

MINUTES
902nd Regular Meeting
Board of Library Trustees
Palos Verdes Library District
Peninsula Center Library
December 12, 2002
7:30 p.m.

1. CALL TO ORDER

The meeting was called to order at 7:40 p.m.

2. ROLL CALL

Board Members Present: Trustees Jane Jones, Trustee Rob Katherman, James Moore
Board Member Absent: George Uraguchi (arrived at 7:58 p.m.)
Staff Present: Director Barbara Roberts, Finance Director Julie Lovelace

3. SALUTE TO THE FLAG

Trustee Moore led the flag salute.

4. ADOPTION OF AGENDA

MOTION by Trustee Moore that the Board of Library Trustees hereby adopts the Agenda as modified, with the deletion of Item H.

MOTION passed 4 to 0.

5. RECOGNITION OF EMPLOYEES FOR MILESTONES IN YEARS OF SERVICE

The Board honored the following employees in recognition of service to the District. Each will be honored with the placement of a book in the library collection selected to reflect her interests.

Rosita Ting, thirty-five years of service, Young Readers Librarian (F/T), The Little School Bus, by Carol Roth, illustrated by Pamela Paparone.

Marjeanne Blinn, twenty years of service, Reference Librarian (F/T), Genealogical Research, edited by Anne Bruner Eales & Robert M. Kvasnicka.

Barbara Budde, fifteen years of service, Circulation Desk Clerk (P/T), Rustico, Regional Italian Country Cooking, by Micol Negrin.

Trustee Jones called a recess at 7:45 p.m. for recognition of these honored employees.
Meeting reconvened at 7:58 p.m.

6. PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

Board President Jones:

- expressed heartfelt sympathy to the family of Sue Savage, a dearly loved and respected member of the community who served on the Strategic Planning Committee and most recently the Peninsula Center Library Advisory Committee.
- Noted her participation in the recent California Library Association annual conference in Sacramento where she attended several interesting sessions, including: Pro-active Communication, Library Services for Seniors (in-house and homebound services),

Programming for Libraries, Needs Assessment: A tool for library services, and Leadership That Gets Results.

Trustee Uraguchi commented on the current state of the California State budget and urged the Board to focus on budgeting to prevent a local library crisis two to three years down the road.

7. ELECTION OF OFFICERS OF THE LIBRARY BOARD OF TRUSTEES, 2003

Trustee Jones opened nominations for President of the Board of Trustees. Trustee Jones nominated Trustee Moore for President. Nominations closed.

VOTE was taken and Trustee Moore was elected President 5 to 0.

Trustee Jones opened nominations for Vice President. Trustee Uraguchi nominated Trustee Paulson for Vice President. Nominations closed.

VOTE was taken and Trustee Paulson was elected Vice President 5 to 0.

Trustee Jones opened nominations for Secretary. Trustee Moore nominated Trustee Uraguchi for Secretary. Trustee Uraguchi respectfully declined. Trustee Paulson nominated Trustee Katherman for Secretary. Nominations closed.

VOTE was taken and Trustee Katherman was elected Secretary 5 to 0.

Trustee Jones thanked the Board for their confidence and the opportunity to serve as President, noting that it has been a privilege and she has done her best. She said the District has had a very successful year, which included a lot of accomplishments and many expansions.

Trustee Moore thanked Jane for an outstanding job and stated he would do his best to carry on the tradition of good leadership.

8. APPROVAL OF MINUTES - REGULAR MEETING – NOVEMBER 14, 2002 AND NOVEMBER 25, 2002

MOTION by Trustee Katherman that the Board of Library Trustees hereby approves the minutes of the regular meeting of November 14, 2002, and Adjourned Regular meeting of November 25, 2002, as presented.

MOTION passed 5 to 0.

9. CONSENT CALENDAR

MOTION by Trustee Katherman that the Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below, with the exception of Item H, which was deleted from the Consent Calendar by Trustee Jones:

A. CASH DISBURSEMENTS PRESENTED FOR APPROVAL:

Recommended Action: The Board of Library Trustees hereby approves the November 2002 cash disbursements presented for approval:

General Fund	\$320,137.57
Gift Fund	\$771.29
Building Fund	\$52,135.19
Other Funds	\$13,551.70

B. PERSONNEL

1) SELECTIONS

Recommended Action: The Board of Library Trustees hereby approves the following selections:

- PPVI, Millican, Dallas. Personnel Specialist (FTS), Administration, effective 11/18/02

2) RESIGNATIONS & TERMINATIONS

Recommended Action: The Board of Library Trustees hereby approves the following resignations & terminations:

- PPVI, Logan, Ray. Building Engineer (PTH), Facilities, effective 11/22/02
- PPI, Massero, Nick. Page (PTH), Circulation, effective 12/02/02

C. 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 2002

D. FINANCIAL REPORT -- 2002/2003 APPROVED BUDGET PERFORMANCE REPORT FOR 11/2002

Recommended Action: The Board of Library Trustees hereby receives and files the above financial reports, as submitted.

E. RECEIPT OF ANNUAL REPORT TO THE STATE LIBRARY

Recommended Action: The Board of Library Trustees hereby receives and files the Annual Report to the State Library for 2002.

F. AUTOMATION REPORT FROM LSSI

Recommended Action: The Board of Library Trustees hereby receives and files the Automation Report from LSSI for November 2002

G. APPROVAL OF MODIFICATIONS TO POLICY NO. 5060.0 (GIFTS/DONATIONS)

Recommended Action: The Board of Library Trustees hereby approved modifications to Policy No. 5060.0 (Gifts/Donations) (copy appended)

H. (deleted from agenda)

I. CONTRACT UPDATE REPORT

Recommended Action: The Board of Library Trustees hereby receives and files the Contract Update Report through November 2002

MOTION passed 5 to 0.

10. COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON AGENDA

PUBLIC COMMENT

Mr. Gordon Conable, LSSI, acknowledged that it has been a privilege and honor to provide automation services for the District for the past five years. He said it has been a good cooperative experience and offered that if, at some point in the future LSSI could be of service to the District, they would be interested in discussing the possibilities.

Trustees Moore and Jones thanked Mr. Conable and his staff for their services during the past five years.

11. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR

None.

12. CONSIDERATION OF APPROVAL OF NEW POLICY NO.7031.2 (DONOR BOARD)

Finance Director Lovelace reviewed the proposed policy and levels of recognition (copy appended).

The Board discussed the various levels of recognition. While Trustee Jones expressed her preference to see a higher dollar amount for the first level of contribution (\$1500 rather than \$1000), the majority of the Board preferred to keep the levels lower in order to encourage donations.

Trustee Moore recommended that the three Library Advisory Committees review the various suggested levels prior to a final decision by the Board, but the majority of the Board felt that this was a decision that should be made by the Board and they preferred to handle it this evening.

MOTION by Trustee Paulson to adopt the levels of funding designated in the proposed new Policy 7031.2 (copy appended).

MOTION passed 4 to 1.

Nays: Trustee Jones

MOTION by Trustee Katherman to select example #4: Partners, Patrons, Sponsors, and Benefactors as the levels.

MOTION passed 4 to 1.

Nays: Trustee Jones

13. REPORT ON 75TH JUBILEE COORDINATING COMMITTEE

Trustee Jones reported that the coordinating committee has held one meeting, with another meeting to be held on December 13. There are many suggestions for events, programs, logos, and commemorative items for use throughout the year at all branches and for all patrons young and old. A final proposal will be presented to the Board at the February meeting for approval.

Trustee Jones reported that the District was founded on April 26th and this will be the date of a celebration at Malaga Cove, with definite plans to be determined.

Trustee Paulson emphasized that this will be a yearlong celebration, not just on April 26th.

Trustee Moore said this year gives the District a special opportunity to highlight activities of the District in various ways and at various times. He encouraged the committee to publicize all of the activities over the year.

14. DIRECTOR'S REPORT

Director Roberts reported on several items, including the state of the State Budget, progress on the Strategic Plan, recruitment for open positions, space planning, attendance at a recent MCLS workshop re: meeting the media, receipt of a tuition reimbursement grant for Jennifer Addington; and the drafting of a survey for seniors to be distributed in January.

Director Roberts noted that Trustee Moore had asked at the last meeting that an interesting statistic be pulled from the monthly statistic report to be shared, and reported that the first "Statistic Sizzle" is that requests for Inter-Library Loans are up 231% from last fiscal year, most likely due to the fact that the previous \$3 fee to initiate an ILL was eliminated as of July 1—which means we are getting more material into the hands of patrons.

Director Roberts acknowledged a \$160 donation to Miraleste Library from Jackson Federal Bank for the purchase of children's books; noted that the gate at Miraleste will be open during library hours only beginning in January.

Director Roberts concluded by stating that the District is financially healthy, in the process of drafting a new strategic plan through the year 2006, is nearly up to full staff; has experienced significant changes in services over the past year; and wished the Board, public and staff happy holidays.

15. CONSIDERATION OF AND PARTICIPATION "DAY IN THE DISTRICT" ON JANUARY 10

Trustee Jones reported that "Day in the District" is similar to Legislative Day in Sacramento, but held in the District. She said the schedule is not yet published and recommended those Trustees who would like to participate keep in contact regarding the schedule.

16. AGENDA ADDITIONS PURSUANT TO AGENDA ITEM 4, ADOPTION OF AGENDA

None.

17. AGENDA ITEMS FOR FUTURE AGENDAS

Trustee Jones requested a policy change be drafted to provide the Board to review the contract update reports prior to the expiration of contracts rather than after the fact. She agreed to meet with Finance Director Lovelace to work on the draft.

18. ANNOUNCEMENT IN OPEN SESSION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS: (1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: 1 potential case;

(2) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (BERNARDS BROS., INC., THROUGH ITS ASSIGNEE, PALOS VERDES LIBRARY DISTRICT v. AMWEST SURETY INSURANCE COMPANY AND OWEN ROOFING COMPANY). Subdivision (a) of section 54956.9.

19. ADJOURN TO CLOSED SESSION – 8:40 p.m.

MOTION by Trustee Katherman to adjourn to closed session at 8:40 p.m.

MOTION passed 5 to 0.

20. RECONVENE TO OPEN SESSION – 10:06 p.m.

21. ORAL ANNOUNCEMENTS OF ACTIONS TAKEN IN CLOSED SESSION.

Trustee Moore announced that there were no reportable actions taken in closed session.

22. ADJOURNMENT

MOTION by Trustee Katherman that there being no further business to come before the Board, the meeting be adjourned.

MOTION passed 5 to 0.

The meeting was adjourned at 10:15 p.m.

Mr. Rob Katherman, Secretary

Date