

**PLS Executive Committee Agenda
Special Meeting**

August 2, 2018

9:30 a. m. via Conference Call

Conference Call Call-in Information:

Conference Number: 1-800-503-2899 Access Code: 3495538

- I. **Adoption of Agenda** (Action Item) Anderson
- II. **New Business**
 - A. Request to Fill Integrated Library System Database Administrator Position (Action Item) Frost Attachment 1
- III. **Public Comment** - (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Executive Committee from discussing or acting on any matter not agendized pursuant to state law.)
- IV. **Adjournment**

Brown Act: The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code § 54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations:

Daly City Public Library, 40 Wembley Drive, Daly City, CA 94015

Menlo Park Library, 800 Alma Street, Menlo Park, CA 94025

Redwood City Public Library, 1044 Middlefield Road, Redwood City, CA 94063

San Bruno Library, 701 Angus Avenue W, San Bruno, CA 94066

PLS/PLP Offices, 2471 Flores Street, San Mateo, CA 94403

2471 Flores Street, San Mateo, CA 94403 T: 650-349-5538 F: 650-349-5089

Peninsula Library System

To: PLS Executive Committee
From: Carol Frost, Executive Director
Subject: Request to Fill Integrated Library System Database Administrator Position
Date: August 2, 2018

The current Integrated Library System Database Administrator has announced his resignation; his last day will be August 7, 2018. His strong leadership and technical skills have led to great oversight of the integrated library system and associated automation.

PLS staff are continuing to work with the outside consultant, Julie Farnsworth, on updating all job descriptions. This work is nearly complete, and the job description for the Integrated Library System Database Administrator is up to date and comparable in description to others in the Bay Area. The consultant is currently conducting a salary survey, which is not yet complete. Those results will be reviewed at the September Executive Committee meeting.

Keeping this position vacant will most likely have a negative impact on PLS libraries and staff. It is recommended that, because of the small PLAN staff, this key position be filled, and that a recruitment commence as soon as possible. A national recruitment will be done, since this is a unique position requiring a specific skill set. It is also recommended that it be posted using the current salary.