

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
September 10, 2014

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 10, 2014 at 6:31 p.m.

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

Members Absent: None

Staff Present: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner and Nadia Dallstream, Adult Services Supervisor.

Guest: Jeff Lenning, President, Click Consulting;

ADOPTION OF AGENDA

It was moved by President Shkoler and seconded by Trustee Carline to adopt the agenda as presented:

AYES: Shkoler, Minter, DeVecchio, Carline, Martin

NOES: None

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended wedding shower for Fernando Maldonado, participated in Ice Bucket Challenge, Concerts in the Park and submitted paper work for re-election as PLD Library Trustee. (Item 5)

Secretary Minter enjoyed attending the Summer Reading Celebration, and thanked staff for their combined efforts in coordinating the popular event. She represented the Trustees at a memorial service for Pat Sanatar, an accomplished and dedicated supporter of our library.

Trustee DeVecchio praised the very successful Summer Reading Celebration event. He visited with former trustee Jean Turner while at SRC; also attended Concerts in the Park.

Trustee Carline was on vacation in Scotland.

Trustee Martin also enjoyed the wedding shower for Fernando, and submitted paper work for re-election as a Trustee. She participated in the Ice Bucket Challenge, attended Concerts in the Park and a memorial for Pat Sanatar whose wife, Ginny, is a current member of our Friends Foundation Board. (Item 6)

LIBRARY DIRECTOR REPORT

Director Contreras is serving on the California State Library Digital Task Force and be presenting at the California Library Association Conference in November. Jeanette was elected Chair for the 2014-15 Santiago Library System of Orange

County Library Directors. State has provided funds for Broadband and for e-Resources, which will be used to increase PLD's volume from OverDrive.

Friends Foundation Report

No one attended from the Friends Foundation.

CONSENT CALENDAR

It was moved by Trustee Carline and seconded by Trustee Martin to approve Agenda Items 9-24:

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

MINUTES FOR JULY 21 TRUSTEES MEETING

Meeting Minutes were received, approved and filed. (Item 9)

CLAIMS

Nonstandard Claims in excess of \$300 – none (Item 10)

Claims Forwarded by the Library Director and Trustees – Two (2) invoice claim batches were approved by the Trustees and forwarded to Orange County for payment on July 10, 2014. Moved by Secretary Minter and seconded by Trustee Martin to receive and approve the claims already submitted. (Item 11)

Moved by Secretary Minter and seconded by Trustee Martin to receive, file and approve the Current Vendor Claims, Book Claims and Payroll reports. (Item 12)

TREASURER'S REPORT

FY 2013-3014 Cash Flow Analysis: Fund 707 Balance Report for FY 2013-14 was received and filed (Item 13)

Financial Reports through July 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer – received and filed (Item 14)

Balance Sheet through July 2014 – received and filed (Item 15)

Acquisitions Report for FY 2013-14 through June 2014 – received and filed (Item 16)

Entrepreneurial Activities Report through July 2014 – received and filed. Passport Revenue for FY 2013-14 exceeded the total passport revenue for FY 2012-13 by \$24,596.00. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for July 2014 – Interviews were held for the part-time Library Assistant position in Children's services. An offer was accepted, and now awaiting confirmation of fingerprint verification. (Item 18)

Circulation Report for July 2014 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia under the JPA – received and filed. (Item 20)

Moved by Trustee DeVecchio and seconded by Trustee Martin to accept the general consent reports.

STAFF REPORTS

Library Director's Report for July 2014 (Item 21)
Children's Services Report for July 2014 (Item 22)
Adult Services Report for July 2014 (Item 23)
Web Site & Technology Report for July 2014 (Item 24)

CONTINUING BUSINESS

PLD Website Demo

Jeff Lenning presented a demo of the new PLD public website and requested Trustee approval to launch new website for community use. He walked group through revised website screens for My Account, Passports, Adult and Children's Services, along with new Home Page navigation aspects, for easier drill-down to other information pages. During the demo, Board requested a "Catalog Search Box" be added to the Home page for easier book/author searches, and to add a Spanish translation button for instruction on how to get a library card, a Passport and the Library FAQs. Being a CMS-platform, PLD staff can make many website changes immediately and Click has guaranteed a maximum 2-day turn-around for any support issues once website is launched. After further discussion, the Board voted unanimously to launch the new website, along with the Search Box quick link to be added to Home page as soon as possible within 30 days. (item 25)

Business Manager Yesenia Baltierra pointed out that adding a "Find A Book" search box on to the Home page is not include in the current Click contract and will be an additional cost. Unanimous vote to launch new website.

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

iPad Borrowing Policy

Board of Trustees reviewed the policy as presented inclusive of input from Trustees. Trustee Martin also suggested that the minimum age in Rule 2 requiring parental approval to borrow an iPad be defined as 14. Library Director responded that a higher age requirement would prevent use of iPads within the Children's department. (10) iPads are being purchased using a \$10,000 gift to the library. iPads used in Children's Department will be filtered as to what sites and applications can be viewed. Moved to approve policy by Trustee DeVecchio and seconded by Trustee Carline. (item 26)

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

RFP for Audit Services

At the June 16, 2014 Library Board meeting, Trustees requested a Request For Proposal be developed for procurement of auditing services from a variety of auditing firms. After thorough review of the draft RFP verbiage, it was moved by Secretary Minter and seconded by Trustee Martin to approve, release and publish the RFP document. (Item 27)

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

NEW BUSINESS

Authorize Resolution 15-03 to Adopt FY 2013-2015 Amended Budget for Placentia Library District of Orange County

Resolution 15-03 was presented to amend the Library's 2013-2015 Budget, as required by the County of Orange, to reflect current financial reports provided by the County of Orange. Moved for approval by Trustee Martin and seconded by Trustee Carline. (Item 28)

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

Travel Authorization for Library Director to Attend CLA Conference in Oakland, CA from Nov 7-9, 2014

Library Director requested Board approval to attend the California Library Association (CLA) Conference in Oakland, CA. Fiscal impact: \$1,000. Secretary Minter moved and Trustee Martin seconded the request for travel. (Item 29)

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

Authorization for Replacement of Can Lighting Fixtures in Public and Lobby Areas

At the April 22, 2013 Board meeting, trustees voted to postpone the ceiling and lighting seismic assessment project until FY 2013-14. A proposal from Brea Electric was presented. After discussion, Board requested an RFP be prepared for this project, and be presented at the Trustees Board meeting on October 20, 2014. Secretary Minter moved and Trustee Martin seconded the request. (Item 30)

Advertise on Placentia Downtown Street Banner Program

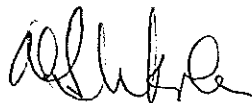
City of Placentia is offering an advertisement opportunity through its Downtown Street Banner Program, at a cost of \$100 per banner. After discussion, Board voted against participating in the program and directed Library Director Contreras to contact the City regarding a customized banner. (Item 31)

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District held on September 10 2014 was adjourned at 7:40pm.

The next Trustees meeting will be held on October 20, 2014 at 6:30 p.m.



Al Shkoler
President
Library Board of Trustees



Elizabeth Minter
Secretary
Library Board of Trustees