

AGENDA
962nd Regular Meeting
Board of Library Trustees
Palos Verdes Library District
Peninsula Library
December 13, 2007
7:00 p.m.

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 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.*

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 Library Director 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.

6. SWEARING IN OF NEW TRUSTEES

7. ELECTION OF OFFICERS

- A. Nominations for President and Election
- B. Nominations for Vice-President and Election
- C. Nominations for Secretary and Election

8. FUNDRAISING UPDATE BY PENINSULA FRIENDS OF THE LIBRARY PRESIDENT TED PAULSON

9. RECOGNITION OF EMPLOYEES FOR MILESTONES IN YEARS OF SERVICE

Julie Mattix, Finance Director (F/T), 10 years
Marjeanne Blinn, Sr. Adult Services Librarian (F/T), 25 years
Barbara Budde, Desk Clerk, Circulation Department (P/T) 20 years
Peter Mickelson, Adult Services Librarian (P/T), 10 years

10. PRESENTATION OF CERTIFICATE OF APPRECIATION TO KATHRYN FORTE
11. BREAK FOR RECEPTION IN HONOR OF EMPLOYEES WITH SERVICE MILESTONES AND KATHRYN FORTE
12. 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!
13. 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 MEETING OF NOVEMBER 8, 2007*
Recommended Action: The Board of Library Trustees hereby approves the minutes of the regular meeting of November 8, 2007, as presented.
- 2) SPECIAL MEETING OF NOVEMBER 8, 2007*
Recommended Action: The Board of Library Trustees hereby approves the minutes of the special meeting of November 8, 2007, as presented.
- 3) SPECIAL MEETING OF NOVEMBER 27, 2007*
Recommended Action: The Board of Library Trustees hereby approves the minutes of the special meeting of November 27, 2007, as presented.

B. PERSONNEL ACTIONS -- none

C. CASH DISBURSEMENTS PRESENTED FOR APPROVAL:

Recommended Action: The Board of Library Trustees hereby approves the November 2007 cash disbursements presented for approval:

General Fund	\$ 450,375.57
Gift Fund	\$ 5,000.00
Asset Replacement Fund	\$ 29,790.78
Cost of Issuance	\$0

D. FINANCIAL REPORT

- 1) 2007/2008 APPROVED BUDGET PERFORMANCE REPORT FOR NOVEMBER 2007*FINANCIAL REPORTS
Recommended Action: The Board of Library Trustees hereby receives and files the above financial reports, as submitted.

E. STATISTICAL REPORT – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, AND COLLECTION DATA*

Recommended Action: The Board of Library Trustees hereby receives and files the Statistical Report for November 2007

F. SAFETY COMMITTEE MINUTES*

Recommended Action: The Board of Library Trustees hereby receives and files the Safety Committee Minutes of November 14, 2007, as submitted.

14. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR
Items removed from the Consent Calendar will be discussed individually at this time.
15. DIRECTOR'S REPORT
16. CONSIDERATION OF REVISIONS TO PERSONNEL POLICIES 8.1, 8.3 AND 9.3.7 RELATED TO LIBRARY HOLIDAYS AND TO EMPLOYEE VACATION AND PERSONAL HOLIDAYS*
17. CONSIDERATION OF REVISIONS TO BOARD OF LIBRARY TRUSTEE POLICY MANUAL"
 - A. SECTIONS 5020 AND 5050 RELATED TO THE CIRCULATION OF LIBRARY MATERIALS*
 - B. SECTION 7100 RELATED TO THE DISTRICT'S PURCHASING POLICY*
18. REVIEW AND APPROVAL OF INTERVIEW PROCESS FOR VACANT TRUSTEE POSITION*
19. COMMITTEE AND LIAISON REPORTS
 - A. COMMUNITY RELATIONS COMMITTEE (TRUSTEE MAHR)
 - B. GOVERNMENTAL LIAISON (TRUSTEE MAHR)
20. AGENDA ADDITIONS PURSUANT TO AGENDA ITEM 4, ADOPTION OF AGENDA
No action or discussion shall be taken on any item not appearing on the posted agenda, unless authorized by law.
21. AGENDA ITEMS FOR FUTURE AGENDAS
This is an opportunity for Board members to publicly request that items be placed on future agendas.
22. ADJOURNMENT
Recommended Action: There being no further business to come before the Board, the meeting be adjourned.

* indicates written attachments