

MINUTES  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
May 22, 2017

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 22, 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; 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; Harry Prouty of Broadway Industries; Mark Nelson of Bear State Air Conditioning; Daphnie Munoz of White, Nelson, Diehl Evans CPA firm; and Dawn Merkes of Group 4 Architecture Research + Planning via conference call.

**ADOPTION OF AGENDA**

Agenda items 23, 24 and 25 were moved forward before Oral Communication, item 26 was deferred to the June agenda. President Carline requested an emergency agenda item 35, Travel Authorization to attend the American Library Association conference for President Carline, be added. It was moved by Trustee Minter and seconded by Secretary Martin to add Item 35.

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

After these changes, it was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the amended May 22, 2017 meeting agenda:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

**ORAL COMMUNICATION**

None

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

President Carline attended the Recognition Luncheon for Pat Irot at the Placentia Round Table Women's Club, where the District presented her with a Tiffany plate in appreciation of her lifelong support of Placentia Library. (Item 5)

Secretary Martin participated in the community's Love Placentia event, attended the Friends Foundation volunteer luncheon, the Pat Irot luncheon, and met with Senator Josh Newman and Assemblyman Phillip Chen at the CSDA Legislative Days Conference in Sacramento. (Item 6)

Trustee Minter assisted in picking out the appreciation gift for Pat Irot and attended the luncheon. (Item 6)

Trustee DeVecchio participated as a guest storyteller at the third graders field trip to Placentia Library. (Item 6)

Trustee Shkoler attended the H.I.S. House board meeting, acted as a photographer for the Love Placentia event, and attended the volunteer luncheon and the Pat Irot luncheon. (Item 6)

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras thanked the Friends Foundation for hosting the volunteer lunch, recognized staff efforts in preparing the Love Placentia's project to set up our Summer Reading Program "Reading by Design" decorations throughout the library. Library Director Contreras also recognized Yesenia Baltierra for continuing to also oversee the Support Services department until a new manager is hired, and promoted upcoming community events. (Item 7)

**FRIENDS FOUNDATION  
REPORT**

Ginny Sanatar of the Placentia Library Friends Foundation provided an update on Maria Kalman's recovery and reported that they have five new board members, all under age thirty. Bunny Lynch is resigning as Treasurer, and Lorry Dietz was voted in as the incoming Treasurer. Daniel Kim is stepping down as Recording Secretary, with Carrie Knipfer as the incoming Recording Secretary. (Item 8)

**CONSENT CALENDAR**

After clarification of the April report details, it was moved by Trustee Minter and seconded by Secretary Martin to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES for APRIL 17,  
2017 BOARD MEETING**

Minutes for the April 17, 2017 Board of Trustees Meeting were received, approved and filed. (Item 9)

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

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

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

**STAFF REPORTS**

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

**NEW BUSINESS**

**PRESENTATION OF ENERGY EFFICIENT PROPOSALS**

The District is planning for the Centennial Renovation project. Representatives from Johnson Control, Inc. and Mr. Harry Prouty, President of Broadway Industries, Inc., with 35 years of experience, presented proposals for the District's energy efficiency projects, including updating lights to LED standards, installing rooftop solar photo voltaic (PV) panels and replacing the HVAC and the building automation (BAS) control systems. Fiscal Impact: \$500,000 - \$1.5M. No Action was required by trustees at this time, with further discussion at the June board meeting. (Item 23)

**STATUS PRESENTATION: PROGRESS OF THE CENTENNIAL RENOVATION PROJECT**

Dawn Merkes from Group 4 Architecture Research + Planning, via teleconference call, presented a status on the Centennial Renovation project, including the project scope and budget, and interior remodel concept renderings from three vantage points: Children's Room, Market Place (formerly Information Desk/Adult Area), and a Teen Zone. The target grand opening date is September 2019. Fiscal Impact: \$2.6M. No Action required by trustees at this time. (Item 24)

**PRESENTATION OF FY 2015-2016 FINANCIAL AUDIT**

Daphnie Munoz of White, Nelson, Diehl Evans CPA firm presented the completed Financial Audit for Fiscal Year 2015-2016. After discussion, the Board of Trustees voted to accept the financial audit report. (Item 25) A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

**STAFF PRESENTATION OF LIBRARY DATABASE RESOURCES**

Trustees requested this presentation be postponed to the June board meeting to accommodate time for other presentations on the agenda. (Item 26)

**NOMINATIONS FOR SECRETARY ON THE EXECUTIVE COMMITTEE OF THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC)**

Library Director Contreras presented the opportunity for a Trustee to be nominated for the position of Secretary on the Executive Committee of the Independent Special Districts of Orange County (ISDOC). After discussion, Trustees were not interested in being nominated. (Item 27)

**TRAVEL REQUEST:  
CALIFORNIA LIBRARY  
ASSOCIATION (CLA)  
ANNUAL CONFERENCE ON  
NOVEMBER 2-5, 2017**

Library Director Contreras presented a travel authorization request for the Library Director and three (3) staff to attend the California Library Association (CLA) Annual Conference being held in Riverside, California, from November 2-5, 2017. This year, the District submitted two proposals in collaboration with Sacramento Public Library, San Diego Public Library, Mission Viejo Public Library, and Redwood Public Library. Fiscal Impact: \$1,100 per attendee. It was moved by Secretary Martin and seconded by Trustee Shkoler to approve this travel request. Trustee Minter requested staff be encouraged to also attend the Public Library Association annual conference. (Item 28)

A roll call vote was taken:

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

**FUNDS REQUEST FOR  
ANNUAL STAFF  
APPRECIATION &  
RECOGNITION EVENT**

Library staff will present a request to the Placentia Library Friends Foundation (PLFF) for \$3,500 for the 2017 Staff Appreciation and Recognition Event. PLFF's fund will support part of the program including decorations and door prizes. This year's event will be an outdoor picnic theme for staff and their families. Library Director Contreras requests an additional \$2,000 towards the function to cover expenses beyond the PLFF's donation. Fiscal Impact: \$2,000. It was moved by Trustee Minter and seconded by Trustee Shkoler to approve this funds request. (Item 29)

A roll call vote was taken:

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

**UPCOMING STAFF  
TRAINING FROM THE  
RESEARCH INSTITUTE FOR  
PUBLIC LIBRARIES (RIPL)**

Library Director Contreras presented information about the two-day staff training session from Research Institute for Public Libraries (RIPL), scheduled for June 14 and 15, 2017 at the District. RIPL training presenters are Dr. Linda Hofschire, Director of Colorado State Library's Library Research Service, and Sharon Morris, Director of Library Development at the Colorado State Library. No action required. (Item 30)

**NEW DATE FOR JUNE  
BOARD MEETING**

Due to several trustees attending the American Library Association conference, the June board meeting has been rescheduled to Wednesday, June 28<sup>th</sup>. (Item 31)

**TRAVEL REQUEST FOR  
PRESIDENT CARLINE TO  
ATTEND THE AMERICAN  
LIBRARY ASSOCIATION  
NATIONAL CONFERENCE**

President Carline requested approval to attend the American Library Association annual conference in Chicago on June 24-27, 2017. Library Director Contreras, Secretary Martin and Trustees Shkoler are also attending. Moved by Trustee Minter and seconded by Secretary Martin to approve this travel request. (New Item 35)

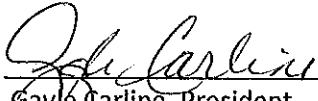
A roll call vote was taken:

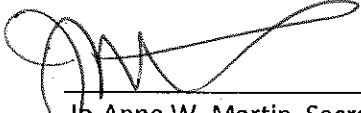
AYES: Carline, Martin, DeVecchio, Minter Shkoler  
NOES: None  
ABSENT: None

**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of May 22, 2017 was adjourned at 7:59pm.

The next Library Board of Trustees meeting will be held on the unusual date of Wednesday, June 28, 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-Anne W. Martin, Secretary  
Library Board of Trustees