

961<sup>st</sup> Regular Meeting  
Board of Library Trustees  
Palos Verdes Library District  
Peninsula Center Library  
November 8, 2007  
7:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m. by President Lama.

2. SALUTE TO THE FLAG

Trustee Forte led the flag salute.

3. ROLL CALL

Board Members Present: Constance Davenport, Kathryn Forte, Bill Lama, Nancy Mahr, Fran Wielin

Board Members Absent: None

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

4. ADOPTION OF AGENDA

**MOTION** by Trustee Davenport that the Board of Library Trustees of the Palos Verdes Library District hereby adopts the agenda, as presented.

**MOTION** passed 5 to 0.

5. PRESIDENT'S REMARKS AND BOARD MEMBERS COMMENTS

Trustee Lama announced participation by the Board of Trustees in several holiday events, including the holiday parade on December 1, 2007.

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

There were no comments from the public.

7. CONSENT CALENDAR

**MOTION** by Trustee Mahr that the Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar, below, as presented.

**MOTION** passed 5 to 0.

A. APPROVAL OF MINUTES

1) REGULAR MEETING OF OCTOBER 11, 2007

Recommended Action: The Board of Library Trustees hereby approves the minutes of the regular meeting of October 11, 2007, as presented.

2) SPECIAL MEETING OF OCTOBER 23, 2007

Recommended Action: The Board of Library Trustees hereby approves the minutes of the special meeting of October 23, 2007, 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>
Saira Qazi	PPI	Library Page	PTH	10/26/07
Laurie Anderson	PI	Sub-Librarian	PTH	10/29/07

C. CASH DISBURSEMENTS PRESENTED FOR APPROVAL:

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

General Fund	\$538,796.28
Gift Fund	\$7,571.77
Asset Replacement Fund	\$15,742.97
Cost of Issuance	\$0

D. FINANCIAL REPORT

- 1) 2007/2008 APPROVED BUDGET PERFORMANCE REPORT FOR OCTOBER 2007 FINANCIAL REPORTS
- 2) QUARTERLY REPORTS
  - (a) COMBINED BALANCE SHEET, AT SEPTEMBER 30, 2007
  - (b) COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR PERIOD ENDING SEPTEMBER 30, 2007
  - (c) CASH AND INVESTMENT REPORT AT SEPTEMBER 30, 2007

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 October 2007

F. SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT

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

G. RECEIPT OF STATE LIBRARY ANNUAL CERTIFICATION

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

H. APPROVAL OF REVISIONS POLICY NO. 5020.6 (PENINSULA CENTER STUDY ROOMS)

Recommended Action: The Board of Trustees of the Palos Verdes Library District hereby authorizes revisions to Policy 5020.6 (Peninsula Center Study Rooms) of the Trustee Policies and Procedures Manual and authorizes its inclusion in the Manual with the convention "Revised November 8, 2007" as presented in the memorandum dated October 24, 2007 (copy appended).

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

9. DIRECTOR'S REPORT

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

Trustee Davenport reported on her attendance at the California Library Association Conference, noting she attended a workshop on creating extraordinary libraries and confirmed what she already knew—that PVLD is already an extraordinary library!

Trustee Lama read into the record a letter from Rosemary Humphrey, Principal of Rancho Del Mar High School, expressing her appreciation to PVLD staff for their ongoing support in training staff, students and parents in what the library has to offer.

#### 10. APPROVAL OF TRUSTEE APPOINTMENT PROCESS

Trustee Lama explained that because only three applicants applied for the four vacancies, the new Board will have the opportunity to appoint a trustee following the first meeting in December.

Director Gould reviewed noted, even though the vacancy will not come into effect until December 7, 2007 and no appointment can be made prior to that date, legal counsel has advised that the appointment process can be initiated prior to December 7, 2007. She reviewed the proposed appointment process and timetable for consideration and approval, including a proposed timetable of activities; a draft of "Information for Candidates for Appointment as Trustee of the Palos Verdes Library District" to be posted at all PVLD locations; a draft Media Release to be issued to the Palos Verdes Peninsula News and the Daily Breeze and posted on the PVLD website and a draft letter to the Los Angeles County Registrar-Recorder notifying her of the Board's intention to fill the upcoming vacancy by appointment.

Trustee Mahr thanked Director Gould for presenting a thorough description of the process and timetable and recommended approval, as submitted.

**MOTION** by Trustee Mahr that the Board of Trustees hereby adopts the proposed timetable and process, as follows:

1. The Board of Library Trustees hereby declares that a vacancy will exist on the Board of Library Trustees effective December 7<sup>th</sup>, 2007 due to the failure of any person to seek election for a seat with a term expiring on that date and declares its intention to notify the public of this vacancy and to initiate a process of soliciting applications from interested and eligible persons in accordance with the document titled "Proposed Timetable for Filling Upcoming Trustee Vacancy" (appended)
2. The Board of Library Trustees hereby approves the following documents:
  - a. Information for Candidates for Appointment as Trustee of the Palos Verdes Library District (appended)
  - b. Media Release (appended)
  - c. Letter to Los Angeles County Registrar-Recorder (appended)
3. The Board of Library Trustees instructs the District Director to, no later than November 16, 2007, post the document titled "Information for Candidates for Appointment as Trustee of the Palos Verdes Library District" at all PVLD locations, to issue the Media Release, and to notify the County of Los Angeles Registrar-Recorder of the Board's intention to fill the upcoming Trustee vacancy by appointment.
4. The Board of Library Trustees instructs the District Director to make all necessary arrangements for a Special Board of Trustees meeting and workshop to be held on November 27, 2007 for the purpose of developing the process and questions for applicant interviews and selection.

**MOTION** passed 5 to 0.

11. COMMUNITY RELATIONS COMMITTEE (TRUSTEE MAHR)

Trustee Mahr reported that the Board and staff continue their commitment to partnering with the community, noting the various programs and organizations, including but not limited to the Chamber of Commerce, AAUW, and the School District.

12. GOVERNMENTAL LIAISON (TRUSTEE MAHR)

Trustee Mahr reported that the Governor's State Budget included cuts in the Public Library Fund (PLF) and Transaction-Based Reimbursements (TBR) funding, noting that the Legislative Committee of the California Library Association rolled out a campaign at the CLA Conference to bring those two issues to the forefront in terms of the attention of the legislature and the Governor, where everyone was encouraged to contact their legislators and the Governor. She said Director Gould has sent letters to both the legislators and governor and will continue contact on these two issues in the future.

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

None.

14. AGENDA ITEMS FOR FUTURE AGENDAS

- A. Policy changes related to circulation
- B. Swearing in of trustees
- C. Purchasing policy changes
- D. Employee service milestones
- E. Farewell to Trustee Forte
- F. Election of officers

In response to an inquiry regarding the status of the Friends of the Library fundraising efforts, Director Gould reported that the Friends have engaged a fundraising consultant, Donna Fletcher of *Missiondriven* and, while she doesn't have a lot of library fundraising experience, she does have experience in grassroots fundraising on the Peninsula and with other small non-profits. Ms. Fletcher will be in town on November 14 and 15 to work with the database, visit the branches, and participate in a workshop with the Friends Board, Trustee committee members, the Director, Branch Manager and others. She reported that the executive committee of the Friends Board recently held a two-hour conference call with Ms. Fletcher and the goal is to decide whether we are ready to embark on the campaign. Director Gould pointed out that the Friends were looking for a coach who will ask the hard questions, give advice, and coach us so we can do the fundraising ourselves.

15. ADJOURNMENT

MOTION by Trustee Davenport 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 7:46 p.m.

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Constance B. Davenport, Secretary

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Date