eve Wittenmyer, Branch Manager – 15 years
 - David Campbell, Digital Services Manager – 20 years
 - Kendel Cornwell, Senior Page – 20 years
 - Virginia Dailey, Page – 20 years
 - Laura Henry, Young Readers Department Manager – 20 years
 - Mary Kocman, Technical Services Manager – 20 years
11. QUARTERLY REPORT FROM PENINSULA FRIENDS OF THE LIBRARY (PFL PRESIDENT DEFREES)
12. PRESENTATION ON PENINSULA FRIENDS OF THE LIBRARY GIVING OPTIONS (PFL EXECUTIVE DIRECTOR COTTER)
13. UPDATE FROM PVLD'S BUILD TEAM (YOUNG ADULT LIBRARIAN MEGAN DURAZO)
14. UPDATE ON LIBRARY SERVICES AND INTERIOR LIBRARY ACCESS* (DEPUTY DIRECTOR ROY)
15. DISCUSSION OF FINANCIAL ADVISOR FOR PENSION REFINANCING* (TRUSTEE PARKE AND FINANCE MANAGER LIU)
16. DISCUSSION ON CONSTRUCTION MANAGEMENT CONTRACT FOR TEEN ANNEX* (DIRECTOR ADDINGTON AND FACILITIES MANAGER GUTIERREZ)
17. DISTRICT DIRECTOR'S MONTHLY REPORT* (DIRECTOR ADDINGTON) (Full report available online at <https://www.pvld.org/directorsreport>)
18. AD-HOC BUDGET COMMITTEE REPORT (TRUSTEE PARKE)
19. COMMUNITY RELATIONS COMMITTEE REPORT (TRUSTEE CAMPBELL AND TRUSTEE EASTON)
20. PENINSULA FRIENDS OF THE LIBRARY LIAISON REPORT (TRUSTEE WONG)
21. GOVERNMENT RELATIONS LIAISON REPORT (TRUSTEE PARKE)
22. APPOINTMENT OF BOARD COMMITTEES FOR 2021 (PRESIDENT WONG)
 - Community Relations Committee
 - Liaison to Peninsula Friends of the Library Board of Directors
 - Government Relations Liaison
23. ITEMS FOR FUTURE AGENDAS
*This is an opportunity for board members to publicly request that items be placed on future agendas.
 Mid-year Budget*
24. ADJOURNMENT