

MINUTES
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
March 29, 2017

CALL TO ORDER President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 29, 2017 at 6:31pm.

Members Present: President Gayle Carline, Secretary Jo-Anne Martin, Trustee DeVecchio, Trustee Elizabeth Minter, Trustee Al Shkoler
Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Diane Warner, Administrative Assistant; Michele Meades, Librarian I – Volunteers; Fernando Maldonado, Library Assistant – Teens

ADOPTION OF AGENDA It was moved by Secretary Martin and seconded by Trustee Minter to adopt the March 29, 2017 meeting agenda:
AYES: Carline, Martin, Shkoler, DeVecchio, Minter
NOES: None
ABSENT: None

ORAL COMMUNICATION None

TRUSTEE & ORGANIZATIONAL REPORTS

President Carline attended the Authors Luncheon and participated at Placentia Yorba Linda Unified School District’s “Principal for a Day” event at Sierra Vista Elementary School, and commented that Placentia Library was well represented at the district office luncheon. (Item 5)

Secretary Martin enjoyed the annual Authors Luncheon and State of the City Luncheon, attended a Homeless Intervention Shelter and House Board meeting, a Harwood Workspace seminar in Sacramento, participated at the Principal for a Day event at Wagner Elementary School, and met with the City for continued discussions about parking issues.
(Item 6)

Trustee Minter attended the Authors Luncheon and the “OC 2040” Workshop at Chapman University in Orange. Event included programs ranging from city/county governance and affordable housing issues, to redevelopment agencies, to a presentation on marijuana sales and tax revenue process across Orange County.
(Item 6)

Trustee DeVecchio attended the annual State of the City Luncheon and felt positive about the Mayor’s plan for moving our city forward. (Item 6)

Trustee Shkoler also attended the Author’s Luncheon, the annual State of the City Luncheon, a Homeless Intervention Shelter and House Board meeting and a Placentia Rotary meeting. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras commented on President Carline’s pleasant article about the Principal For A Day event in the Placentia News-Times. March meetings and activities included the annual Authors Luncheon and State of the City Luncheon, Chamber of Commerce and Homeless Intervention Shelter and House board

meetings, attended the California Research and Education Network Initiative Conference, worked on securing janitorial service provider, worked with G4 architect, met with the City on parking issues, and participated in the Harwood Workspace seminar. Upcoming meetings include a discussion about solar panel project with the City. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Lorray Dietz provided an update from the Placentia Library Friends Foundation. The Authors Luncheon was very interesting and successful, with net profit amount available in April. The Placentia Library Friends Foundation Board of Directors now totals 14 members, with a target of 15 board members. (Item 8)

CONSENT CALENDAR

It was moved by Trustee Minter and seconded by Secretary Martin to approve the Agenda item 9 (Minutes for February 2017). A roll call vote was taken:

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

Library Director clarified that on the Total Cash Investments for February 2017 (agenda item 12), the amount for the Reserves with the County and the Impact Fees were already accounted under the Cash with the County for Fund 707 and the General Fund Checking accounts, and will be corrected for the April Board reports to reflect the actual total cash and investments of \$3,776,805.30 through February 2017. After clarification on reports 13 and 15, and agenda item 22, it was moved by Trustee Minter and seconded by Trustee Shkoler to approve Agenda Items 10-22. A roll call vote was taken:

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

**MINUTES for the
FEBRUARY 22, 2017
BOARD MEETING**

Minutes for the February 22, 2017 Board of Trustees Meeting were received, approved and filed. (Item 9)

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

Check Registers for February 2017 – received and filed (Item 10)
Fund 707 Balance Report for February 2017 – received and filed (Item 11)

Financial Reports through February 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments – Incorrect information was submitted and will be corrected for the April 2017 board meeting. (Item 12)

Balance Sheets for February 2017 – received and filed. (Item 13)
Acquisitions Report for February 2017 – received and filed. (Item 14)
Entrepreneurial Activities Report for February 2017 – received/filed. (Item 15)

Moved by Trustee Minter and seconded by Trustee Shkoler to receive, file and approve the Cash Flow Analysis and Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

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

GENERAL CONSENT REPORTS

Personnel Report for February 2017 – received and filed. (Item 16)
Circulation Report for February 2017 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia for July 2016 through February 2017, under the JPA – received and filed. (Item 18)

STAFF REPORTS

Administration Report for February 2017 (Item 19)
Children's Services Report for February 2017 (Item 20)
Adult Services Report for February 2017 (Item 21)
Placentia Library Website Technology Report - February 2017 (Item 22)

NEW BUSINESS

REPORT ON TEENS @ LIBRARIES EVENT

History Room Librarian, Michelle Meades, and Teen Services Library Assistant, Fernando Maldonado, reported on their participation with the *Teens @ the Library: A Get Involved Workshop* event held on March 2nd. California State Library provides the opportunity for library professionals working with teens to network with teen volunteer coordinators. 54 librarians attended along with a Q&A panel of 5 teen speakers. The workshop explored best practices about teen volunteer engagement while helping library professionals understand what motivates teen volunteers, how better to recruit teen volunteers, address challenges, opportunities and rewards of working with teens. A teen volunteer panel discussed the different perspectives of working with teens. Workshop and lunch were hosted by the California State Library. (Item 23)

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS – CALL FOR NOMINATIONS, SEAT C

Library Director Contreras presented an opportunity for Trustees to join the California Special Districts Association Board of Directors, Seat C. After discussion, none of the Trustees were interested in being nominated and no action was taken. (Item 24)

TRAVEL AUTHORIZATION FOR CALIFORNIA SPECIAL DISTRICTS ASSOCIATION ANNUAL CONFERENCE ON SEPTEMBER 25-28, 2017

Library Director Contreras presented a travel authorization request to the California Special Districts Association's Annual Conference from September 25-28, 2017 in Monterey, CA. Fiscal Impact: \$1,600 per person. After review and discussion, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve attendance by President Carline, Secretary Martin, Trustee Shkoler and Trustee DeVecchio. (Item 25) A roll call vote was taken to approve travel expenses:

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

CITY OF PLACENTIA “NO SMOKING” ORDINANCE

Library Director Contreras reported on the City’s plans to expand the No Smoking Ordinance for the Placentia Civic Plaza. A draft revised ordinance was presented to the Placentia City Council on March 7, 2017. The revised ordinance would include no smoking anywhere in the civic plaza parking lot, as well as all buildings, lawns and the plaza area. Library staff have concerns on enforcement of the ordinance which is expected to go into effect in June 2017. (Item 26) No action was taken.

REVISIT BUILDING MAINTENANCE PROPOSALS and AWARD CONTRACT

Coastal Building Services, the building maintenance vendor approved at the February Board Meeting, started service on March 1st and cancelled their contract the same day. Library Director Contreras then retained RFP vendor #2, Master Janitorial Service, on a temporary basis to provide janitorial services through March 31st. Library Director Contreras recommended that Master Janitorial Service be awarded the on-going building maintenance contract, at a rate of \$3,100 per month for daily service from 7:00-9:30am with a two-person crew. Master Janitorial is the service currently used by Buena Park Library.

After review and discussion, it was moved by Trustee Minter and seconded by Secretary Martin to award a 3-year contract to Master Janitorial Service, with handyman services available as needed at an additional cost. Library Director was directed to discuss the renovation plan impact with Master Janitorial Service. (Item 27) A roll call vote was taken:

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

EDUCATIONAL ASSISTANCE REQUEST

Library Director Contreras presented a request for educational assistance from Tim Worden, Emerging Technologies Assistant, to assist with tuition for his Master’s Degree in Library and Information Science, per Policy 2120. Financial impact: up to \$1,500 per calendar year, based on qualifying grades. After discussion, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve the request. (Item 28) A roll call vote was taken:

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


DETERMINE NEW DATE FOR MAY 2017 BOARD OF TRUSTEES MEETING

Due to Library Director Contreras and Trustee Martin attending the California Special Districts Association’s Legislative Days from May 15-17, the Trustees agreed to change the date for the May Board of Trustees Meeting to Monday, May 22, 2017.


ADJOURNMENT

The Board of Trustees Unusual Date Meeting of March 29, 2017 was adjourned at 7:23pm.

The next Library Board of Trustees meeting will be held on the regular date of Monday, April 17, 2017 at 6:30pm. A Budget Work Session will be held prior to this board meeting, at 5:30pm.



Gayle Carline, President
Library Board of Trustees



Jo Arne W. Martin, Secretary
Library Board of Trustees