

**MINUTES**  
**974<sup>th</sup> Meeting**  
**Board of Library Trustees**  
**Palos Verdes Library District**  
**Peninsula Center Library**  
**December 11, 2008**  
**7:00 p.m.**

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m. by Board President Mahr.

2. ROLL CALL

Board Members Present: Constance Davenport, Bill Lama, Ed Long, Nancy Mahr, Fran Wielin

Board Members Absent: None

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

3. SALUTE TO THE FLAG

Peninsula Friends of the Library President Ted Paulson 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 amended prior to the 72-hour deadline.

**MOTION** passed 5 to 0.

Director Gould pointed out that an amended agenda had been posted within the 72 hour deadline and emailed to the Board and asked for concurrence that the agenda being adopted was the amended version. Board President Mahr so ordered.

5. ELECTION OF OFFICERS

Trustee Mahr opened nominations for President of the Board of Trustees. Trustee Lama nominated Trustee Davenport for President. There were no further nominations. Nominations closed.

**VOTE** was taken and Trustee Davenport was unanimously elected President.

Trustee Mahr opened nominations for Vice President. Trustee Davenport nominated Trustee Wielin for Vice President. There were no further nominations. Nominations closed.

**VOTE** was taken and Trustee Wielin was unanimously elected Vice President.

Trustee Mahr opened nominations for Secretary. Trustee Lama nominated Trustee Long for Secretary. There were no further nominations. Nominations closed.

**VOTE** was taken and Trustee Long was unanimously elected Secretary.

Trustee Davenport took over the gavel to run the meeting.

6. PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

Trustee Mahr thanked the Board and staff for a wonderful year as President of the Board and thanked everyone for their cooperation and enthusiasm, especially Director Gould and the wonderful staff for an outstanding year of library services.

Trustee Mahr thanked everyone who enthusiastically participated in the City of Rolling Hills Estates Annual Holiday Parade and announced that their efforts resulted in a first place award and trophy.

Trustee Lama thanked and congratulated Trustee Mahr for an outstanding year as President of the Board.

7. RECOGNITION OF VOLUNTEER MILESTONES:

Trustee Davenport recognized the following volunteers and thanked them for their dedication to the Palos Verdes Library District. In addition to the PVLD certificate of appreciation handed out by immediate past BLT President Nancy Mahr, Assemblymember Bonnie Lowenthal sent her congratulations in the form of a certificate of recognition which was handed out by PFL President Ted Paulson.

GENE ROEDER • 12,500 HOURS  
JOHN STOLPESTAD • 8,700 HOURS  
AILEEN HOY • 8,000 HOURS  
LORE STOLPESTAD • 7,700 HOURS

PATRICIA FOLTZ • 7,000 HOURS  
JANET VOGEL • 7,000 HOURS  
NELL MIRELS • 6,700 HOURS  
HAWN LEW • 6,000 HOURS

Recess: 7:15 p.m. for reception honoring these very special volunteers

Reconvene: 7:40 p.m. All Board members were present.

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

None.

9. 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:

A. APPROVAL OF MINUTES -- REGULAR MEETING -- November 13, 2008\*

Recommended Action: The Board of Library Trustees hereby approves the minutes of the regular meeting of November 13, 2008, as presented.

B. CASH DISBURSEMENTS

Recommended Action: The Board of Library Trustees hereby receives and files the November 2008 cash disbursements:

General Fund	\$ 594,477.11
Gift Fund	\$ 1,003.30
Asset Replacement Fund	\$ 44,540.66

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 2008.

D. FINANCIAL REPORT -- 2008/2009 APPROVED BUDGET PERFORMANCE REPORT FOR NOVEMBER 2008\*

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

E. CONSIDERATION OF APPROVAL OF MODIFICATIONS TO DISTRICT PERSONNEL POLICY 10.9 (EMPLOYEE BORROWING PRIVILEGES)

Recommended Action: The Board of Library Trustees hereby approves modifications to the District's Personnel Policies (both represented and non-represented) implementing changes to Policy No. 10.9 (Employee Borrowing Privileges), as presented in the memorandum dated December 1, 2008 (copy appended).

**MOTION** passed 5 to 0.

10. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

11. QUARTERLY REPORT FROM PENINSULA FRIENDS OF THE LIBRARY (TED PAULSON)

12. DIRECTOR'S REPORT – KATHY GOULD

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

13. APPOINTMENT OF BOARD COMMITTEES FOR 2009 (BOARD PRESIDENT)

Board President Davenport asked for concurrence from the Board on the following appointments:

**Fundraising Committee:** Trustees Long and Davenport

**Community Relations Committee:** Trustees Wielin and Lama

**Government Relations Liaison:** Trustee Mahr

**Liaisons to Organizations and Committees:** Director Gould (CLA); Trustee Wielin (CALTAC)

**MCLS Representative:** Norma Burns

**Peninsula Friends of the Library:** Board members to continue rotating attendance at all meetings

**Library Advisory Committees:** Board members to continue rotating attendance at all meetings

Trustee Davenport proposed amending Board Policy 8040.2 regarding the duties of the Community Relations Committee to include coordination with the Peninsula Friends of the Library *through Director Gould* on fundraising community outreach.

The Board concurred with these appointments and policy revision.

14. CONSIDERATION OF REQUEST TO CLOSE ALL PVL D LIBRARIES ON MONDAY, FEBRUARY 16, 2009 (PRESIDENTS' DAY) FOR STAFF TRAINING AND DEVELOPMENT

Director Gould reported that all District libraries were closed for on February 11, 2008 to enable a smooth cut-over to PVL D's new Integrated Library System (ILS) and that those staff members who were not involved in the computer system cut-over participated in PVL D's first ever "all staff" development day during which they participated in emergency preparedness training, customer service training, and team-building activities. She noted that the operating schedules of the three libraries and the Annex make it impossible to have all employees together at one time on a day when any of the libraries is open; that last year's Staff Development Day provided an excellent opportunity for employees who may never work together, or even meet, to get to know one another; and having all employees together at one time also provided an efficient means of communicating with and providing training to all employees on matters of District-wide importance.

Director Gould explained that Presidents Day was chosen because most other libraries will be closed on that day and many people expect that we are also going to be closed. She noted that all full-time employees will participate and as many part-time employees as are available (some part-time employees have other jobs and may not be available to participate), and that vacations are not being approved for that day. The management team will be planning the event.

Trustee Mahr agreed that staff development days are very helpful for the staff to have a day when they can really dig into various concepts related to library services.

**MOTION** by Trustee Lama to authorize closure of all District libraries on February 16, 2009, for the purpose of holding an all-staff development day .

**MOTION** passed 5 to 0.

15. COMMITTEE REPORTS AND ACTIONS

A. GOVERNMENTAL LIAISON (TRUSTEE WIELIN)

Trustee Wielin reported that the major issue is still the state budget, noting that a joint session of the legislature was held earlier this week where the legislators were told that disaster would strike if they didn't do something about the budget—and they didn't.

Trustee Wielin also reported that Legislative Day will be April 15 and the day in the District will be January 30 and February 6.

B. COMMUNITY RELATIONS COMMITTEE (TRUSTEE LAMA)

Trustee Lama thanked the Board for providing feedback on the draft letter to be sent to local organizations, noting that he has incorporated the recommended changes into the letter. He said Friends President Paulson has expressed enthusiasm in this project.

He said that some organizations will be selected for the first mailing of the letter, perhaps starting with groups such as the AAUW, League of Women Voters, Lion's Club, P. V. Woman's Club, Chamber of Commerce, and P.V. Juniors. He noted that some of the groups on the list may be in competition for funding with the Library and perhaps we wouldn't be visiting them.

Director Gould noted that while some of the groups are competing with us for fundraising, they may be interested in hearing about the library and our resources. She also noted that the District has partnerships with a number of these organizations and, for example, was recently approached by the Art Center to assist them with an upcoming exhibit by allowing the 40-families photos to be included in an upcoming art exhibit.

Trustee Lama said the next project is to put together a presentation and he welcomes the assistance of Trustee Wielin.

C. BOARD FUNDRAISING COMMITTEE (TRUSTEE DAVENPORT)

No additional information. Thanks and support to the Friends.

16. ESTABLISHMENT OF A DATE FOR A JANUARY SPECIAL MEETING TO DISCUSS CAPITAL CAMPAIGN

Director Gould reported that the firm conducting the funding feasibility study has indicated that their report will be completed near the middle of January and that the joint meeting with the Friends could be held on January 22<sup>nd</sup>. She also noted that the Director's mid-year review is due in January and staff may be ready to discuss naming recognition at the special meeting.

Following discussion regarding various times available for the special meeting, the Board agreed to check with the Friends of the Library regarding Wednesday, January 21<sup>st</sup> at 1 p.m. as a tentative date for the special meeting.

17. CONSIDERATION OF REQUEST TO CHANGE DATE OF FEBRUARY REGULAR BOARD MEETING TO ENABLE ATTENDANCE AT THE CHAMBER OF COMMERCE SALUTE TO BUSINESS DINNER HONORING THE PENINSULA FRIENDS OF THE LIBRARY AS "BEST NON-PROFIT" (KATHY GOULD)

Director Gould reported that in order for the Board members to attend the Chamber of Commerce *Salute to Business* dinner on February 12, the regular meeting of the Board of Trustees will need to be moved to a different date.

Following discussion regarding possible dates, the Board agreed to change the meeting to February 19<sup>th</sup>, at 7 p.m. No objection. So ordered.

18. AUTHORIZATION TO PURCHASE ONE TABLE OF 10 SEATS FOR THE "SALUTE TO BUSINESS" DINNER ON FEBRUARY 12, 2009 AT A COST OF \$750 FOR USE BY TRUSTEES AND STAFF

**MOTION** by Trustee Long to authorize the purchase of one table of 10 seats for the *Salute to Business* dinner on February 12, 2009 for use by trustees and staff.

**MOTION** passed 5 to 0.

19. AGENDA ITEMS FOR FUTURE AGENDAS

- A. January: branch manager's report
- B. Day in the District
- C. Review of Investment Policy

Trustee Mahr reported that the outgoing President of CALTAC, Alan Smith, has donated \$10 to each of his board members' organizations, of which she is one.

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 8:20 p.m.

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Edward W. Long, Secretary

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Date

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