

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 21, 2014

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 21, 2014 at 6:32 p.m.

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

Members Absent: None

Others Present: Library Director Jeanette Contreras, Administrative Assistant Diane Warner, Nancy Hawkins of the Placentia Library Friends Foundation (PLFF), and Lori Worden, Children's Services Supervisor. Guests included: Stuart Byus and Jeff Lenning of Click Consulting; James Fisler, LAFCO Special Districts candidate for 2014-15, and Dave Noll Business Development Manager for Bibliotheca RFID system

ADOPTION OF AGENDA

It was moved by Secretary Minter and seconded by Trustee Martin to adopt the agenda as presented:

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

ORAL COMMUNICATION

James Fisler, of Costa Mesa, introduced himself to the Board as the incumbent candidate for re-election to LAFCO (Local Agency Formation Commission), as the Special District Alternate Member. He also complimented Placentia Library's Trustees and Staff on the variety of services we offer and what a very nice library we have. (Item 4)

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended several library and community events from March 18-April 20, including: the Easter Eggcitement Spring Carnival, PLD's History Room Dedication to Marie Schmidt, State of the City Luncheon, and the Library fundraiser at Craftsman Wood Fired Pizza. He commented that public attendance at the Easter Carnival has grown year over year. (Item 5)

Secretary Minter attended the Easter Eggcitement Spring Carnival, PLD's History Room Dedication and the State of the City Luncheon.

Trustee Carline attended the memorial for Larry Benner and the April Friends Foundation Board meeting.

Trustee Martin also attended the Easter Eggcitement Spring Carnival, PLD's History Room Dedication.

Trustee DeVecchio attended the State of the City Luncheon, and commented that he has some concerns about Placentia's financial future. (Item 6)

LIBRARY DIRECTOR REPORT

Director Contreras shared feedback and updates from attending the Computers In Libraries Conference in Washington DC and other business matter.

- Trend reports show the technology has changed the way libraries operate and the types of services offered.
- Overall, 80% of users nationwide love their libraries.
- “Maker Space” workshops were highly promoted with hands-on demonstrations.
- Nationwide, public libraries are also used for after-hours events and activities, options to partner with local schools to facilitate common core standards requirements.
- Craftsman Pizza Fundraiser collected \$300 for our Library.
- PLD Staff Development Day is April 25, 2014. Workshop’s focus is customer-focused exercises and team-building activities.

PLFF BOARD UPDATE

Nancy Hawkins represented the Friends Foundation and shared dates for the Volunteer Luncheon, Annual Friends Member Meeting and Jewel Reception. Board is actively recruiting for new PLFF Board Members to replace those who recently resigned. (Item 8)

CONSENT CALENDAR

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

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

**MINUTES FOR MAR-17
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 – nine (9) claims batches were approved by the Trustees and forwarded to Orange County for payment between March 27 and April 3, 2014. Moved by Secretary Minter and seconded by Trustee Carline to receive approve the claims already submitted. (Item 11)

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

FY 2013-3014 Cash Flow Analysis through March 2014; the Schedule of Anticipated Property Tax Revenues for FY 2013-2014 as provided by the Orange County Auditor – received and filed (Item 13)

**TREASURER’S
REPORT**

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

Balance Sheet for March 2014 – received and filed (Item 15)
Acquisitions Report for March 2014 – received and filed (Item 16)

Entrepreneurial Activities Report for March 2014 – received and filed (Item 17)

**GENERAL CONSENT
REPORTS**

Personnel Report for March 2014 – Library Aide position was filled internally (Item 18)

Circulation Report for March 2014 – received and filed. Trustees are pleased with the increase in circulation usage by teens, and Director mentioned that school districts are gearing up to meet common core requirements. Schools also have direct access to library databases. (Item 19)

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

Public Agency Retirement Services (PARS) Financial Statement and Audit Report - received and filed. (Item 21)

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

STAFF REPORTS

Library Director's Report for March 2014 (Item 22)

Children's Services Report for March 2014 (Item 23)

Adult Services Report for March 2014 (Item 24)

**CONTINUING
BUSINESS**

Web Site & Technology Report for March 2014 (Item 25)

**Library District Policy
600 Series**

Review of revised District Policy 6000 Series Amendments
Director Contreras presented the revisions to the District Policy 6000 Series as requested by Trustee DeVecchio and Secretary Minter at the March 17 trustees meeting. After discussion, the Trustees voted to approve the policy updates. (Item 26)

It was moved by and seconded to approve the Policy 6000 updates, with the exception of Policy 6035.

AYES: Shkoler, Minter, Martin, Carline, DeVecchio

NOES: None

Secretary Minter objected to the DVD fee under policy 6035. A Roll Call vote was taken.

AYES: Shkoler, Martin, Carline, DeVecchio

NOES: Minter

Library Renovation

Continued discussion about pursuing a renovation or expansion of the Library building in preparation for the 2019 Centennial event. Library renovation was a popular topic requested during the recent public survey. Renovation will be discussed as part of the PLD 5-year Strategic Plan, recognizing financial constraints which may affect this project moving forward. Secretary Minter requested information from CSDA about available financing options, including the Library Impact Fee and/or a property tax increase supported by the community. (Item 27)

It was moved by President Shkoler and seconded by Trustee Martin to request outside consultant presentations for financial options to expand the library building by 2019.

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

NEW BUSINESS

**CLICK CONSULTING
Contract Renewal**

Stuart Byus (technical account manager) and Jeff Lenning (president) presented the renewal contract for PLD's 2014-15 information technology services and website support from Click Consulting. Library Director and Trustees are very pleased with the work provided by Click Consulting over the past year and the IT contract was approved for renewal.

1. Moved by Secretary Minter and seconded by Trustee DeVecchio to authorize contract renewal for Click consulting to provide information technology services and web support at \$48,000 per year.

2. Moved by Secretary Minter and seconded by Trustee DeVecchio authorize transfer of \$20,000 from budget line item 4000 Total Equipment to 1900-0739 Computer Services for Fiscal Year 2014-15 for information technology services and web support. (Item 28)

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

**"Serving With A
Purpose" Conference**

After a brief discussion, none of the Trustees plan to attend this Conference on Ontario, CA on May 22, 2014. (Item 29)

**Service Club
Membership for
Library Staff**

Director Contreras shared the importance of the Library being represented at community organizations who contribute their time and financial support for library events. A request was made for Trustees to approve staff participation in the Women's Round Table, Placentia Rotary Club and the Kiwanis Club, to foster a working relationship with Placentia community partners. (Item 30)

Moved by Trustee DeVecchio and seconded by Trustee Carline to allocate \$1,500 annually for administration and library supervisors to participate at these organizations.

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

Bibliotheca RFID System

Dave Noll of Bibliotheca presented information on Radio Frequency Identification (RFID) technology for self-service check out systems. RFID computer tags read data via high-frequency radio waves and replace the electro-magnetic tape (tattle tape) currently being used. RFID enables a library to copy existing library barcode data onto a computer chip tag used to turn security off/on during check out and return. Tagged materials can be read by hand-held devices, staff stations and patron check-out kiosks. Modernizes library services and minimizes library theft and missing item issues. Trustees reviewed proposals and voted to move forward with the RFID technology over two fiscal years, 2013-14 and 2014-15. (Item 31)

It was moved by Trustee Carline and seconded by Trustee DeVecchio to implement the RFID system with two check-out stations. Secretary Minter requested that the materials tagging process begin in May 2014. RFID Project completion is expected by June 2015. A Roll Call vote was taken.

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on April 21, 2014 adjourned at 8:05pm.

The next meeting will be held on May 19, 2014 at 6:30 p.m.



Al Shkoler
President
Library Board of Trustees



Elizabeth Minter
Secretary
Library Board of Trustees