

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
April 17, 2017

**CALL TO ORDER**

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 17, 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; Diane Warner, Administrative Assistant.

**ADOPTION OF AGENDA**

After moving items 23 and 24 forward before Oral Communication, it was moved by Trustee Shkoler and seconded by Trustee Minter to adopt the April 17, 2017 meeting agenda:

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

**ORAL COMMUNICATION**

None

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

President Carline attended the "Library Orange" fundraiser for Orange County Libraries, and acquired author contact information for future Author's Luncheon guest speakers. (Item 5)

Secretary Martin had nothing to report. (Item 6)

Trustee Minter attended the ISDOC Quarterly Luncheon on March 30<sup>th</sup> and enjoyed the guest speaker, an expert on weather issues. (Item 6)

Trustee DeVecchio had nothing to report. (Item 6)

Trustee Shkoler has rejoined the Placentia Rotary Club and participates in the weekly meetings. (Item 6)

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras focused on recruitment for the Support Services Manager position, attended the California Research Institute for Public Libraries (RIPL) Regional Training and Rotary meetings. Our annual Easter Eggcitement and Spring Carnival was a great success and welcomed over 1,500 guests this year. (Item 7)

**FRIENDS FOUNDATION  
REPORT**

Placentia Library Friends Foundation did not have a representative attend. (Item 8)

**CONSENT CALENDAR**

Agenda was amended to move Items 23 and 24 forward. 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 MARCH 29,  
2017 BOARD MEETING**

Minutes for the March 29, 2017 Board of Trustees Meeting were received, approved and filed. (Item 9)

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

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

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

**STAFF REPORTS**

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

**NEW BUSINESS**

**ADULT LITERACY  
COORDINATOR – WRITER  
TO WRITER CHALLENGE**

The statewide “Writer to Writer Challenge” requires literacy students to read a book cover to cover, then compose a letter to the author, deceased or living, sharing their thoughts about the book and how it touched or inspired them. The competition is sponsored by the Southern California Library Literacy Network. Placentia Library had four learners participate who were also recognized at the recent Writer to Writer Award Reception, which was attended by the California State Librarian. Along with their tutors, three of the literacy students spoke about their accomplishments and what they have learned through the Adult Literacy program. Program is led by Coleen Wakai, Literacy Coordinator. (Item 23) No Action required by trustees.

**STAFF PRESENTATION  
ON e-RESOURCES AND  
DATABASES**

Lori Worden, Children’s Librarian, and Coleen Wakai, Literacy Coordinator, presented an overview on how to access several e-Resources and databases that are available to patrons, including: *ABC Mouse* (subscription based learning program for children aged 2-8 years of age), *Novelist* (reader’s advisory resource providing book recommendations of like interests), *Consumer Reports* (resource providing reviews and ratings on consumer products), *ReferenceUSA* (using 75 different databases, compiles data on 48 million businesses and 268 million consumers) and *Pronunciator* (language learning software database providing over 4,000 courses in 80 languages). (Item 24) No Action required by trustees.

**UPDATE ON CIVIC PLAZA  
PARKING LOT AND  
ENERGY-EFFICIENT  
PROJECTS**

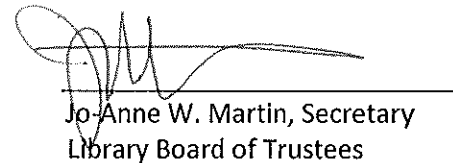
Library Director Contreras presented an update on the civic plaza parking lot issues and acknowledged that city staff are now parking along All American Way where library staff have been parking since last year, allowing more room for patrons to park closer to the library entrance. Library Director Contreras is working with the City on a long-term solution, and also questioned the scope and cost of the professional parking lot study still being considered. Upcoming energy efficient projects may include roof-top solar panels for library and city roofs, and replacing HVAC systems for both agencies. (Item 25) No Action required by trustees.

**ADJOURNMENT**

The Board of Trustees Regular Meeting of April 17, 2017 was adjourned at 7:58pm.

The next Library Board of Trustees meeting will be held on the unusual date of Monday, May 22, 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