AGENDA
1108th Regular Meeting
Board of Library Trustees
Palos Verdes Library District
Peninsula Center Library – Community Room
701 Silver Spur Road
Rolling Hills Estates, CA 90274
February 20, 2020 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. 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.

1. CALL TO ORDER
2. ROLL CALL
3. SALUTE TO THE FLAG
4. ADOPTION OF AGENDA
   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.
   • Fiscal year 2019/2020 midyear budget review workshop – February 3, 2020
   • Closed session meeting with District employment counsel – February 3, 2020
   • SDRMA Spring Education Day – Sacramento – March 24, 2020
   • All PVLD libraries will be closed on March 30, 2020 for all day staff training.

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.
A. APPROVAL OF MINUTES

1) REGULAR BOARD MEETING HELD ON JANUARY 16, 2020*

   Recommended Action: The Board of Library Trustees hereby approves the minutes of
   the Regular Board meeting held on January 16, 2020, as presented.

2) SPECIAL BOARD MEETING HELD ON JANUARY 13, 2020*

   Recommended Action: The Board of Library Trustees hereby approves the minutes of
   the Special Board meeting held on January 13, 2020, as presented.

3) SPECIAL BOARD MEETING HELD ON FEBRUARY 3, 2020*

   Recommended Action: The Board of Library Trustees hereby approves the minutes of
   the Special Board meeting held on February 3, 2020, as presented.

4) SPECIAL BOARD MEETING HELD ON FEBRUARY 3, 2020*

   Recommended Action: The Board of Library Trustees hereby approves the minutes of
   the Special Board meeting held on February 3, 2020, as presented.

B. STATISTICAL REPORT FOR JANUARY 2020 - CIRCULATION, PUBLIC USE, QUESTIONS
   ASKED, AND COLLECTION DATA (Full report available on line at PVLD STATISTICAL REPORT
   JANUARY 2020 or PVLD.org ➔ About Us ➔ Board of Trustees ➔ Packets)

   Recommended Action: The Board of Library Trustees hereby approves the Statistical

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 JANUARY 2020*

2) QUARTERLY REPORTS*

   (a) COMBINED BALANCE SHEET, AT DECEMBER 31, 2019
   (b) COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
       FUND BALANCE FOR PERIOD ENDING DECEMBER 31, 2019
   (c) CASH AND INVESTMENT REPORT, AT DECEMBER 31, 2019

D. CASH DISBURSEMENTS

   Recommended Action: The Board of Library Trustees hereby receives and files the
   January 2020 cash disbursements, as follows:

            January 2020

               General Fund      $57,423.57
               Gift Fund          0.00
               Asset Replacement Fund   $19,433.20
               Cost of Issuance       0.00
               Total                $592,906.77

E. PERSONNEL

1) SELECTIONS

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Class</th>
<th>Position Title</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahmed Jalloh</td>
<td>LAII</td>
<td>Desk Clerk</td>
<td>PTH</td>
<td>01/13/2020</td>
</tr>
<tr>
<td>Yoshie Sakai</td>
<td>LAI</td>
<td>Page</td>
<td>PTH</td>
<td>01/13/2020</td>
</tr>
</tbody>
</table>
2) **RESIGNATIONS AND TERMINATIONS**

**Recommended Action:** The Board of Library Trustees hereby receives and files the following resignations and terminations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Class.</th>
<th>Position Title</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mavash Mitchell-Johnson</td>
<td>LAII</td>
<td>Sr. Desk Clerk</td>
<td>PTS</td>
<td>01/04/2020</td>
</tr>
</tbody>
</table>

3) **CHANGE IN STATUS** (Salaried employees only) - **NONE**

F. 2018-2019 SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT*

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)
   • March 14 – Women’s Suffrage Parade – 10:00 am.
   • April 19-22 – Special District Leadership Academy Conference (governance conference for elected and appointed Directors/Trustees) – Embassy Suites, San Diego (early bird registration by March 19)

10. MID-YEAR BUDGET FOR FISCAL YEAR 2019/2020* (FINANCE MANAGER LIU)

11. ANNEX AD HOC COMMITTEE ASSESSMENT (PRESIDENT JUE)

12. SITE SURVEY FOR ALTERNATE ANNEX LOCATIONS AT PENINSULA CENTER LIBRARY* (DIRECTOR ADDINGTON)

13. PURCHASE OF NEW FIRE ALARM SYSTEM FOR PENINSULA CENTER LIBRARY* (DIRECTOR ADDINGTON)

14. UPDATES TO TRUSTEE POLICIES AND PROCEDURE MANUAL* (DEPUTY DIRECTOR ROY)

15. PAPERLESS BOARD PACKET DEMONSTRATION (IT MANAGER LATKOCZY)

16. CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) CALL FOR NOMINATIONS* (DIRECTOR ADDINGTON)

17. DISTRICT DIRECTOR’S MONTHLY REPORT (DIRECTOR ADDINGTON) (Full report available online at [https://www.pvld.org/directorsreport](https://www.pvld.org/directorsreport))

18. COMMUNITY RELATIONS COMMITTEE REPORT (TRUSTEE CAMPBELL AND TRUSTEE EASTON)

19. PENINSULA FRIENDS OF THE LIBRARY LIAISON REPORT (TRUSTEE WONG)

20. GOVERNMENT RELATIONS LIAISON REPORT (TRUSTEE PARKE)

21. ITEMS FOR FUTURE AGENDAS
   *This is an opportunity for board members to publicly request that items be placed on future agendas.*

22. ADJOURNMENT