

MINUTES
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
August 10, 2017

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 10, 2017 at 3:03pm.

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

Members Absent: Trustee Elizabeth Minter (excused absence)

Staff Present: Jeanette Contreras, Library Director; Tim Hino, Business Manager; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant

ADOPTION OF AGENDA

Library Director requested the August agenda items 5-22 be postponed to the September 18th board meeting. It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the revised August 10, 2017 meeting agenda:

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

CONSENT CALENDAR

Items 9-22 will be furnished at the September 18th board meeting. It was moved by Trustee Shkoler and seconded by Secretary Martin to only discuss New Business items 23-26 at this meeting. A roll call vote was taken:

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

NEW BUSINESS

**AUTHORIZE AMENDMENT
TO POLICY 2306 –
TECHNOLOGY MANAGER
JOB DESCRIPTION**

Library Director Contreras presented a request to amend the education requirement for Policy 2306 - Technology Manager to include a Certificate of Information Technology and seven years of IT experience or a Bachelor's Degree and five years of experience. After discussion, it was moved by Secretary Martin and seconded by Trustee Shkoler to amend the education requirement for Policy 2306 - Technology Manager. (Item 23) A roll call vote was taken:

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

**TRAVEL REQUEST FOR
LIBRARY DIRECTOR TO
ATTEND THE CALIFORNIA
SPECIAL DISTRICTS ASSN
(CSDA) ANNUAL
CONFERENCE**

Library Director Contreras presented a travel authorization request to also attend the California Special Districts Association (CSDA) Annual Conference from September 25-28, 2017 in Monterey, CA. Trustees Carline, Martin and Shkoler are already attending. Fiscal Impact: \$1,600 per attendee. After discussion, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve this travel request. (Item 24) A roll call vote was taken:

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

**TRAVEL REQUEST FOR
BUSINESS MANAGER TO
ATTEND THE CSDA BOARD
SECRETARY/CLERK
CONFERENCE FROM
OCTOBER 22-24, 2017**

Library Director Contreras presented a travel authorization request for new Business Manager Tim Hino to attend the CSDA Board Secretary/Clerk Conference from October 22-24, 2017 in Anaheim. This conference will provide an introduction to the operations and management of a special district. Fiscal Impact: \$600. After discussion, it was moved by Trustee DeVecchio and seconded by Secretary Martin to approve this travel request. (Item 25) A roll call vote was taken:

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

**AUTHORIZE AMENDMENT
TO POLICY 6035 – FEE
SCHEDULE**

Policy 6035 – Fee Schedule was approved at the June 28, 2017 Unusual Date Library Board meeting. It was noted afterward that the “re-shelving” fee was not reflected on the approved policy. Library staff recommends continuing the re-shelving fee of \$1.00 for any held item not picked up by a patron after five days. After discussion, it was moved by Secretary Martin and seconded by Trustee Shkoler to approve this policy amendment. (Item 26) A roll call vote was taken:


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

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of August 10, 2017 was adjourned at 3:25pm.

The next Library Board of Trustees meeting will be held on the regular date of September 18, 2017 at 6:30pm.


Gayle Carline, President
Library Board of Trustees


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