

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
May 23, 2016

CALL TO ORDER

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 23, 2016 at 6:30pm.

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

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

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the May 23, 2016 meeting agenda as presented:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Carline attended the Friends Foundation board meeting, the Charrette's Community Feedback seminar on May 6th and the CSDA Legislative Days conference in Sacramento from May 16-18. President Carline reported on meetings with State Librarian Greg Lucas, Assemblywoman Ling Ling Chang, and Senator Bon Huff; and shared details about legislative bills AB-2613, SB-1292 which are sponsored by CSDA, and SB-885 opposed by CSDA, that are currently being considered. President Carline also attended the charrette session on May 6th. (Item 5)

Secretary Martin had nothing to report this month. (Item 6)

Trustee DeVecchio had nothing to report this month. (Item 6)

Trustee Minter had nothing to report this month. (Item 6)

Trustee Shkoler also attended the charrette session on May 6th. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras also attended CSDA Legislative Days conference and charrette session on May 6th. Library Director Contreras moderated a charrette session for the Placentia MOMs Club and reminded trustees of the charrette "Train the Trainer" workshop on May 27th. Library Director Contreras reported that the two Supervising Librarian positions were filled internally and are effective in May 27, 2016. Interviews for the Library Clerk and part-time Library Assistant positions are in process. Library Director Contreras attended farewell luncheons for Nadia Dallstream and Sara Couch. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar reported that Zoot Velasco has resigned his position as PLFF Board President as he is moving to Fresno due to a career change. Marian Kalman has been elected as the PLFF President for Fiscal Year 2016-17, and three new members have been elected to the board. The 2017 Authors Luncheon has been confirmed at Alta Vista Country Club. (Item 8)

CONSENT CALENDAR

After discussion and clarification of specific April monthly reports, it was moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 9-24 as amended and adopted. (Item 9) A roll call vote was taken:

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

**MINUTES for the APRIL 18,
2016 BOARD MEETING and
for the CENTENNIAL
STEERING COMMITTEE**

Minutes for the April 18, 2016 Trustees meeting were received, approved and filed. Trustee Minter requested that the all Centennial Steering Committee minutes be included in the board book beginning June 20th. Trustees agreed that any CSC minutes will be included in the Library Director's report. (Item 9)

CLAIMS

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

Claims Forwarded by the Library Director and Trustees – six (6) vendor claims and one (1) PARS claim were approved and forwarded to Orange County for payment during March-April. (Item 11)

Current Claims and Payroll – Two (2) Book claims, one (1) PARS claim and three (3) Payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Minter and seconded by Trustee DeVecchio to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler
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 April 2016 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 April 2016 - received and filed. (Item 15)

Acquisitions Report for April 2016 – received and filed. (Item 16)

Entrepreneurial Activities Report for April 2016 – received and filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for April 2016 – received and filed. (Item 18)
Circulation Report for April 2016 – received and filed. (Item 19)
Review of Shared Maintenance Costs with the City of Placentia for April 2016, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for April 2016 (Item 21)
Children's Services Report for April 2016 (Item 22)
Adult Services Report for April 2016 (Item 23)
Placentia Library Website Technology Report - April 2016 (Item 24)

NEW BUSINESS

REQUEST TO AUTHORIZE AMENDMENT TO POLICY 6030 - CIRCULATION

Video games have been added to the Young Adult collection, and are very popular with the teen patrons. Library staff requests an item loan limit of three (3) video games per checkout. Library Director Contreras requested approval to amend Policy 6030 – Circulation to reflect the staff request. After reviewing the policy, Trustee Minter requested a revision to the Notification Process verbiage (section 6030.3.1) to send reminder notices via email before and after the due date occurs. It was moved by Trustee Minter and seconded by Secretary Martin to approve these policy changes. (Item 25)

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

REQUEST TO AUTHORIZE AMENDMENT TO POLICY 6050 – COMMUNITY MEETING ROOM

Placentia Library's community meeting room is a favorite location for local organizations. Library Director Contreras requested an amendment to Policy 6050 – Community Meeting Room, to add a \$25 administrative fee for prepaid and full rental charge for "no show" groups. After discussion of the current room rental process, the trustees did not approve this fee request, but did authorize that refunds will not be given to any organization or group for a No Show reservation. Revised section 6050.5 verbiage will read: "Full room charges will be enforced for all "No Shows." It was moved by Trustee Shkoler and seconded by Trustee Minter to approve revisions to Policy 6050. It was moved by Secretary Martin and seconded by Trustee Shkoler to approve the revised policy 6050. (Item 26) A roll call vote was taken:

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

APPROVE 2016 PROPOSED AMENDMENTS TO CSDA BYLAWS

Library Director Contreras presented a proposal from CSDA for a change to its Bylaws, including: updates and organizational changes; adding electronic voting to the CSDA Board election process; and clarifying language to include electronic communication related to CSDA Bylaws amendments. After discussion it was moved by Trustee Minter and seconded by Trustee Shkoler to authorize President Carline to approve on behalf of Placentia Library District. (Item 27)

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

**REQUEST FOR \$1,200 FOR
2016 STAFF APRECIATION
EVENT**

The 2016 Staff Appreciation Recognition Dinner will be held at the Round Table Women's Club in October, date to be determined. As in past years, staff will serve on the planning committee. Library Director Contreras will present a request to PLFF for \$3,500 towards decorations and door prizes for Fiscal Year 2016-2017 annual request. Library Staff also requests \$1,200 to cover expenses beyond the PLFF donation. After discussion it was moved by Trustee DeVecchio and seconded by Secretary Martin to authorize the request for funds. (Item 28) A roll call vote was taken:

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

**REQUEST FROM SRI SRI
RADHA RAMAN VEDIC
TEMPLE TO WAIVE LIBRARY
IMPACT FEE**

Library Director Contreras presented a request form Sri Sri Radha Raman Vedic Temple to waive the library impact fee due for construction at 1022 N. Bradford in Placentia. Library Director Contreras sought a legal opinion on this request, which recommended the trustees decline per Resolution 08-10. Religious organizations are not exempt from paying the library impact fees, and this request does not meet requirements for a fee waiver. Trustee DeVecchio commented that this is an opportunity for staff to reach out to the Temple and work together on possible programs or services. Trustee Shkoler commented that allowing exceptions to library resolutions would set a precedent for similar requests in the future. After discussion, it was moved by Trustee Shkoler and seconded by Secretary Martin to accept the legal opinion, decline the request and send a letter of explanation. (Item 29) A roll call vote was taken:

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

ADJOURNMENT

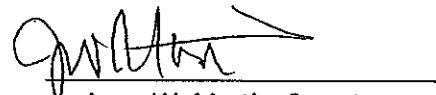
The Board of Trustees Regular Meeting of May 23, 2016 was adjourned at 7:30pm.

Trustee Minter requested an update on the current security/fingerprinting process be presented at the next meeting.

The next Board of Trustees meeting will be held on the regular date of June 20, 2016 at 6:30pm.



Gayle Carline, President
Library Board of Trustees



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