

AGENDA
1093rd Regular Meeting
Board of Library Trustees
Palos Verdes Library District
Peninsula Center Library – Community Room
701 Silver Spur Road
Rolling Hills Estates, CA 90274
November 15, 2018 ♦ 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.

- All PVL D libraries will be closed for Thanksgiving on November 22, 2018. Regular hours will resume on Friday.
- The Peninsula Center Library will close at 3:00 pm on Saturday, December 1st to accommodate street closures for the 21st 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 FOR REGULAR BOARD MEETING HELD ON OCTOBER 18, 2018*
Recommended Action: The Board of Library Trustees hereby approves the minutes of the Regular Board meeting held on October 18, 2018, as presented.

- B. STATISTICAL REPORT FOR OCTOBER 2018 - CIRCULATION, PUBLIC USE, QUESTIONS ASKED, AND COLLECTION DATA (available on our website at www.pvld.org)
Recommended Action: The Board of Library Trustees hereby approves the Statistical Report for October 2018.

- C. APPROVAL OF FINANCIAL STATEMENTS*
 - 1) APPROVAL OF BUDGET PERFORMANCE REPORT FOR OCTOBER 2018*
Recommended Action: The Board of Library Trustees hereby receives and files the financial reports for October 2018, as submitted.
 - 2) QUARTERLY REPORTS
 - a. COMBINED BALANCE SHEET, AT SEPTEMBER 30, 2018
 - b. COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR PERIOD ENDING SEPTEMBER 30, 2018
 - c. CASH AND INVESTMENT REPORT, AT SEPTEMBER 30, 2018**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 cash disbursements, as follows:

October 2018

| | |
|------------------------|-----------------------------------|
| General Fund | \$400,063.79 |
| Asset Replacement Fund | 9,100.00 |
| TOTAL | <u><u>\$409,163.79</u></u> |

8. PERSONNEL

- 1) SELECTIONS - NONE
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> |
|-----------------------------|----------------------|------------------------------|----------------------|------------------------------|
| Ryan Roy | Deputy Director | Deputy Director | FTS | 10/01/2018 |
| Ashley Evangelista-Mendiola | LAI | Page | PTH | 10/22/2018 |
| Safaa Shtewi | LAI | Page | PTH | 10/22/2018 |

- 2) RESIGNATIONS AND TERMINATIONS- NONE
- 3) CHANGE IN STATUS (Salaried employees only)

| <u>Name</u> | <u>From</u> | <u>To:</u> | <u>Effective Date</u> |
|---------------------|-------------|------------|-----------------------|
| Lessa Pelayo-Lozada | LIB II | LM II | 10/01/2018 |

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)
 - Saturday, 12/1/2018 – Annual Peninsula Holiday Parade of Lights – Parade: 6:00 pm – VIP Reception: 4:00-5:45 pm – El Pollo Inka restaurant. All Trustees are invited to reception.
10. DISTRICT DIRECTOR’S MONTHLY REPORT (DIRECTOR ADDINGTON)
11. COMMUNITY RELATIONS COMMITTEE REPORT (TRUSTEE JUE)
12. PENINSULA FRIENDS OF THE LIBRARY LIAISON REPORT (TRUSTEE WONG)
13. PENINSULA FRIENDS OF THE LIBRARY DEVELOPMENT COMMITTEE LIAISON REPORT (TRUSTEE WONG)
14. GOVERNMENT RELATIONS LIAISON REPORT (TRUSTEE STEGURA)
15. PRESENTATION ON YOUNG READER’S SMART BOARD (YOUNG READER’S MANAGER LAURA HENRY WILL HOLD PRESENTATION IN THE YOUNG READER’S DEPARTMENT IN THE LIBRARY)
16. ITEMS FOR FUTURE AGENDAS
This is an opportunity for board members to publicly request that items be placed on future agendas.
17. ADJOURNMENT

* indicates attachment