

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
OCTOBER 15TH, 2018

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 15th, 2018 at 6:31 pm.

Members Present: President Gayle Carline, Secretary Jo-Anne Martin, Trustee DeVecchio, Trustee Al Shkoler, Trustee Elizabeth Minter

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Timothy Hino, Business Manager; Alyssa Stolze, Administrative Assistant

Guests: Mark Monin from ISDOC, Bryson Barnella form Johnson Controls, Inc., and Dennis Yu from PARS.

ADOPTION OF AGENDA

It was motioned by Trustee Shkoler and seconded by Secretary Martin to adopt the Agenda (Item 3).

AYES:	Carline, Martin, DeVecchio, Shkoler, Minter
NOES:	None
ABSENT:	None

ORAL COMMUNICATION

Mark Monin from the Independent Special Districts of Orange County (ISDOC) introduced himself to the Board of Trustees and provided background information on his qualifications and experience, and how is he is seeking the Board's vote for Monin's campaign for the First Vice President position in the upcoming ballot (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the California Special District Association's (CSDA) Annual Conference, accepted the Innovative Program of the Year award on the Library's behalf, attended the PLFF Thank You Dinner, and the Heritage Day Festival.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Martin attended CSDA's Annual Conference, accepted the Innovative Program of the Year award on the Library's behalf, attended the PLFF Thank You Dinner, presented at the Placentia Women's Round Table Club, participated in the Employee of the Year Board, attended a H.I.S. House Board Meeting and rode in the train for the Heritage Day Festival.

Trustee DeVecchio attended CSDA's Annual Conference, the PLFF Thank You Dinner, and the Heritage Day Festival.

Trustee Minter attended CSDA's Award Luncheon with Library staff, the PLFF Thank You Dinner, and the Placentia Women's Round Table Club, where she and Fred made a contribution to the Club in memory of Pat Irot and Ellie Rankin.

Trustee Shkoler attended CSDA's Annual Conference, attended the PLFF Thank You Dinner, participated in the Employee of the Year Board, and rode in the train for the Heritage Day Festival.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended CSDA's Award Luncheon with staff, attended the presentation at the Placentia Women's Round Table Club, participated in the Employee of the Year Board, attended a H.I.S. House Board Meeting and rode in the train for the Heritage Day Festival.

**FRIENDS FOUNDATION
REPORT**

President Sherri Dahl reported out on the Bookstore's transition, how their numbers have increased since the semi-closure, and how the Friends are currently working on their Author's Luncheon and fundraising. Additionally, Sherri will be requesting to attend the ALA Midwinter Conference in January.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Minter to approve Agenda Item 9-22. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Shkoler, Minter
NOES: None
ABSENT: None

**MINUTES FOR THE JUNE
18TH, 2018 BOARD
MEETING**

Minutes for the September 17th, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

**CASH FLOW ANALYSIS
and
TREASURER'S REPORTS**

Check Registers for September 2018 – received and filed (Item 10)
Fund 707 Balance Report for September 2018 – received and filed (Item 11)

Financial Reports through September 2018 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for September 2018 – received and filed. (Item 13)
Acquisitions Report for September 2018 – received and filed. (Item 14)
Service Revenue Report for September 2018 – received and filed. (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for September 2018 – received and filed. (Item 16)
Circulation Report for September 2018 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia – received and filed. (Item 18)

STAFF REPORTS

Administration Report for September 2018 (Item 19)
Children's Services Report for September 2018 (Item 20)
Adult Services Report for September 2018 (Item 21)
Placentia Library Website Technology Report for September 2018 (Item 22)

PRESENTATION

Dennis Yu, Vice President, and his associate Angela from PARs presented an accounting audit about the District's Defined Contribution Plan and answered any questions regarding the data in the handout.

**BUSINESS MANAGER
TIMOTHY HINO WILL
PRESENT AN ACCOUNTING
AUDIT OF THE PLACENTIA
LIBRARY DISTRICT'S
PAYABLES FROM
DAVISFARR.**

Director Contreras requested the agenda item be postponed to the November meeting so Mr. Davis can be present for any and all clarifications, give answers, and be available for further discussion.

**PRESIDENT CARLINE WILL
PROVIDE A REPORT ON THE
JOINT USE COMMITTEE'S
PROGRESS.**

President Carline updated the Board that, due to a miscommunication, the next JPA meeting would be in November and coordinated by the City.

**AUTHORIZE A CONTRACT
CHANGE ORDER TO
RESOLUTION 17-06: A
RESOLUTION OF THE
PLACENTIA LIBRARY BOARD
OF THE PLACENTIA LIBRARY
DISTRICT APPROVING AN
ENERGY SERVICE
CONTRACT.**

Bryson Barnella of Johnson Controls, Inc. (JCI) presented the status report about lighting, HVAC unit, permit plans, and roofing. Mr. Barnella also informed the Board that the solar panel installation is on hold due to the current metering position. It was presented that after the meeting with the City, Edison, Director Contreras and Business Manager Timothy Hino, splitting the meter would be the most efficient decision and explained the different options and the preferred choice due to both cost and time efficiency. Director Contreras then requested that the Board authorize a change in the contract to add the split meter. It was motioned by Secretary Martin to authorize a contract change order to Resolution 17-06: A Resolution of the Placentia Library Board of the Placentia Library District approving an energy service contract not to exceed \$30,000 and seconded by Trustee DeVecchio.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter
NOES: None
ABSENT: None

**TRAVEL AUTHORIZATION:
LIBRARY BOARD OF
TRUSTEES AND LIBRARY
DIRECTOR, TO ATTEND THE
AMERICAN LIBRARY
ASSOCIATION (ALA)
MIDWINTER MEETINGS
AND EXHIBITS IN SEATTLE,
WASHINGTON ON JANUARY
25-29, 2019.**

Director Contreras presented the request for the President Carline, Secretary Martin, Trustee Shkoler, Director Contreras, and Supervising Children's Librarian Kathy Carn to attend the American Library Association (ALA) Midwinter Meetings and Exhibits in Seattle, Washington on January 25-29, 2019. It was motioned by Trustee Minter to approve three Board Members and two staff to attend the ALA Midwinter Meeting and Exhibits and seconded by Secretary Martin.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter
NOES: None
ABSENT: None

**AUTHORIZE AN
ADVERTISEMENT IN THE
PLACENTIA-OPOLY BOARD
GAME.**

Director Contreras presented the opportunity for the Placentia Library District to advertise in the Placentia Chamber of Commerce's Placentia-opoly. After discussions of cost and possible areas on the game board, Secretary Martin motioned that the Placentia Library District advertise on two corners for \$1200 and if this was not available, to advertise on one of the signature sponsor in the middle. It was seconded by Trustee Shkoler.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter
NOES: None
ABSENT: None

**ELECTION OF OFFICERS FOR
INDEPENDENT SPECIAL
DISTRICTS OF ORANGE
COUNTY (ISDOC).**

After discussion and a more in depth background from Mr. Monin, Trustee Minter motioned the President Carline by the voting representative to cast the ballot for Sandra Jacobs for President and Marc Monin for 1st Vice President. It was seconded by Secretary Martin.

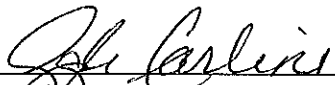
AYES: Carline, Martin, DeVecchio, Shkoler, Minter
NOES: None
ABSENT: None

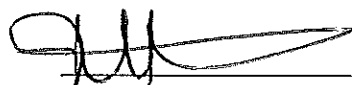
REVIEW OF ACTION ITEMS

Trustee Minter reminded her absence for the November meeting and requested that the Agenda be posted at the Chamber of Commerce, on site at the library, and posters be made for future meetings held at the Chamber of Commerce from January 2019 through September 2019. Additionally, it was requested that the December 17th Board Meeting be moved to the following day, December 18th, by Secretary Martin. The date change was approved and reflected on the calendar.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 15th, 2018 was adjourned at 7:58 p.m.


Gayle Carline, President
Library Board of Trustees


Jo-Anne W. Martin, Secretary
Library Board of Trustees