

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 21, 2015 – Revised Minutes

CALL TO ORDER

President Shkoler called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 21, 2015 at 6:31pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant

Guests: Marina Tutty, Financial Consultant for Placentia Library District

ADOPTION OF AGENDA

It was moved by Secretary Martin and seconded by Trustee Minter to adopt the agenda as presented:

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler was a speaker at the Placentia Rotary Club on December 2nd, sharing about recent safari adventures in Africa. President Shkoler also enjoyed the H.I.S. House fundraising event held at the library on December 11th and attended the annual staff holiday luncheon held on December 17th. (Item 5)

Secretary Martin was also a presenter at the Placentia Rotary Club on December 2nd, attended the H.I.S. House event and enjoyed participating at the Tamale Festival in Old Town Placentia on December 9th. Secretary Martin shared that the H.I.S. House fundraiser was their most successful in recent years. (Item 6)

Trustee Carline also enjoyed the H.I.S. House fundraiser at the library and attended the annual Tamale Festival in Old Town Placentia. (Item 6)

Trustee Minter spent the past weeks assisting her husband with annual holiday "Santa Claus" activities and events held throughout the community. (Item 6)

Trustee DeVecchio enjoyed several community holiday programs, including the Library's annual Children's Christmas Program on December 12th, Barber Shop Quartet, and mingled with library staff and the volunteer tutors at their holiday luncheons. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras enjoyed the H.I.S. House fundraiser on December 11th, then was on vacation from December 14—22. Library Director Contreras thanked staff for promoting library services and programs at Placentia's annual Tamale Festival. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Along with other members of the Friends Board, Ginny Sanatar enjoyed mingling with library staff at the annual holiday luncheon. Tickets for the 2016 Authors Luncheon are now on sale, and can be purchased in the book store. Payments can also be made at the Information Desk or in Library Admin office if bookstore is closed. (Item 8)

CONSENT CALENDAR

Moved by Trustee DeVecchio and seconded by Trustee Carline to approve Agenda Items 9-24. (Item 9) A roll call vote was held.

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

**MINUTES for the
OCTOBER 26th and
NOVEMBER 16th BOARD
OF TRUSTEES MEETINGS**

Minutes for the corrected October 26th 2015 meeting and the November 16, 2015 Board of Trustees Meeting were received, approved and filed. Trustee Minter abstained from voting on the October 26th meeting minutes as she was absent from the October meeting. (Item 9)

CLAIMS

Nonstandard Claims in excess of \$300 – none (Item 10)

Claims Forwarded by the Library Director and Trustees – three vendor claim batches and one PARS batch were approved and forwarded to Orange County for payment during December. (Item 11)

Current Claims and Payroll – four Book claims and three Payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Carline and seconded by Secretary Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

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

**TREASURER'S
REPORTS**

Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) report was received and filed. (Item 13)

Financial Reports through October 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger - received and filed. (Item 14)

Balance Sheets for October 2015 - received and filed. (Item 15)

Acquisitions Report for October 2015 – received and filed. (Item 16)

Entrepreneurial Activities Report for October 2015 – received, filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for October 2015 – received and filed. (Item 18)
Circulation Report for October 2015 – received and filed. (Item 19)
Review of Shared Maintenance Costs with the City of Placentia for September-October 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for October 2015 (Item 21)
Children's Services Report for October 2015 (Item 22)
Adult Services Report for October 2015 (Item 23)
Placentia Library Website Technology Report - October 2015 (Item 24)

NEW BUSINESS

SELECTION OF DATES AND TIMES FOR THE 2016 LIBRARY BOARD MEETINGS

Library Director Contreras presented the schedule of proposed Dates for 2016 Library Board of Trustees Meetings. After discussion, 2016 dates were approved with the exception of January and February. Due to scheduling conflicts, January's board meeting will be held on the 25th and February's board meeting will be held on the 10th. Resolution 16-05 was read and adopted to establish board meeting dates for calendar year 2016. (Item 25)

A roll call vote was taken to confirm dates:

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

ELECTION OF BOARD OFFICERS

Library Director stated the positions of Board President and Board Secretary need to be elected for calendar year 2016. Incumbents are Al Shkoler as President, and Jo-Anne Martin as Secretary. After discussion, Gayle Carline was nominated as the 2016 Board President and Jo-Anne Martin was nominated as 2016 Board Secretary. (Item 26) A roll call vote was taken to elect and confirmed the 2016 nominees:

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

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES

President Shkoler stated that new board representatives are required in 2016 for several commissions of which Placentia Library is a member. After discussion, the following trustees will represent Placentia Library District on these commissions. (item 27)

LAFCO: President Shkoler, with Secretary Martin as alternate
PLFF: Trustee Carline, with Secretary Martin as alternate
ISDOC: Trustee Minter
Personnel Committee: Trustee Carline and President Shkoler
Orange County Council of Governments: Trustee DeVecchio

AUTHORIZATION TO CONTINUE PROVIDING FULL HEALTH BENEFITS TO BEATRICE QUINTANAR

Library Director Contreras presented Ms. Beatrice Quintanar's request to continue to receive benefits as a full-time employee while working part-time from December 7, 2015 through January 1, 2016. Director Contreras shared with Trustees that Ms. Quintanar, a full-time library employee since 1998, was recently out on medical leave for over 12 weeks. During her absence, Ms. Quintanar

exhausted all vacation and sick time accruals, as well as her Family Medical Leave Act rights which ended on December 7, 2015 and was also off on unpaid leave. Additionally, Ms. Quintanar received 160 hours of donated Catastrophic Leave. Ms. Quintanar’s doctor permitted her to return to work part-time from December 7 through January 1, 2016. As per the District policy and the District’s health policy with SDRMA, Ms. Quintanar is no longer eligible to receive all applicable benefits provided to full-time employees while working part-time, including medical and dental benefits, accruals, and holiday pay from December 7 through January 1, 2016. The fiscal impact to Library is \$3,818. After a thorough board discussion, Trustee Minter moved the request be approved to provide full-time benefits through January 1, 2016 with a second by Trustee Carline. Should Ms. Quintanar not be able to return to full-time employment status as planned on January 2, 2016, an extension of this request will be considered by the Library Board of Trustees at the January board meeting, with no assurance that it will be approved. (Item 28) A roll call vote was taken to approve request:

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

**AUTHORIZATION FOR
CONTRACT WITH SAM
McBANE MULFORD TO
FACILITATE CENTENNIAL
FACILITY PLAN MEETINGS**

Library Director Contreras updated the Trustees as to additional options to continue plans for the Library’s Centennial Renovation project. Director Contreras recommended Sam McBane Mulford, an experienced library consultant, be hired to facilitate a Centennial Facility Plan steering committee and conduct three (3) meetings in early 2016, as well as pursue grant opportunities and other funding for the library’s desired 2019 renovation. The fiscal impact to the Library is \$7,500. After discussion, it was moved by Secretary Martin and seconded by Trustee DeVecchio to approve the agreement with Sam McBane Mulford. (Item 29) A roll call vote was taken for approval:

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

**AUTHORIZATION FOR
CSDA TRAINING WEBINAR
“WHO DOES WHAT? BEST
PRACTICES IN BOARD/
STAFF RELATIONS”**

Library Director Contreras presented an opportunity for Trustees to participate in a CSDA webinar titled “Who Does What? Best Practices in Board/Staff Relations” and scheduled for January 20, 2016. The fiscal impact to the Library is \$49 per attendee. Trustee Minter and Trustee DeVecchio agreed to participate in the webinar. (Item 30) A roll call vote was taken to authorize Trustee Minter and Trustee DeVecchio to attend the “Who Does What? Best Practices in Board/Staff Relations” webinar:

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

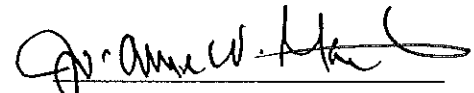
ADJOURNMENT

The Regular Date December 21, 2015 Board of Trustees meeting was adjourned at 7:20pm.

The next Board of Trustees meeting will be held on the unusual date of January 25, 2016 at 6:30pm.



Al Shkoler, President
Library Board of Trustees



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