

MINUTES
963rd Regular Meeting
Board of Library Trustees
Palos Verdes Library District
Peninsula Center Library
January 10, 2008
7:00 p.m.

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present: Constance Davenport, Bill Lama, Ed Long, Nancy Mahr, Fran Wielin
(Trustee Long was sworn in at 7:05 p.m.)

Board Members Absent: None

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

3. SALUTE TO THE FLAG

Trustee Wielin led the flag salute.

4. ADOPTION OF AGENDA

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

MOTION passed 4 to 0.

5. PRESIDENT'S REMARKS AND BOARD MEMBERS COMMENTS

Board President Mahr introduced incoming Trustee Edward W. Long and thanked the other community members who placed their names for consideration, encouraging them to continue their support and involvement with the District.

Board President Mahr suggested that former Trustee Jane Jones be invited to provide Board Effectiveness Training to the Board of Trustees and asked that an item be placed on the next agenda.

A. SWEARING IN OF NEW TRUSTEE

Board President Mahr administered the Oath of Office to new Trustee Edward W. Long.

B. COMMITTEE AND LIAISON APPOINTMENTS

Board President Mahr made the following committee appointments:

Fund Development Ad-Hoc Committee: Trustees Davenport and Mahr

Community Relations Liaison: Trustee Lama

Governmental Liaison: Trustee Wielin

Board President Mahr reminded the Trustees that they may attend any and all committees meetings as observers, even if they are not the Board representative on the committee.

6. CONSENT CALENDAR

Trustee Long asked that Items A (Minutes) and B (Cash Disbursements) be removed from the Consent Calendar for separate vote, noting that he would be abstaining on these items.

MOTION by Trustee Davenport that the Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar, with the exception of items A & B:

MOTION passed 5 to 0.

- A. APPROVAL OF MINUTES -- REGULAR MEETING OF DECEMBER 13, 2007 (removed for separate vote)
- B. CASH DISBURSEMENTS PRESENTED FOR APPROVAL (removed for discussion)
- C. FINANCIAL REPORT -- 2007/2008 APPROVED BUDGET PERFORMANCE REPORT FOR DECEMBER 2007
Recommended Action: The Board of Library Trustees hereby receives and files the above financial reports, as submitted.
- 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 December 2007
- E. ANNUAL REVIEW OF BOARD POLICY NO. 7035.0 (INVESTMENT POLICY)
Recommended Action: The Board of Library Trustees has reviewed Section. 7035.0 (Investment Policy) of the Trustee Policies and Procedures Manual (Manual) and authorizes its inclusion in the Policy Manual with the convention "Reviewed January 10, 2008" as presented in the memorandum dated January 4, 2008 (copy appended).

7. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

- A. APPROVAL OF MINUTES REGULAR MEETING OF DECEMBER 13, 2007

MOTION by Trustee Wielin that the Board of Library Trustees hereby approves the minutes of the regular meeting of December 13, 2007, as presented.

MOTION passed 4 to 0.

Ayes: Davenport, Lama, Mahr, Wielin
Abstention: Long

- B. CASH DISBURSEMENTS PRESENTED FOR APPROVAL:

General Fund	\$ 481,412.98
Gift Fund	\$ 3,063.12
Asset Replacement Fund	\$ 89,154.43
Cost of Issuance	\$0

MOTION by Trustee Lama that the Board of Library Trustees hereby approves the December 2007 cash disbursements presented for approval:

MOTION passed 4 to 0.

Ayes: Davenport, Lama, Mahr, Wielin
Abstention: Long

8. BRANCH MANAGER'S QUARTERLY REPORT

Branch Manager Jennifer Addington reported on activities at Miraleste and Malaga Cove libraries during the last quarter (copy appended).

Trustee Mahr commended Branch Manager Jennifer Addington, noting that she deserves considerable credit for building the great rapport with the schools.

9. DIRECTOR'S REPORT

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

10. CONSIDERATION OF APPROVAL TO CLOSE ALL PVL D LIBRARIES ON MONDAY, FEBRUARY 11, 2008, FOR CONVERSION TO NEW INTEGRATED LIBRARY SYSTEM

Director Gould explained that the closure of the libraries is needed in order to upload the data to the new Integrated Library System. She added that activities for the day will include team-building and ongoing training and she expects it to be a very productive day.

MOTION by Trustee Lama that the Board of Library Trustees hereby authorizes the District Director to close all PVL D libraries for one day on Monday, February 11, 2008, to facilitate conversion to the new Integrated Library System.

MOTION passed 5 to 0.

11. CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2008-01 CANCELLING PROJECTS 2006-06 AND 2007-08 RELATED TO FIRE/LIFE/SAFETY AND OTHER UPGRADES AT THE MALAGA COVE LIBRARY AND ESTABLISHING A NEW PROJECT FOR FIRE/LIFE/SAFETY AND RELATED UPGRADES AT THE MALAGA COVE LIBRARY

Director Gould explained that, over the course of 2006 and 2007, the Board adopted two separate resolutions to fund the fire/life safety projects at Malaga Cove Library. She reviewed the staff report dated January 4, 2008 (copy appended), explaining that the scope of work from the two resolutions will be combined; the Fire and Security Alarm systems will be replaced rather than the partial upgrade envisaged in the original scope; there will be additional engineering work associated with the refinement of the project scope and bid development; and the seismic work has been removed from the scope and will be completed at a future date once there is a better understanding of the scope and design issues. She noted that there is no safety risk to delaying the seismic work and also noted that the heat pipe insulation will be carried out by District staff in the course of their normal duties.

Director Gould explained that, for simplicity of accounting and project management basis, Resolutions 2006-06 and 2007-08 will be canceled and a new special project approved with the adoption of Resolution No. 2008-01, with the same dollar cost of \$335,000. She emphasized the major differences in scope being the replacement of the fire life safety systems and removal of seismic safety work. She noted that some expenditures for architectural services have been paid from the Gift Fund and the remainder will be paid from the Asset Replacement Fund.

In response to an inquiry from Trustee Mahr, Director Gould confirmed that any future costs related to seismic projects will be approved by the Board and discussed at that time.

MOTION by Trustee Lama that the Board of Library Trustees hereby approves Resolution No. 2008-01 canceling projects 2006-06 and 2007-08 and establishing a new Special Project for implementation of fire/life/safety and related upgrades at Malaga Cove Library (copy appended).

MOTION passed 5 to 0.

12. CONSIDERATION OF HOLDING A BOARD OF TRUSTEES SPECIAL MEETING AND WORKSHOP IN LATE JANUARY FOR THE PURPOSE OF DISCUSSING BUDGETING AND FUNDRAISING STRATEGIES PRIOR TO ADOPTION OF THE 2007/2008 MID-YEAR BUDGET

Director Gould noted that there is a particular need to have participation by the Friends of the Library at this workshop in order to determine what the appropriate role of the Friends will be and as we look forward to the next budget we need to have their input. She explained that February 1st appears to be the best date for staff and members of the Friends Board, and asked the Board to determine the best time of day for the meeting.

Following discussion regarding time availability, it was the consensus of the Board to hold the meeting at 3:00 p.m. on Friday, February 1, 2008.

13. COMMUNITY RELATIONS COMMITTEE (TRUSTEE MAHR)

A. APPROVAL OF BOARD OF TRUSTEE ATTENDANCE AT THE P.V. PENINSULA CHAMBER OF COMMERCE SALUTE TO BUSINESS AND INSTALLATION OF OFFICERS THURSDAY, JANUARY 24, 2008 WITH REASONABLE AND NECESSARY EXPENSES

Trustee Mahr announced that this event will take place at the Trump National Golf Club.

MOTION by Trustee Wielin that the Board of Library Trustees hereby approves attendance by any interested Board members with reasonable and necessary expenses.

MOTION passed 5 to 0.

14. GOVERNMENTAL LIAISON (TRUSTEE MAHR)

A. APPROVAL OF BOARD OF TRUSTEE PARTICIPATION IN CALIFORNIA LIBRARY ASSOCIATION DAY IN THE DISTRICT ACTIVITIES JANUARY 25th AND FEBRUARY 1ST, 2008 WITH REASONABLE AND NECESSARY EXPENSES

Trustee Mahr encouraged all Trustees to participate in Day in the District events on January 25th and February 1st.

Director Gould noted that staff will attempt to schedule appointments for the morning of February 1st but if it is not possible, the Board meeting should probably take precedence.

MOTION by Trustee Long that the Board of Trustees hereby approves participation by all Trustees in *Day in the District* events with reasonable and necessary expenses.

MOTION passed 5 to 0.

B. POTENTIAL JOINT MEETING OF INDEPENDENT SPECIAL DISTRICT LIBRARY TRUSTEES AND DIRECTORS TO DISCUSS STATE BUDGET AND FUNDING ISSUES WITH REASONABLE AND NECESSARY EXPENSES

Trustee Mahr reported that this will be a joint meeting with the other independent Special District Trustees and Directors to discuss the potential effect of cuts to the State budget proposed by Governor Schwarzenegger.

Director Gould reported that the date and time has been set for Saturday morning, February 16th in Buena Park.

MOTION by Trustee Davenport that the Board of Trustees hereby approves participation by all Trustees in a joint meeting of Independent Special District Library Trustees and Directors on February 16th in Buena Park, with reasonable and necessary expenses.

MOTION passed 5 to 0.

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

None.

16. AGENDA ITEMS FOR FUTURE AGENDAS

- A. Mid-Year Budget and Fundraising Workshop
- B. Director Gould's mid-year review
- C. Mid-Year Budget
- D. Quarterly Report from Friends of the Library
- E. Approval of attendance at CALTAC workshop
- F. CALTAC Board effectiveness training
- G. California Special District Association Board Training Workshop
- H. Consideration of Annex
- I. Human Resource policies for approval
- J. Overview of new website and online catalog

17. ADJOURNMENT

MOTION by Trustee Wielin 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 8:07 p.m.

Frances E. Wielin, Secretary

Date

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