

MINUTES
938th Regular Meeting
Board of Library Trustees
Palos Verdes Library District
Peninsula Center Library
December 8, 2005
7:30 p.m.

1. CALL TO ORDER

The meeting was called to order at 7:33 p.m. by Board President Jones.

2. ROLL CALL

Board Members Present: Jane Jones, Bill Lama, Bob Lee, Nancy Mahr, Ted Paulson

Board Members Absent: None

Staff Present: Director Kathy Gould, Finance Director Julie Mattix,
Executive Assistant Merna Marshall

Consultant Present: Rick Coleman, Owner's Agent

3. SALUTE TO THE FLAG

Trustee Lama led the flag salute.

4. PRESIDENT JONES' REMARKS AND BOARD MEMBER COMMENTS

Trustee Jones commended and thanked the City of Rolling Hills Estates for the holiday parade, which was well attended and with many participants, noting that the Library's first entry won first place in the "Novelty" category. She also thanked the Friends of the Library for hosting a dinner for the District's participants and the many other volunteers who participated.

Trustee Lama agreed that the parade was extremely fun and noted that many of the young participants and observers of the parade expressed their appreciation of the library.

5. CEREMONIAL SWEARING IN OF NEW BOARD MEMBER CONSTANCE DAVENPORT

Trustee Jones explained that there is only one new trustee to be sworn in, due to the other candidate having chosen to not accept the appointment, and that the process for filling the vacancy would be discussed later in the meeting.

Trustee Jones administered the Oath of Office to Trustee Constance Davenport.

6. RECOGNITION OF RETIRING BOARD MEMBERS JANE JONES AND TED PAULSON BY PVLD AND THE PENINSULA FRIENDS OF THE LIBRARY

Trustee Lama thanked Trustees Jones and Paulson for their dedicated service to the District and for their support during the past two years since his appointment to the Board.

Trustee Lama presented retiring Trustee Jones with a Certificate of Appreciation on behalf of the Library District, as well as the book "*Flowers: The complete book of floral design*" to be placed in the library collection in honor of her dedicated service to the Palos Verdes Library District from 1997 to 2005.

Peninsula Friends of the Library President Fran Wielin presented the book "*The New Garden Paradise: Great Private Gardens of the World*" to retiring Trustee Jones to be placed in the collection and thanked her for her dedicated service to the Palos Verdes Library District on behalf of the Peninsula Friends of the Library.

Retiring Trustee Jones reviewed the history of her involvement in the Palos Verdes Library District, and thanked everyone for their support over the past eight years as Trustee and an additional four year before that during which time she was an active library volunteer. She noted that as a member of the Creative Solutions Committee, she created the District's Docent Program and the Computer Docent Program. She stated that when she was elected in 1997, the main concern of the trustees was the litigation resulting from poor workmanship for the expansion of Peninsula Center Library, and expressed gratitude that she was able to be part of the successful settlement of the litigation and the implementation of the remediation project, which is nearing completion. She added that creation of the Library Advisory Committees and formation of the Library Foundation were a result of her chairing the Community Relations section of the Creative Solutions Committee; she received Board approval to initiate a Strategic Plan for the District in 2000, and in her 12 years working with the Library she has worked with 7 directors or interim directors and that a positive change has taken place recently to elevate the District from a place of low reputation to one that is highly respected in the library world. She concluded by stating that it has been a pleasure to serve the Palos Verdes community, the Library District and outstanding staff.

Trustee Lama presented retiring Trustee Paulson with a Certificate of Appreciation on behalf of the Library District, as well as the book *"In Command of History"* to be placed in the collection in honor of his dedicated service to the Palos Verdes Library District from 2001 to 2005.

Friends President Fran Wielin thanked Trustee Paulson for the support he has given the District and Friends over the past four years, as well as his service on the Friends Board in past years, and presented the book *"Medal of Honor: Portraits of Valor Beyond the Call of Duty"* to be placed in the collection in his honor on behalf of the Peninsula Friends of the Library.

Trustee Paulson commented that when he ran for office, there were a number of issues that needed to be addressed, including successful conclusion of litigation, timely maintenance of District facilities, long-range planning needs of the District related to funding, long-range facility planning and operations services, goals and missions. He added that the unity of the Library District was important in order to recognize all issues confronting the district and gaining the support of the community, noting that progress can only be made through teamwork on the part of the Trustees, the tremendous staff and the outstanding volunteers who pull it all together.

7. RECESS FOR FAREWELL TO RETIRING TRUSTEES JONES AND PAULSON AND WELCOMING RECEPTION FOR NEW TRUSTEE DAVENPORT– 7:53 P.M. RECONVENE: 8:19 P.M. – ALL FOUR BOARD MEMBERS PRESENT
8. ELECTION OF OFFICERS OF THE LIBRARY BOARD OF TRUSTEES, 2005

Trustee Lama opened nominations for President of the Board of Trustees. Trustee Lee nominated Trustee Lama for President. Nominations closed.

VOTE was taken and Trustee Lama was elected President 4 to 0.

Trustee Lama opened nominations for Vice President. Trustee Davenport nominated Trustee Mahr for Vice President. Trustee Mahr respectfully declined and nominated Trustee Lee. Nominations closed.

VOTE was taken and Trustee Lee was elected Vice President 4 to 0.

Trustee Lama opened nominations for Secretary. Trustee Lama nominated Trustee Mahr for Secretary. Nominations closed.

VOTE was taken and Trustee Mahr was elected Secretary 4 to 0.

9. ADOPTION OF AGENDA

MOTION by Trustee Mahr that the Board of Library Trustees hereby adopts the Agenda, as presented.

MOTION passed 4 to 0.

10. PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

A. DEFERRAL OF COMMITTEE APPOINTMENTS TO JANUARY REGULAR MEETING

Trustee Lama asked the Board members to remain in their committee and liaison positions until the January meeting, at which time the new Board member will be appointed and committee assignments made.

B. ONGOING INVOLVEMENT OF TED PAULSON ON BUILDING COMMITTEE

Trustee Lama stated that he has asked former Trustee Paulson to serve as a consultant to the Remediation Committee until the remediation is complete. With the concurrence of the Board, it was so ordered.

C. DIRECTOR'S COMPENSATION

Trustee Lama explained that the Executive Committee will meet with the Director between now and the January meeting, at which time they will make a recommendation to the full Board.

D. TRUSTEE DAVENPORT

Trustee Davenport congratulated and commended the former Board for working to move the District forward over the past several years, adding that she looks forward to working with the new Board and staff during the next four years.

E. TRUSTEE MAHR

Trustee Mahr thanked retiring Trustees Jones and Paulson for the work they have done on behalf of the District and the community. She said they exemplify what a Trustee should be, cooperative, dedicated, always willing to help and willing to serve. She added that the way they have responded to the challenges of the District show they care about the District, as trustees and as long-time volunteers.

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

There were no communications from the public.

12. CONSENT CALENDAR

MOTION by Trustee Mahr that the Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below, as submitted:

MOTION passed 4 to 0.

A. APPROVAL OF MINUTES

1) REGULAR MEETING – November 10, 2005

Recommended Action: The Board of Library Trustees hereby approves the minutes of the November 10, 2005 Board meeting, as presented.

2) SPECIAL MEETING – November 21, 2005

Recommended Action: The Board of Library Trustees hereby approves the minutes of the November 21, 2005, special Board meeting, as presented.

B. CASH DISBURSEMENTS PRESENTED FOR APPROVAL:

Recommended Action: The Board of Library Trustees hereby approves the November 2005 cash disbursements presented for approval:

General Fund	\$429,052.84
Gift Fund	\$40,550.00
Building Fund	\$100,093.39
Asset Replacement Fund	\$5,975.95

C. 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>
Jay Shimamoto	PPI	Library Page	PTH	11/23/05

2) CHANGE IN STATUS

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>
Emily Ohara	YR Librarian (PTH)	YR Librarian (FT)	12/01/05

D. 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 2005

E. FINANCIAL REPORT -- 2005/2006 APPROVED BUDGET PERFORMANCE REPORT FOR 11/2005

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

F. RECEIPT OF LIBRARY ADVISORY COMMITTEE MINUTES

- 1) MALAGA COVE LIBRARY ADVISORY COMMITTEE – OCTOBER 26, 2005
- 2) PENINSULA CENTER LIBRARY ADVISORY COMMITTEE – NOVEMBER 30, 2005
- 3) MIRALESTE LIBRARY ADVISORY COMMITTEE – NOVEMBER 15, 2005

Recommended Action: The Board of Library Trustees hereby receives and files the subject draft minutes, as presented.

G. ADOPTION OF RESOLUTION NO. 2005-18: A RESOLUTION OF THE PALOS VERDES LIBRARY DISTRICT BOARD OF TRUSTEES APPROVING AN INTER-FUND TRANSFER FROM THE ASSET REPLACEMENT FUND TO THE BUILDING FUND IN THE AMOUNT OF \$1,191,214

Recommended Action: The Board of Library Trustees hereby adopts Resolution No. 2005-18, as presented (copy appended)

H. CONSIDERATION OF MODIFICATIONS TO POLICY NO. 8010.2 (VACANCY ON THE BOARD OF TRUSTEES)

Recommended Action: The Board of Library Trustees hereby adopts the following revisions to Section 8010.2 (Vacancy on the Board of Trustees) of the Trustee Policies and Procedures Manual and authorizes their inclusion in the Manual with the convention "Revised December 8, 2005" as presented in the memorandum dated November 28, 2005 (copy appended).

13. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

There were no items removed from the Consent Calendar.

14. REQUEST FROM THE PALOS VERDES PENINSULA LAND CONSERVANCY FOR CONSIDERATION OF WAIVER OF FEES FOR USE OF MALAGA COVE ART GALLERY FOR 2006 FUNDRAISING ART EXHIBIT

PUBLIC COMMENT

Palos Verdes Land Conservancy Development Director Debbie Dibiasi stated that the Land Conservancy and Library District have had a partnership for several years to facilitate the Land Conservancy's art show and exhibition/sale fundraiser at Malaga Cove Library. She reviewed the request, as outlined in their letter, noting that the Friday evening and Saturday afternoon receptions have been taking place for the past three years; the request for waiver of the exhibit fee and security deposit is being requested, noting that the artists have actively made improvements during the past years and always leave the room in excellent condition. She pointed out that the commission from last year's art show totaled \$7,775.54, and they look forward to an even larger event this year.

Trustee Lee recommended collecting the security fee in advance of the exhibit and refunding it once the room has been returned to its original condition.

Director Gould explained that the standard fees for all request waivers total \$860, plus approximately \$75 to \$125 for staffing the Friday evening event, and confirmed that the commission received from this event far exceeds the commissions from any other art shows.

PUBLIC COMMENT

Ms. Jane Jones, Rancho Palos Verdes, stated that the District has been reducing and waiving the fees for several years, with the feeling that the Conservancy is another Palos Verdes public organization that is here for the support of the community of Palos Verdes. She noted that the money they generate at 10% commission is far more than received from any other organization at the 20%; encouraged the Board to take into consideration what has been done in the past; and agreed with Trustee Lee that the \$300 security deposit should be collected, just in case something happens.

MOTION by Trustee Lama that the Board of Library Trustees hereby approves the request of the Palos Verdes Peninsula Land Conservancy for waiver of fees in conjunction with their 2006 Art Show and sale from June 20, 2006 through July 30, 2006, as outlined in their letter (copy appended), with the exception of requiring a \$300 security deposit, to be refunded once the room is returned to its original condition at the end of the exhibit.

MOTION passed 4 to 0.

15. PENINSULA CENTER BUILDING REMEDIATION

A. COMMITTEE REPORT (TRUSTEE LAMA)

Trustee Lama thanked former Trustee Paulson for chairing the committee over the past year and for agreeing to continue to serve in a consulting role. He added that the building remediation process is entering the critical stage when all of the work is being done and noted that both the Committee and Board will be paying special attention during the next few months, as well as stepping up the inspection process to ensure that all goes well.

B. OWNER'S AGENT REPORT (RICK COLEMAN)

Owner's Agent Rick Coleman thanked former Trustees Jones and Paulson for their involvement in the building project and wished them both the best as they go off the Board of Trustees.

He reported on the two portions of the project:

Large Remediation Project:

- Phase I is currently being completed, with the closure of the rooftop parking deck causing more disruption than the noise;
- 95% of the seismic upgrades on the first three shear walls are complete, with no big surprises thus far;
- column reinforcement and repairing rooftop drains will begin soon;
- several areas of the EIFS wall will be repaired, with scaffolding located along the curved wall;
- planter demolition has taken place on the Deep Valley Drive side with the area to be used for parking;
- repairs to the lobby drywall between the third and fourth floors is beginning, with the addition of architectural reveals in order to mitigate future cracking in the wall;
- the project is currently 5 to 8 days behind schedule but there are no plans to amend the completion date beyond March 31 due to actions being taken to improve the schedule; and
- Phase II work has begun by moving books for installation of more sheer walls, with a total of four more barricaded areas for installation of the sheer walls.

Early Start Projects:

- the cost of the Wiegand card system is below the amount approved, with the equipment on order and work expected to start after the beginning of the year;
- the problem of the Wiegand computer shutting down when the power goes out will be solved once the system is repaired;
- the electrical lighting upgrades should be complete by the end of January; and
- the data cabling project job walk was held today, with a recommendation and contract to be presented at the regular meeting in January.

16. DIRECTOR'S REPORT

Director Gould presented her report on district-wide activities during the past month (copy appended).

Trustee Davenport congratulated staff on the successful outreach to the school district, which has been a goal of PVLD for many years.

17. CERTIFICATION OF VACANCY ON PVLD BOARD OF LIBRARY TRUSTEES AND APPROVAL OF PROCEDURE FOR FILLING SAID VACANCY

MOTION by Trustee Lama that the Board of Library Trustees hereby certifies the oath of office administered on Dec. 2, 2005 and declares that a vacancy exists on the Board of Library Trustees due to Loraine B. Wiener's failure to accept the Oath of Office on December 2, 2005, and declares its intention to fill the vacancy by way of appointment for a two-year term ending December 2007.

MOTION passed 4 to 0.

Director Gould reviewed her memorandum dated November 30, 2005, as well as a proposed timetable and list of questions for review and consideration for inclusion in the written application. She noted that a press release has been drafted and, once approved, will be released on Friday, December 9, in order to get the information out as soon as possible.

In response to Trustee Lee's expressed concern that the timetable is too compressed and suggestion that it be extended in order to allow candidates more time to make a decision regarding applying for the position, Trustee Lama stated that there has already been some publicity in the local paper and noted that the January 30th deadline is set by law and Director Gould explained that the proposed timeline allows time to make the appointment by the January 30th deadline before it automatically gets forwarded to the County Board of Supervisors for decision.

Director Gould pointed out that the draft information for candidates will need to have added the requirement that they be a registered voter in the Palos Verdes Library District and agreed that the statement regarding resumes should read: "resume should include all relevant information"

The Board discussed the proposed questions and agreed to include the following questions in the request for applications:

1. In your view, what are the most important responsibilities of a Library Trustee?
2. What do you perceive to be the biggest strengths of the District and do you see things that need improvement?
3. In 2006-2007 we will embark on substantial fundraising campaigns for major capital improvements. As a Library Trustee how could you participate in that effort?

MOTION by Trustee Mahr that the Board of Library Trustees hereby approves the document titled "Information for Candidates for Appointment as Interim Trustee of the Palos Verdes Library District" and Press Release, as amended (copies appended).

MOTION passed 4 to 0.

18. COMMUNITY RELATIONS COMMITTEE REPORT (TRUSTEE LEE)

Trustee Lee stated that the Director's report covered the Community Relations Committee activities.

A. REVIEW MATERIALS RELATED TO FUTURE TRUSTEE DISCUSSIONS WITH SCHOOL GOVERNING BOARDS

Trustee Lee said he believes that all parents with kids in Peninsula schools are aware that they are living in a district where all of the schools are within the top 1% of the nation as far as quality of education is concerned, but he is not sure the parents are conscious of how important it is that the schools be in partnership with the Library District to give their children a complete education and noted that this is where the Trustees can help, working through the Director to attend some PTA meetings to talk to the parents to explain what the District has to offer. He said it is absolutely critical that the trustees all tell the same story.

Director Gould stated that part of the Community Relations Plan calls for the Trustees to interact with their counterparts on the school governing boards, both public and private, and noted that the information provided in the packet is currently being used in discussion with administration at the school district, modified to provide information specifically by trustees in presentations to those organizations' elected bodies. She asked the Trustees to direct any questions they may have to her and she will begin making connections with the school board members for the Trustees.

19. GOVERNMENTAL LIAISON REPORT (TRUSTEE MAHR)

A. REPORT ON EVALUATION OF MEMBERSHIP IN THE AMERICAN LIBRARY TRUSTEES ASSOCIATION (ALTA)

Trustee Mahr reported on her investigation regarding the role of the American Library Trustees Association (ALTA), noting that it is a division of the American Library Association whose purpose is that of education of and advocacy for trustees. She reviewed the activities of ALTA, which include a newsletter, listserv, and participation in both of the ALA conferences with educational programs aimed at trustees. She pointed out that the total membership of 1200 is fairly low, considering the number of commissioners and trustees nationwide; reported

that she has talked to one member who expressed support of ALTA, noting that the advocacy activities are informative; and pointing out that, in the past, ALTA had been more dynamic, with the current leadership taking a low-profile. She concluded by stating that the activities are completely coordinated by the Board, with several committees that make an effort to get a lot of people to participate through the listserv. She pointed out that the cost for an individual to join is \$95 and includes an ALA membership, and she said she would inquire whether membership in ALA could automatically include membership in ALTA.

Trustee Mahr suggested that one member join for one year to see if it brings the District new information and to support the effort of the organization to coordinate a network of trustees, which currently only operate in their individual districts.

There being no objection, it was so ordered that the Governmental Liaison represent the Palos Verdes Library District in ALTA and that membership be paid for by the District.

20. FUNDRAISING COMMITTEE REPORT (TRUSTEE MAHR)

Trustee Mahr stated that the conversion of the Fundraising Committee from an ad hoc committee to a standing committee of the Board will be on the January agenda.

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

None.

22. AGENDA ITEMS FOR FUTURE AGENDAS

- Trustee Interviews

23. ADJOURNMENT

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

MOTION passed 4 to 0.

The meeting was adjourned at 9:36 p.m.

Nancy Mahr, Secretary

Date