

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
SEPTEMBER 18, 2017

**CALL TO ORDER**

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 18, 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; Tim Hino, Business Manager; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant; Marianne Follis, Supervising Librarian, Children's Services; and Robert Arauz, Substitute Library Aide.

**Guests:** City Councilwoman Rhonda Shader, City Councilman Ward Smith; Vivian Perez, President of the Placentia Community Foundation; and Shawn Tan with Public Agency Retirement Services (PARS).

**ADOPTION OF AGENDA**

Agenda items 23, 24 and 25 were moved forward before Oral Communication. After this change, it was moved by Secretary Martin and seconded by Trustee DeVecchio to adopt the revised September 18, 2017 meeting agenda:

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

**ORAL COMMUNICATION**

None

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

President Carline attended Centennial planning meetings and enjoyed the Taste of Placentia in August. (Item 5)

Secretary Martin attended the PLFF Thank You Luncheon as well as the Taste of Placentia event, HIS House board meeting and several Centennial meetings. (Item 6)

Trustee DeVecchio also enjoyed the PLFF Thank You Luncheon. (Item 6)

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

Trustee Shkoler also enjoyed the PLFF Thank you Luncheon, Taste of Placentia, and the HIS House board meeting. (Item 6)

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras reported attending the PLFF Thank You Luncheon, Taste of Placentia and Centennial planning meetings, and introduced two new library staff: Marianne Follis and Robert Arauz. Library Director Contreras informed Trustees that several former staff have never applied for their individual PARS account distributions totaling approximately \$19,000. These unclaimed funds become a credit to The District's PARS retirement account. Library Director Contreras reported the Business Manager is working with the CPA firm revising budgetary accounts to properly identify library expenses and recruitment interviews are scheduled this week for Technology Manager and Library Assistant. Business

Manager Tim Hino reported that Fiscal Year 2016-2017 is officially closed and the year-end reports have been updated. Overall, FY 16-17 expenses are under budget and revenue is over, leaving a \$330,000 budget surplus at year-end. (Item 7)

**FRIENDS FOUNDATION  
REPORT**

Friends Foundation did not have a representative attend this meeting. (Item 8)

**CONSENT CALENDAR**

After clarification on several of the monthly reports, it was moved by Trustee DeVecchio and seconded by Trustee Shkoler to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES for JULY 17, 2017  
and AUGUST 10, 2017  
BOARD MEETINGS**

Board Meeting Minutes for July 17, 2017 and August 10, 2017 were reviewed, approved and filed. (Item 9)

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

Check Registers for July & August 2017 – received and filed (Item 10)  
Fund 707 Balance Report for July & August 2017 – received and filed (Item 11)  
Financial Reports through July & August 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments – received and filed (Item 12)

Balance Sheets for July & August 2017 – received and filed (Item 13)

- A revised FY16-17 Year-end Expenditures/Revenue Report was provided.

Acquisitions Report for July & August 2017 – received and filed (Item 14)

Entrepreneurial Activities Report for July & August 2017 – received/filed (Item 15)

It was moved by Trustee DeVecchio 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 July & August 2017 – received and filed. (Item 16)

Circulation Report for July & August 2017 – received and filed. (Item 17)

Review of Shared Maintenance Costs with the City of Placentia through August 2017, under the JPA – received and filed. (Item 18)

**STAFF REPORTS**

Administration Report for July & August 2017 (Item 19)

Children's Services Report for July & August 2017 (Item 20)

Adult Services Report for July & August 2017 (Item 21)

Placentia Library Website Technology Report - July & August 2017 (Item 22)

**NEW BUSINESS**

**MEET & GREET WITH NEW COUNCILMEMBERS**

Recently elected Councilmembers Rhonda Shader and Ward Smith were formally introduced to the Library Trustees. Ms. Shader and Mr. Smith shared updates on sub-committee economic and community development projects; the Santa Fe Avenue train station and re-zoning efforts to stimulate business and investment growth; partnership between the City and Placentia Library; a positive city budget and technology renovation of the Council Chamber meeting room with a \$155,000 state grant; and partnering with St. Jude Healthcare to launch and promote the “Get Healthy Placentia” community health program. Library Director Contreras shared the background for the library’s new “fine-free” policy with the councilmembers. (Item 23)

**PLACENTIA COMMUNITY FOUNDATION “BRICK LEGACY FUNDRAISER” PROJECT**

Vivian Perez, President of the Placentia Community Foundation, presented the Foundation’s request to partner with Placentia Library District on a community fundraiser program selling 3,600 personalized bricks for installation in the Civic Center plaza area. Annual maintenance will be provided by the Placentia Public Works department, for labor costs only. Proceeds will fund grants for organizations that support the Placentia community, as well as the library itself. Trustees will review and discuss the proposal with the Placentia Library Friends Foundation, and provide a response at the October 2017 board meeting. (Item 24)

**UPDATE ON THE PUBLIC AGENCY RETIREMENT SERVICES (PARS) PLAN PROVIDED TO EMPLOYEES**

Shawn Tan, PARS Client Services Coordinator, presented an update and review of Placentia Library District’s retirement plan account, which is a 401A Defined Contribution Plan. The District contributes 4% of each employee’s weekly gross salary to individual retirement accounts bi-weekly. No Action required. (Item 25)

**UPDATE ON O.C. LAFCO DISTRIBUTION FEE SCHEDULE AND MUNICIPAL SERVICE REVIEW STAKEHOLDER MEETINGS**

Library Director Contreras presented an update on the Orange County Local Agency Formation Commission (LAFCO) Distribution Fee Schedule and the Municipal Service Review Stakeholders Meetings, and requested authorization to represent Placentia Library District on these LAFCO committees. It was moved by Trustee Minter and seconded by Trustee Shkoler to approve this request. (Item 26) A roll call vote was taken:

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

**CONTRACT FOR FISCAL YEAR 2016-2017 FINANCIAL AUDIT AND GANN LIMIT REVIEW REPORT**

Library Director Contreras presented the contract with White, Nelson, Diehl, Evans CPA firm to provide auditing services and a financial report for Placentia Library District’s FY2016-17 fiscal year, and prepare the annual GANN Limit Review report. Fee is not to exceed \$18,000 for these services. After discussion, it was moved by Trustee DeVecchio and seconded by Trustee Shkoler to approve this auditing contract. It was moved by Secretary Martin and seconded by Trustee Minter to authorize President Carline to sign the contract. (Item 27) A roll call vote was taken:

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

**DISCUSS AND REVIEW  
ATTORNEY-CLIENT  
RETAINER AGREEMENT FOR  
JOINT EXERCISE OF  
POWERS COUNSEL**

Library Director Contreras presented an amendment to our Agreement for Legal Services with Woodruff, Spradlin & Smart to include legal services related to the joint exercise of powers and use of the District's facility with the City of Placentia. Fiscal Impact: \$255 per hour. After discussion, it was moved by Secretary Martin and seconded by Trustee DeVecchio to approve the amendment. It was further moved and seconded to authorize President Carline to sign the amendment.

(Item 28) A roll call vote was taken:

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

**COMMUNITY OF THE 21<sup>ST</sup>  
CENTURY (C21) PROGRAM**

Public Services Manager Yesenia Baltierra shared an overview of the "Community of the 21<sup>st</sup> Century" character-building program, called the C21 Program. The District is partnering with Placentia Yorba Linda Unified School District to launch this program to promote communication, collaboration, critical thinking, citizenship and creativity. The program's goal is to enhance what Placentia elementary schools are already teaching and promote these character traits beyond school walls. The District is also partnering with local businesses and organizations for support. No Action required.(Item 29)

**UPDATE ON 2017 STAFF  
APPRECIATION AND  
RECOGNITION EVENT**

Library Director Contreras provided an update on the 2017 Staff Appreciation and Recognition Picnic, scheduled for Sunday, October 29<sup>th</sup> at Tri-City Park in Placentia, from 11:00am to 2:30pm. Library staff had requested a picnic theme for this year's event. No action required. (item 30)

**UPDATE ON CENTENNIAL  
FUNDRAISING EFFORTS  
AND CONTRIBUTION  
CONSIDERATION FROM  
COMMUNITY LEADERS**

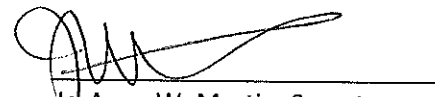
Library Director Contreras presented a report on the discussions and actions taken by the Centennial Fundraising Committee. One fundraising effort to consider is securing financial support from community and library leaders. It was decided that the Library Board of Trustees and Library Director will personally contribute a total of \$10,000 towards the Centennial Renovation project. (Item 31)

**ADJOURNMENT**

The Board of Trustees Regular Meeting of September 18, 2017 was adjourned at 8:25pm.

The next Library Board of Trustees meeting will be held on Monday, October 16, 2017 at 6:30pm. A work session will be held with the Library Friends Foundation at 5:30pm on October 16<sup>th</sup> to discuss the fundraiser proposal from the Placentia Community Foundation.

  
Gayle Carline, President  
Library Board of Trustees

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