

**AGENDA**  
**1081st Regular Meeting**  
**Board of Library Trustees**  
**Palos Verdes Library District**  
**Peninsula Center Library**  
**Rolling Hills Estates, CA 90274**  
**November 16, 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 PVLD libraries will be closed for Thanksgiving on November 23, 2017. Regular hours will resume on Friday.
- The Peninsula Center Library will close at 3:00 pm on Saturday, December 2nd to accommodate street closures for the 20<sup>th</sup> Annual Peninsula Holiday Parade of Lights, sponsored by the City of Rolling Hills Estates.

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 MINUTES OF REGULAR BOARD MEETING HELD ON
  - 1) REGULAR BOARD MEETING HELD ON SEPTEMBER 21, 2017\*  
**Recommended Action:** The Board of Library Trustees hereby approves the minutes of the Regular Board meeting held on September 21, 2017, as presented.
  - 2) SPECIAL BOARD MEETING HELD ON SEPTEMBER 21, 2017\*  
**Recommended Action:** The Board of Library Trustees hereby approves the minutes of the Special Board meeting held on September 21, 2017, as presented.
  - 3) SPECIAL BOARD MEETING HELD ON NOVEMBER 2, 2017\*  
**Recommended Action:** The Board of Library Trustees hereby approves the minutes of the Special Board meeting held on November 2, 2017, as presented.
  
- B. STATISTICAL REPORT FOR SEPTEMBER 2017 AND OCTOBER 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 Reports for September 2017 and October 2017.
  
- C. APPROVAL OF FINANCIAL STATEMENTS
  - 1) APPROVAL OF BUDGET PERFORMANCE REPORT FOR SEPTEMBER 2017\*  
**Recommended Action:** The Board of Library Trustees hereby receives and files the financial reports for September 2017, as submitted.
  - 2) APPROVAL OF BUDGET PERFORMANCE REPORT FOR OCTOBER 2017\*  
**Recommended Action:** The Board of Library Trustees hereby receives and files the financial reports for October 2017, as submitted.
  - 3) QUARTERLY REPORTS
    - a. COMBINED BALANCE SHEET, AT SEPTEMBER 30, 2017
    - b. COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR PERIOD ENDING SEPTEMBER 30, 2017
    - c. CASH AND INVESTMENT REPORT, AT SEPTEMBER 30, 2017  
**Recommended Action:** The Board of Library Trustees hereby receives and files the quarterly financial reports, as submitted.
  
- D. CASH DISBURSEMENTS  
**Recommended Action:** The Board of Library Trustees hereby receives and files the September 2017 and October 2017 cash disbursements, as follows:

	<u>September 2017</u>		<u>October 2017</u>
General Fund	\$517,970.72	General Fund	\$534,253.56
Gift Fund	0.00	Gift Fund	0.00
Asset Replacement Fund	0.00	Asset Replacement Fund	0.00
Cost of Issuance	0.00	Cost of Issuance	0.00
<b>Total</b>	<b><u>\$517,970.72</u></b>	<b>Total</b>	<b><u>\$534,253.56</u></b>

- 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>
Hall, Elizabeth	LA III	Senior Page	PTH	10/02/2017

- 2) RESIGNATIONS AND TERMINATIONS – NONE

- 3) CHANGE IN STATUS (Salaried employees only) – None  
**Recommended Action: The Board of Library Trustees hereby approves the following changes in status:**

<u>Name</u>	<u>From</u>	<u>To:</u>	<u>Effective Date</u>
Leiva, Jose	Maintenance Worker IV	Maintenance Worker V	08/09/2017

- F. RECEIVE AND FILE CALIFORNIA STATE LIBRARY ANNUAL PUBLIC LIBRARY SURVEY FOR FISCAL YEAR 2016/2017\*
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 GOULD)
- Friday, 11/17 – 5:30 p.m. PVP Chamber and PVP League of Women Voters Annual Elected Officials Party – Pt. Vicente Interpretive Center
  - Saturday, 12/3 - 6:00 p.m. – 20<sup>th</sup> Annual Peninsula Parade of Lights. VIP pre-parade reception at El Pollo Inka from 4:00 – 5:45. All Trustees are invited to attend reception.
10. REPORT ON BOARD OF LIBRARY TRUSTEE SPECIAL MEETINGS/WORKSHOPS (President Jue)
- Special Board of Library Trustees Meeting/Workshop – 11/02/2017
  - Special Board of Library Trustees Meeting/Workshop – 11/16/2017
11. SELECTION OF FIRM FOR RECRUITMENT OF DISTRICT DIRECTOR (PRESIDENT JUE)
12. PENINSULA FRIENDS OF THE LIBRARY QUARTERLY REPORT (PFL PRESENT JONES)
13. NOMINATION OF INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE AND AN ALTERNATE TO THE LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO)\* (DIRECTOR GOULD)
14. DIRECTOR'S MONTHLY REPORT (DIRECTOR GOULD)
15. COMMUNITY RELATIONS COMMITTEE REPORT (PRESIDENT JUE AND TRUSTEE MOORE)
16. PENINSULA FRIENDS OF THE LIBRARY LIAISON REPORT (TRUSTEE WONG)
17. PENINSULA FRIENDS OF THE LIBRARY DEVELOPMENT COMMITTEE LIAISON REPORT (TRUSTEE WONG)
18. GOVERNMENT RELATIONS LIAISON REPORT (TRUSTEE STEGURA)
19. ITEMS FOR FUTURE AGENDAS
20. ADJOURNMENT  
 \*Indicates attachment