

950th Regular Meeting
Board of Library Trustees
Palos Verdes Library District
Peninsula Center Library
December 14, 2006
7:30 p.m.

1. CALL TO ORDER

The meeting was called to order at 7:36 p.m. by President Lama.

2. ROLL CALL

Board Members Present: Constance Davenport, Kathryn Forte, Bill Lama, Bob Lee, Nancy Mahr
Board Members Absent: None
Staff Present: Director Kathy Gould, Finance Director Julie Mattix, Executive Assistant Merna Marshall

3. SALUTE TO THE FLAG

Trustee Mahr led the flag salute.

4. ADOPTION OF AGENDA

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

MOTION passed 5 to 0.

5. PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

A. HOLIDAY EVENTS

Trustee Lama thanked the various community organizations and City Councils for inviting the Trustees to the various holiday parties.

B. GIFT TO FRIENDS OF THE LIBRARY FROM CALTAC PRESIDENT SMITH

Trustee Mahr explained the tradition for the outgoing president of CALTAC to present each CALTAC Board Member's library with a gift and his decision to make it a cash donation to that library's Friends of the Library, and she presented Friends President Fran Wielin with a check on behalf of outgoing CALTAC President Smith.

6. REQUEST FROM CITY OF ROLLING HILLS ESTATES TO USE PENINSULA CENTER LIBRARY ROOFTOP PARKING AREA FOR CELEBRATION OF THE 50TH ANNIVERSARY OF THE CITY'S FOUNDING

Rolling Hills Estates' Director of Community Services Andy Clark explained the conceptual proposal for a 50's event on the Library Rooftop to commemorate the City's 50th Anniversary, perhaps including 50's music, "taste of" event, and other yet to be decided activities. He assured the Board that all of the proper insurance and permits will be procured and invited members of the Board of Trustees to participate in the planning of the event.

In response to Trustee Mahr's inquiry whether the new surface on the rooftop parking lot would be affected by such an event, Mr. Clark assured the Board that the event will not include heavy vehicles or driving stakes into the roof and Director Gould said she was comfortable that the event would not cause an adverse impact on the integrity of the rooftop structure.

MOTION by Trustee Lama that the Board of Library Trustees hereby approves and support the City of Rolling Hills Estates 50th Anniversary Celebration Event on the rooftop parking structure at Peninsula Center Library on April 14, 2007.

MOTION passed 5 to 0.

7. ELECTION OF OFFICERS OF THE LIBRARY BOARD OF TRUSTEES, 2005

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

VOTE:

Lee: Trustee Mahr
Lama: Trustees Davenport, Forte and Lama
Abstention: Trustee Lee

Trustee Lama was elected President.

Trustee Lama opened nominations for Vice President. Trustee Davenport nominated Trustee Lee for Vice President. Suggesting that Trustee Lama should have the privilege of selecting his own Vice President, Trustee Lee respectfully withdrew his nomination for Vice President. Trustee Lama nominated Trustee Mahr for Vice President. Nominations closed.

VOTE:

Mahr: Trustees Davenport, Forte, Lama, and Lee
Abstention: Trustee Mahr.

Trustee Mahr was elected Vice President.

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

VOTE was taken and Trustee Davenport was unanimously elected Secretary.

8. OFFICER'S REMARKS

Trustee Lama explained that while it is not regular practice of the Board of Trustees for the president to be re-elected, he has reluctantly agreed to remain as President to provide stability and continuity as the District starts its major fundraising campaign during 2007.

9. CONSENT CALENDAR

Director Gould announced that one of the charts on the Statistical Report has been corrected and distributed prior to the meeting.

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

MOTION passed 5 to 0.

A. APPROVAL OF MINUTES

- 1) REGULAR MEETING OF NOVEMBER 9, 2006
Recommended Action: The Board of Library Trustees hereby approves the minutes of the regular meeting of November 9, 2006, as presented.

B. PERSONNEL -- RESIGNATIONS AND TERMINATIONS

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

<u>Name</u>	<u>Class.</u>	<u>Position Title</u>	<u>Status</u>	<u>Effective Date</u>
Jennifer Paez	NRC III	Sr. Admin Asst	PTS	10/23/06
Sarno, Susan	PIII	AS Asst Dept Mgr	FTS	11/15/06

C. CASH DISBURSEMENTS PRESENTED FOR APPROVAL:

Recommended Action: The Board of Library Trustees hereby approves the November 2006 cash disbursements presented for approval:

General Fund	\$432,326.65
Gift Fund	\$0
Building Fund	\$244,474.90
Asset Replacement Fund	\$10,126.63
Cost of Issuance	\$0

D. FINANCIAL REPORT -- 2006/2007 APPROVED BUDGET PERFORMANCE REPORT FOR NOVEMBER 2006

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 2006

10. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

There were no items removed from the Consent Calendar.

11. DIRECTOR'S REPORT

Director Gould reported on District-wide activities during the past month (copy appended).

Trustee Lama thanked the Friends of the Library for looking into the possibility of incorporating major gifts fundraising into the activities of the Peninsula Friends of the Library.

12. REVIEW OF PROPOSED PENINSULA VILLAGE OVERLAY ZONE PROJECT AND DRAFT ENVIRONMENTAL IMPACT REPORT COMMENTS

Director Gould reported that, in response to requests from her and several other entities, the City of Rolling Hills Estates has extended the deadline for addressing the Draft Environmental Impact Report to the end of January and noted that she will provide comments regarding the report at the next meeting.

13. APPROVAL OF ADDITION OF AN 18.5 HOUR/WEEK WEB DEVELOPER POSITION

Director Gould explained that the position would assist the Web Master in development of the website and additional services, to take the hands-on programming and maintenance issues, as well as assisting in enabling staff to rapidly deploy new projects. She said the annual cost would be approximately \$22,000 per year for this entry level, part-time position.

MOTION by Trustee Forte that the Board of Library Trustees hereby approves the addition of an 18.5 hour/week Web Developer position to the PVLD staff. (copy appended)

MOTION passed 5 to 0.

14. CONSIDERATION OF REVISION TO BOARD POLICY 6020 (MEETING ROOM POLICIES AND PROCEDURES) TO MAKE FACILITIES AVAILABLE FOR MEMORIAL SERVICES

Director Gould explained that during past three years she has received at least three requests to hold memorial services at library facilities and that such use, based on the current policy, would require Board approval. Unfortunately, events such as these are not normally planned far enough in advance to allow for Board approval. She noted that the requests have all come from long-time library supporters and she is comfortable approving the requests at the staff level.

In response to Trustee Lee's inquiry regarding whether there is a written contract for use of the community room and concern that such memorials may cause disruption to the library activities, Director Gould explained that the written agreement requires that all activities remain inside the community room and that staff would work with the family to make sure it is within reason, noting she does not anticipate a problem.

MOTION by Trustee Lama that the Board of Library Trustees of the Palos Verdes Library District hereby approves the modification of Policy No. 6020.0 (Meeting Room Policies and Procedures) of the Trustee Policies and Procedures Manual and authorizes its inclusion in the Manual with the convention "Revised December 14, 2006" as presented in the memorandum dated November 28, 2006 (copy appended).

MOTION passed 5 to 0.

15. CONSIDERATION OF NEW FIVE-YEAR EMPLOYMENT AGREEMENT WITH DIRECTOR KATHY GOULD

Trustee Lama reported that he and Trustee Davenport served as a subcommittee to meet with the Director regarding her employment agreement. He noted the highlights of the agreement, including that it is a five-year agreement commencing January 1, 2007; an increase in salary of \$5,000 and a minimum cost of living increase each fiscal year of 3% starting January 1, 2008; an additional week vacation has been added to the benefits, and the benefits are in accordance with the non-represented employees' policy. He added that the District's legal counsel has reviewed and approved the contract as to form.

MOTION by Trustee Davenport that the Board of Library Trustees hereby approves the new 5-year employment agreement with Director Katherine R. Gould (copy appended).

MOTION passed 5 to 0.

16. CONSIDERATION OF REVISIONS TO BOARD POLICY NO. 4020.0 (DIRECTOR)

Director Gould explained that upon review of the Director's contract by the District's legal counsel it was discovered that the agreement is in conflict with the Board policy with regard to timing of the Director's Performance Evaluations, and this revision corrects that conflict.

MOTION by Trustee Lama that the Board of Trustees of the Palos Verdes Library District hereby approves the modification of Policy No. 4020.0 (Director) of the Trustee Policies and Procedures Manual and authorizes its inclusion in the Manual with the convention "Revised December 14, 2006" as presented in the memorandum dated November 28, 2006 (copy appended).

MOTION passed 5 to 0.

17. COMMITTEE AND LIAISON REPORTS

A. COMMUNITY RELATIONS COMMITTEE (TRUSTEE LEE)

Trustee Lee reported that the major contribution to the District of the Community Relations Committee has been to change the status of the Library Advisory Committees from reporting to the Board to reporting directly to the Director. He also noted that the Friends and Foundation have expressed a desire to meet with the new Chair of the Community Relations Committee soon after the beginning of the New Year.

B. GOVERNMENTAL LIAISON (TRUSTEE MAHR)

No report.

C. DEVELOPMENT COMMITTEE (TRUSTEE MAHR)

No report.

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

19. AGENDA ITEMS FOR FUTURE AGENDAS

- A. PVLD response to Peninsula Village EIR
- B. Approval of benchmarks for the Classification & Compensation Study
- C. Day in the District
- D. Annual Review of Investment Policy
- E. Peninsula Center Overlay Zone and Draft EIR comments
- F. Tentative date for January special meeting January 23: Miraleste Expansion options; Director's mid-year performance review; fundraising strategies

Trustee Lama thanked the Board, staff, Friends of the Library and community for their support during the past year and wished everyone a Merry Christmas.

20. ADJOURNMENT

MOTION by Trustee Lama 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 8:26 p.m.

Connie Davenport, Secretary

Date

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