

AGENDA
1095th Regular Meeting
Board of Library Trustees
Palos Verdes Library District
Peninsula Center Library – Community Room
701 Silver Spur Road
Rolling Hills Estates, CA 90274
January 17, 2019 ♦ 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. 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.

- Welcome Peninsula Teen Advisory Council (PTAC) Liaison
- Liaison to Palos Verdes Library District Strategic Planning Committee
- Upcoming BLT Special Meetings/Workshops
 - ✓ Mid-Year Budget Workshop - Thursday, February 7 – 11:00 am – Purcell Meeting Room
 - ✓ MOU Goals (closed session) – Thursday, February 21 – 6:00 pm – Peninsula Center Conference Room

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 DECEMBER 20, 2018*
Recommended Action: The Board of Library Trustees hereby approves the minutes of the Regular Board meeting held on December 20, 2018, as presented.
- B. STATISTICAL REPORT FOR DECEMBER 2018 - CIRCULATION, PUBLIC USE, QUESTIONS ASKED, AND COLLECTION DATA (Full report available on line)
Recommended Action: The Board of Library Trustees hereby approves the Statistical Report for December 2018.
- C. FINANCIAL REPORT - APPROVED BUDGET PERFORMANCE REPORT FOR DECEMBER 2018
Recommended Action: The Board of Library Trustees hereby receives and files the Budget Performance Report for December 2018, as submitted.
- D. CASH DISBURSEMENTS
Recommended Action: The Board of Library Trustees hereby receives and files the December 2018 cash disbursements, as follows:

December 2018

General Fund	\$507,542.30
Gift Fund	0.00
Asset Replacement Fund	0.00
Cost of Issuance	0.00
Total	<u>\$507,542.30</u>

- E. PERSONNEL
- 1) SELECTIONS - NONE
- 2) RESIGNATIONS AND TERMINATIONS
Recommended Action: The Board of Library Trustees hereby receives and files the following resignations and terminations:
- | <u>Name</u> | <u>Class.</u> | <u>Position Title</u> | <u>Status</u> | <u>Effective Date</u> |
|---------------|---------------|-----------------------|---------------|-----------------------|
| Sabrina Ponce | LAI | Page | PTH | 12/21/18 |
- 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 "Reviewed January 17, 2019" as presented in the memorandum dated January 17, 2019. (copy appended)
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)
- Friday, January 18 - Annual Economic Forecast Breakfast, Christopher Thornberg, Beacon Economics – Terranea Resort – 7:30am – 10:30am
10. RECOGNITION OF PVLD EMPLOYEE SERVICE MILESTONES (PRESIDENT STEGURA)
- Brett LaForest, IT Administrator – 15 years
 - Laz Latkoczy, IT Manager – 15 years
 - Marcia O'Connor, Senior Branch Clerk, Malaga Cove Library – 15 years

- Michael Barb, Young Reader's Librarian – 10 years
- Greg Douglass, Annex Assistant – 10 years
- Kate Rao, Young Readers Librarian – 10 years
- Shirley Ashe, On-Call Librarian – 5 years
- Tami Bender, Executive Assistant – 5 years
- Jennifer Medina, On-Call Librarian – 5 years
- Jason Smith, Maintenance I – 5 years
- Jennifer Valladares – Payroll Analyst – 5 years

<BREAK FOR SHORT RECEPTION>

11. QUARTERLY REPORT FROM PENINSULA FRIENDS OF THE LIBRARY (PFL PRESIDENT RON DEFREES)
12. CONSIDERATION TO ELIMINATE POLICY NO. 8050.3 - LIAISON TO PENSULA FRIENDS OF THE LIBRARY DEVELOPMENT COMMITTEE* (PRESIDENT STEGURA)
13. APPOINTMENT OF BOARD COMMITTEES FOR 2019 (PRESIDENT STEGURA)
 - Community Relations Committee
 - Liaison to Peninsula Friends of the Library Board of Directors
 - Government Relations Liaison
14. ANNEX UPDATE (FACILITIES MANAGER CROUSE)
15. NOTIFICATION OF VENDOR SELECTION FOR NEW INTERGRATED LIBRARY SYSTEM (ILS)* (DIRECTOR ADDINGTON)
16. DISTRICT DIRECTOR'S MONTHLY REPORT (DIRECTOR ADDINGTON) (Full report available online)
17. PENINSULA TEENS ADVISORY COUNCIL LIAISON REPORT (STUDENT LIAISON MINJI JEUN)
18. COMMUNITY RELATIONS COMMITTEE REPORT (TRUSTEE JUE)
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
This is an opportunity for board members to publicly request that items be placed on future agendas.
23. ADJOURNMENT

* indicates attachment