

MINUTES  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
June 28, 2017

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 28, 2017 at 6:37pm.

**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; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant; Michelle Meades, History Room Librarian; Marina Tutty, financial consultant.

**Guests:** Christopher Bout and Peter White of Johnson Controls; Mark Nelson of Bear State Air Conditioning.

**ADOPTION OF AGENDA**

Agenda item 23 was moved forward before Oral Communication, and item 28 was deferred to the July agenda. After these changes, it was moved by Trustee Minter and seconded by Trustee Shkoler to adopt the revised June 28, 2017 meeting agenda:

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

**ORAL COMMUNICATION**

None

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

President Carline thoroughly enjoyed participating at the American Library Association (ALA) Conference in Chicago, and will prepare an attendee report. (Item 5)

Secretary Martin also attended the ALA Conference and enjoyed the annual Cowabunga fundraiser presented by the Placentia Rotary Club, and the Homeless Intervention Shelter and House end-of-year literary event. (Item 6)

Trustee DeVecchio participated at the Placentia Library's annual Summer Reading Celebration event on June 24th and praised the library staff for their organizational and management efforts (Item 6)

Trustee Minter also attended Placentia Library's annual Summer Reading Celebration event on June 24<sup>th</sup>, and commended library staff for the number of volunteers who also participated. (Item 6)

Trustee Shkoler also attended the ALA Conference, Cowabunga fundraiser and the HIS House event. (Item 6)

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended the ALA Conference, with keynote speaker Hillary Clinton, and enjoyed the "To Fine or Not To Fine" work session, along with fundraising workshops. Busy month included: developing marketing pieces for the Friends Foundation membership activities and annual luncheon; member of the California Library Association (CLA) election sub-committee; meetings with Johnson

Controls and Bear State HVAC; and recruitment efforts for open positions: Business Manager, Support Services Manager and Supervising Librarian. The annual Summer Reading Celebration was held in June this year, resulting in 500+ program registrations and an increase in new library cards. (Item 7)

**FRIENDS FOUNDATION  
REPORT**

Ginny Sanatar congratulated library staff for another successful Summer reading celebration event. The 2018 Author's Luncheon will be held on Saturday, March 2<sup>nd</sup> at Alta Vista Country Club, with mystery writer David Putnam as the guest author. The annual Membership Drive is underway and all trustees are invited. (Item 8)

**CONSENT CALENDAR**

After clarification of May report details, it was moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 10-22. A roll call vote was taken:

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

**MINUTES for MAY 22, 2017  
BOARD MEETING**

Trustee Minter reported missing information in the Adoption of Agenda section of the May Minutes, and requested the May Minutes be amended and re-submitted for approval at the July board meeting. (Item 9)

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

Check Registers for May 2017 – received and filed (Item 10)  
Fund 707 Balance Report for May 2017 – received and filed (Item 11)  
Financial Reports through May 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 May 2017 board meeting. (Item 12)

Balance Sheets for May 2017 – received and filed. (Item 13)  
Acquisitions Report for May 2017 – received and filed. (Item 14)  
Entrepreneurial Activities Report for May 2017 – received and 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 May 2017 – received and filed. (Item 16)  
Circulation Report for May 2017 – received and filed. (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia for July 2016 through May 2017, under the JPA – received and filed. (Item 18)

**STAFF REPORTS**

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

**CONTINUING BUSINESS**

**AUTHORIZE PROJECT  
DEVELOPMENT  
AGREEMENT WITH  
JOHNSON CONTROLS**

Library Director Contreras presented a Project Development Agreement between Placentia Library District and Johnson Controls, Inc. to move forward with project development for an updated HVAC system and energy-efficient lighting, as part of the Centennial Renovation project. Overall Fiscal Impact: \$1-\$1.5M, with \$300,000 appropriated from library reserves now to begin the project. Trustees requested revised verbiage stating two cost options: 1) Placentia Library will have its own electric meter installed, separate from the City of Placentia. 2) Placentia Library has an electric usage sub-meter connected to the City of Placentia's main electric meter. After discussion, it was moved by Secretary Martin and seconded by Trustee Minter to authorize the amended agreement. A roll call vote was taken:

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

It was further moved by Trustee Minter and seconded by Secretary Martin to authorize Board President Carline to sign the amended agreement. (Item 23) A roll call vote was taken:

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

**PUBLIC HEARING:  
BUDGET FOR FISCAL YEARS  
2017-2019. ADOPT  
RESOLUTION 17-01**

Library Director Contreras presented the Budget for Fiscal Years 2017-2019, and opened the Public Hearing. As no residents were present for the public hearing, the hearing was closed. The 2017-2019 Budget does not include Centennial Renovation funding, and the salary scale includes increases based on the 2016 Compensation Study and the 2% Cost of Living Adjustment (COLA) approved for 2017-2018. The FY 2018-2019 salary scale will include a 2% COLA only. Resolution 17-01, to adopt the 2017-2019 Budget, was submitted for trustee approval.

After discussion, and reading of Resolution 17-01 by title, it was moved by Trustee Minter and seconded by Secretary Martin to approve the FY 2017-2019 Budget and adopt Resolution 17-01. (Item 24) A roll call vote was taken:

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

**PUBLIC HEARING:  
POLICY 6035: FINES & FEES  
FOR FISCAL YEARS 2017-  
2018. ADOPT RESOLUTION  
17-02**

Library Director Contreras presented revised Policy 6035: Fines and Fees Schedule for Fiscal Years 2017-2019, and opened the Public Hearing. As no residents were present for the public hearing, the hearing was closed. Policy revisions include the elimination of overdue library material fines and the library card replacement fee. Resolution 17-02, to adopt revised Policy 6035, was submitted for trustee approval.

Trustee Minter questioned the editorial verbiage used in the new Policy 6035, and requested the standard policy template be used instead.

After discussion, it was moved by Trustee Minter and seconded by Secretary Martin that staff be authorized to verbally begin the implementation of a fine-free system for Placentia Library District effective July 1, 2017. It was further moved that a revised Policy 6035 be submitted for trustee approval at the July board meeting, along with the Resolution 17-02. (Item 25) A roll call vote was taken:

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

**ADOPT RESOLUTION 17-03:  
ESTABLISH THE HOLIDAY &  
LIBRARY CLOSURE  
SCHEDULE FOR FISCAL  
YEARS 2017-2019**

Library Director Contreras presented the recommended Holiday and Library Closures Schedule for Fiscal Years 2017-2019, to be adopted by Resolution 17-03. Trustee Minter opposed leaving the three (3) approved Floating Holidays off the schedule. After discussion and reading of Resolution 17-03 by title, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to adopt the FY2017-2019 Holiday and Library Closure Schedule as presented and Resolution 17-03. (Item 26) A roll call vote was taken and Resolution 17-03 was signed by President Carline:

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

**ADOPT RESOLUTION 17-04:  
FY 2017-2019 CAPITAL  
IMPROVEMENT PLAN TO  
RENOVATE PLACENTIA  
LIBRARY DISTRICT &  
IMPLEMENT ENERGY  
EFFICIENT PLANS**

Library Director Contreras presented Resolution 17-04, to adopt Fiscal Year 2017-2019 Capital Improvement Plan to Renovate the Placentia Library District and Implement Energy-Efficiency Project for replacement of HVAC system and all library lighting. The proposed plan to commemorate the 100th Anniversary of the Placentia Library District centers on renovating and redesigning the public space including public restroom upgrades and outdoor space to meet the physical, social, research, creative and exploratory needs of our community, while anticipating the community's growing needs for emerging technologies and evolving collection and delivery systems. The energy-efficiency upgrade project includes: retrofitting all interior lights to LED standards; replacing HVAC system with a four-valve rooftop HVAC system including demolition and removal of existing HVAC system; installing solar panels on the roof at the Placentia Library District including the installation and management of a new metering unit for the Placentia Library District.

After discussion and clarification of estimated project costs, the Trustees requested revisions to Resolution 17-04, Section 2, to authorize use of \$2.6M from the \$4.23M reserves for library building renovation. Total building renovation and energy efficiency project costs are estimated at \$5.2M. It was moved by Trustee Minter and seconded by Trustee Shkoler to defer Resolution 17-04 to the July board meeting. (Item 27) A roll call vote was taken:

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

**NEW BUSINESS**

**OVERVIEW: HARWOOD  
PUBLIC INNOVATOR'S LAB  
TRAINING**

Due to Continuing Business issues with required Public Hearings, Trustee Martin has deferred her presentation to the July board meeting.  
(Item 28)

**CALIFORNIA SPECIAL  
DISTRICT ASSOCIATION  
(CSDA) BOARD ELECTIONS**

Library Director Contreras presented five candidates running for open Seat C of Region 6 on the California Special Districts Association Board of Directors. After discussion, it was moved by Trustee Minter and seconded by Secretary Martin to vote for Richard Hall of Mojave Water District. (Item 29) A roll call vote was taken:

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

**ADOPT RESOLUTION 17-05:  
SPECIAL DISTRICTS RISK  
MANAGEMENT AUTHORITY  
(SDRMA) BOARD  
ELECTIONS RESOLUTION  
AND BALLOT**

Library Director Contreras presented seven candidates running for four open seats on the Special Districts Risk Management Authority Board of Directors. After discussion, it was moved by Secretary Martin and seconded by Trustee DeVecchio to vote for Timothy Unruh, Mike Schaefer, David Aranda and Cindy Beaudet. It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt resolution 17-05, authorizing President Carline to sign the ballot, by a roll call vote: (Item 30)

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

**TRAVEL REQUEST:  
LIBRARY MARKETING &  
COMMUNICATIONS  
CONFERENCE ON  
NOVEMBER 16-17, 2017**

Library Director Contreras presented a travel authorization request for the Library Director and one library staff to attend the Library Marketing and Communications Conference in Dallas, TX on November 16-17, 2017. Fiscal Impact: \$1,200 per attendee. After discussion, it was moved by Trustee Shkoler and seconded by Secretary Martin to approve this travel request. Trustee Minter requested that the Friend Foundation be invited to attend the conference also. (Item 31) A roll call vote was taken:

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

**AGREEMENT BETWEEN CITY  
OF ANAHEIM AND  
PLACENTIA LIBRARY FOR  
INTEGRATED LIBRARY  
SYSTEM SERVICES**

Library Director Contreras presented an operating agreement to continue receiving integrated library system services (on-line library catalog and weekly book delivery from Anaheim Public Library) and support from the City of Anaheim Public Library. One particular substantive change from the previous agreement is the data extraction fee imposed by SirsiDynix, should the Placentia Library District wish to terminate service with the City of Anaheim. Fiscal Impact: \$34,000. After discussion, it was moved by Trustee DeVecchio and seconded by Trustee Minter to approve this agreement. (Item 32) A roll call vote was taken:

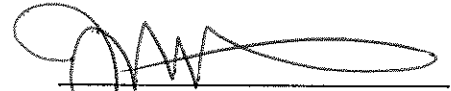
AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
NOES: None  
ABSENT: None

**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of June 28, 2017 was adjourned at 7:58pm.

The next Library Board of Trustees meeting will be held on the regular date of Monday, July 17, 2017 at 6:30pm.

  
\_\_\_\_\_  
Gayle Carline, President  
Library Board of Trustees

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