

AGENDA
1082nd Regular Meeting
Board of Library Trustees
Palos Verdes Library District
Peninsula Center Library
Rolling Hills Estates, CA 90274
December 21, 2017 ♦ 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 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.

- All PVL D libraries will be closed on Sunday, December 24th and Monday, December 25th for the Christmas holiday. We will also be closed on Monday, January 1st for the New Year holiday.
- Special Meeting/Workshop held on December 4, 2017

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. PRESENTATION OF CERTIFICATE OF APPRECIATION TO OUTGOING TRUSTEE JENNY HONG
(PRESIDENT JUE)

8. SWEARING IN OF NEW/RETURNING TRUSTEES (VICE PRESIDENT MOORE)

- 9. ELECTION OF OFFICERS (PRESIDENT JUE)
 - A. Nomination and election for Secretary
 - B. Nomination and election for Vice-President
 - C. Nomination and election for President
- 10. RECESS TO FAREWELL RECEPTION FOR OUTGOING TRUSTEE JENNY HONG, WELCOME TO NEWLY ELECTED TRUSTEE BRIAN CAMPBELL, AND RETURNING TRUSTEES KAY COOPERMAN JUE AND KINGSTON WONG

11. 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 MINUTES
 - 1) REGULAR BOARD MEETING HELD ON NOVEMBER 16, 2017*
Recommended Action: The Board of Library Trustees hereby approves the minutes of the Regular Board meeting held on November 16, 2017, as presented.
 - 2) SPECIAL BOARD MEETING HELD ON NOVEMBER 16, 2017*
Recommended Action: The Board of Library Trustees hereby approves the minutes of the Special Board meeting held on November 16, 2017, as presented.
 - 3) SPECIAL BOARD MEETING HELD ON DECEMBER 4, 2017*
Recommended Action: The Board of Library Trustees hereby approves the minutes of the Special Board meeting held on December 4, 2017, as presented.
- B. STATISTICAL REPORT FOR NOVEMBER 2017 - CIRCULATION, PUBLIC USE, QUESTIONS ASKED, AND COLLECTION DATA (available online at <http://www.pvld.org/about/trustees/meetings>)
Recommended Action: The Board of Library Trustees hereby approves the Statistical Report for November 2017.
- C. APPROVE BUDGET PERFORMANCE REPORT FOR NOVEMBER 2017
Recommended Action: The Board of Library Trustees hereby receives and files the financial reports for November 2017, as submitted.
- D. CASH DISBURSEMENTS
Recommended Action: The Board of Library Trustees hereby receives and files the November 2017 cash disbursements, as follows:

November 2017

General Fund	\$607,889.05
Gift Fund	0.00
Asset Replacement Fund	0.00
Cost of Issuance	0.00
Total	<u>\$607,889.05</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>
Ortiz, Jessica	LAI	Passport Agent	PTH	11/15/2017
Portillo, Franklin	MWI	Maintenance Worker	FTS	11/16/2017

- 2) RESIGNATIONS AND TERMINATIONS - None
- 3) CHANGE IN STATUS (Salaried employees only) -None
12. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR
Items removed from the Consent Calendar will be discussed individually at this time.
13. UPCOMING BOARD OF LIBRARY TRUSTEES CONFERENCES AND EVENTS (DIRECTOR GOULD)
 - 01/12/2018 – Annual Economic Forecast Breakfast, 7:30 – 11:00am – Terranea Resort
14. RECEIPT OF 2016/2017 AUDIT* (DIRECTOR OF FINANCE & ADMINISTRATION MATTIX)
15. APPROVE CANDIDATE PROFILE MATERIALS FOR DISTRICT DIRECTOR POSITION* (DIRECTOR GOULD)
16. NEW POLICY REGARDING CANCELLATION OF BOARD MEETINGS* (TRUSTEE JUE)
17. DISTRICT DIRECTOR'S MONTHLY REPORT (DIRECTOR GOULD)
18. COMMUNITY RELATIONS COMMITTEE REPORT (TRUSTEE JUE AND TRUSTEE MOORE)
19. PENINSULA FRIENDS OF THE LIBRARY LIAISON REPORT (TRUSTEE WONG)
20. PENINSULA FRIENDS OF THE LIBRARY DEVELOPMENT COMMITTEE LIAISON REPORT (TRUSTEE WONG)
21. GOVERNMENT RELATIONS LIAISON REPORT (TRUSTEE STEGURA)
22. ITEMS FOR FUTURE AGENDAS
23. ADJOURNMENT
*Indicates attachment