

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
MAY 21ST, 2018

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 16th, 2018 at 6:32 pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Tim Hino, Business Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant

Guests: Erik Mar, Architect from eMar Studio, Pamela Brief, outdoor area designer from Pamela Studios, and Judy Van Wyk, Interior Designer.

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the Agenda (Item 3).

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

ORAL COMMUNICATION

None. (Item 4)

BOARD PRESIDENT REPORT

President Carline attended a meeting with David DeBerry to discuss the Joint Use Agreement. She also attended the Welcome Luncheon, a Placentia Library Friends Foundation Board Meeting, was a guest reader for the 3rd Grade Tours, and attended the Police and Fire Recognition Breakfast.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Martin attended the Mr. DeBerry initial session to discuss the Joint Use Agreement.

Trustee Minter attended the Police and Fire Recognition Breakfast.

Trustee DeVecchio attended the Police and Fire Recognition Breakfast.

Trustee Shkoler did not have information to report.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Police and Fire Recognition Breakfast, had a meeting with Erik Mar and his team to discuss the renovation, has been in multiple meetings to discuss the Library Impact Fee, attended the I Heart Placentia event, and introduced the library's Technology Manager, Jon Legree, to the Board of Trustees.

**FRIENDS FOUNDATION
REPORT**

Sherri Dahl attended the Placentia Library Friends Foundation's (P.L.F.F.) Board Meeting and they have been reviewing fundraising proposals.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve Agenda Item 9-22. A roll call vote was taken:

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

**MINUTES FOR THE APRIL
16TH, 2018 BOARD
MEETING**

Minutes for the April 16th, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

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

Check Registers for April 2018 – received and filed (Item 10)
Fund 707 Balance Report for April 2018 – received and filed (Item 11)

Financial Reports through April 2018 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for April 2018 – received and filed. (Item 13)
Acquisitions Report for April 2018 – received and filed. (Item 14)
Service Revenue Report for April 2018 – received and filed. (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for April 2018 – received and filed. (Item 16)
Circulation Report for April 2018 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia – received and filed. (Item 18)

STAFF REPORTS

Administration Report for April 2018 (Item 19)
Children's Services Report for April 2018 (Item 20)
Adult Services Report for April 2018 (Item 21)
Placentia Library Website Technology Report for April 2018 (Item 22)

**PRESENTATION FROM
EMAR STUDIO, TDS, AND
PAMELA STUDIOS ON
RENOVATION UPDATES
AND PLANS.**

Erik Mar, Pamela Brief, and Judy Van Wyk presented a video fly through presentation of the renovation, shared interior design samples, and discussed the proposed outdoor play space. They then answered questions and concerns made by the Board. They then discussed the proposed budget and projected cost differential, which will further evaluated.

AWARD CONTRACT FOR PLACENTIA LIBRARY DISTRICT'S FINANCIAL AUDIT, MANAGEMENT LETTER, FINANCIAL TRANSACTIONS REPORT AND SUPPLEMENT TO THE ANNUAL REPORT AND PREPARATION OF THE GANN LIMIT REVIEW REPORT FOR THE 2017-2018 FISCAL YEAR TO WHITE, NELSON, DIEHL & EVANS LLP.

The Board reviewed the proposed contract's scope of services by White, Nelson, Diehl & Evans LLP and after consideration motioned to authorize the contract and authorize President Carline to sign the engagement letter. It was moved by Trustee Minter and seconded by Secretary Martin.

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

TRAVEL AUTHORIZATION: THE CALIFORNIA LIBRARY ASSOCIATION (CLA) ANNUAL CONFERENCE FROM NOVEMBER 9-11, 2018 IN SANTA CLARA, CALIFORNIA.

After reviewing the large number of staff interested in attending and cost concerns, the Board motioned to limit attendance to ten to twelve staff members, including Trustee Shkoler and management. It was moved by Trustee Shkoler and seconded by Secretary Martin.

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

2018 STAFF APPRECIATION AND RECOGNITION FUND REQUEST

The Board was requested to grant \$3,500 from the Placentia Library Friends Foundation for Staff Appreciation Day with an additional \$2,000 to cover additional costs. It was moved to approve this request by Secretary Martin and seconded by Trustee Shkoler.

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

AUTHORIZE A CLOSURE ON JUNE 8, 2018 FOR A STAFF DEVELOPMENT DAY

The Placentia Library District has two Staff Development Days per year and requested to have the library closed on Friday, June 8, 2018 in order to have Staff Development Day prior to the Centennial Renovation semi-closure. It was motioned by Trustee Minter to approve the request to close the library on June 8, 2018 and seconded by Secretary Martin.

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

ADOPT RESOLUTION 17-10: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2017-2018 AND RESOLUTION 18-01: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2018-2019.

The Board reviewed Resolution 17-10 for a resolution to establish the appropriations limitation for Fiscal Year 2017-2018 and Resolution 18-01 for a resolution to establish the appropriations limitations for Fiscal Year 2018-2019. It was motioned to read and approve Resolution 17-10 by Secretary Martin and seconded by Trustee Shkoler.

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

It was then motioned to read and approve Resolution 18-01 by Trustee Minter and seconded by Trustee Shkoler.

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

AUTHORIZATION TO TRANSFER AND ROLLOVER FUNDS WITHIN THE GENERAL FUNDS ACCOUNT

Director Contreras presented the current Fiscal Year 2017-2018 budget and management’s request to rollover certain funds to the Fiscal Year 2018-2019 Budget in order to be adequately prepared for the reopening after the Centennial Renovation. It was motioned to authorize the presented transfers and rollovers by Secretary Martin and seconded by Trustee Minter.

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

DISCUSS A “TAKE YOUR DOG/CAT TO WORK” DAY REQUEST FROM STAFF

Director Contreras presented a staff request to have a “Take Your Dog/Cat to Work Day” to enhance workplace happiness and ease anxiety. Due to liability and allergy concerns, it was moved to deny the request by Trustee DeVecchio and seconded by Trustee Minter.

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

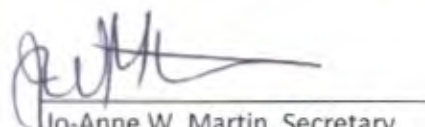
REVIEW OF ACTION ITEMS

None.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of May 21st, 2018 was adjourned at 8:41 p.m.


 Gayle Carline, President
 Library Board of Trustees


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