

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 24, 2014

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 24, 2014 at 6:31 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, Barbara Hemmerling of the Placentia Library Friends Foundation (PLFF), and Library Staff: Fernando Maldonado, Lori Worden, Nadia Dallstream.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

There was no oral communication made at this time. (Item 4)

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler reported that he and Library Director Contreras attended the Miss Placentia competition. He shared that the event was very nice and unfortunately, the contestant they sponsored did not win. (Item 5)

Trustee Martin attended the memorial service for Carl Westburg, a lifetime supporter of the Placentia Library. (Item 6)

Secretary Carline represented the Trustees at recurring monthly meetings. (Item 6)

Trustee Minter accompanied the Rotary Club on a tour of the aircraft carrier, USS Carl Vincent, in San Diego. (Item 6)

Trustee DeVecchio had nothing to report. (Item 6)

PLFF's Barbara Hemmerling, reminded everyone about the upcoming Volunteer Brunch in April and the Author's Luncheon event, which has sold 150 tickets so far. Barbara mentioned that two patrons who also frequent the Yorba Linda Library and Bookstore commented that Placentia has a better selection of books though our library is much smaller. (Item 7)

**CONSENT
CALENDAR**

It was moved by Trustee Carline and seconded by President Shkoler to approve Agenda Items 8-24:

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

**JANUARY 27, 2014
MEETING MINUTES**

Secretary Minter pointed out a typo in the Minutes under Adoption of Agenda. Verbiage should read Secretary "Minter" not Carline. (Item 8)

CLAIMS

Nonstandard Claims in excess of \$300 – none (Item 9)

Moved by Secretary Minter and seconded by Trustee DeVecchio to receive, file and approve the Claims forwarded by the Library Director and Library Trustees (Item 10)

Moved by Secretary Minter and seconded by Trustee DeVecchio to receive, file and approve the Current Claims and Payroll reports. (Item 11)

FY 2013-2014 Cash Flow Analysis through January 2014; the Schedule of Anticipated Property Tax Revenues for FY 2013-2014 as provided by the Orange County Auditor - received and filed (Item 12)

**TREASURER'S
REPORT**

Financial Reports for January 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer – received and filed (Item 13)

Balance Sheet for January 2014: At the Jan-27 board meeting, President Shkoler asked about interest earned on County and bank accounts. Director Contreras provided the YTD interest earned amounts from July 1, 2013 through January 31, 2014: \$2,500 YTD interest from the County (approx. \$400/mo) and \$393 from Bank of the West. (Item 14)

Acquisitions Report for January 2014: President Shkoler had requested an audit of program amounts vs. number of volumes received under the Adopt-A-Book Grant. Adult Services Supervisor Nadia Dallstream verified that program was paid in full at the beginning of the year by PLFF donations. Volume quantities are deducted from program amounts monthly, with program balanced by end of the fiscal year. (Item 15)

Entrepreneurial Activities Report for January 2014: Passport Revenue noted in report is incorrect. Monthly total should be \$9,325.00 not \$93,525.00. Corrected report provided to Trustees by Director Contreras. (Item 16)

**GENERAL CONSENT
REPORTS**

Personnel Report for January 2014: Trustee Martin requested a chart correction to reflect there was (1) job appointment in January – Diane Warner was hired for the Administrative Assistant position. (Item 17)

STAFF REPORTS

**Library Director -
Project Updates**

Circulation Report for January 2014: President Shkoler had a question regarding accuracy of book availability through Overdrive. Nadia explained that available book "Holds" are a total quantity shared through a consortium of 1600 libraries, including PLD. Under Overdrive's "Advantage" program, Placentia has a separate account for additional copies of popular books, not shared with the consortium. Secretary Minter asked that staff add an instructional note to the website regarding the Overdrive process, and that additional book copies are available to patrons through the Advantage program. (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA – received and filed. (Item 19)

Public Agency Retirement Services (PARS) Financial Statement and Audit Report – received and filed. (Item 20)

Library Director's Report for January 2014 - received and filed. (Item 21)

Director Contreras provided an update about PLD's desire for stand-alone financial services. Per existing code, PLD is not allowed to separate from County-supported accounting processes. James McDonough from CSD shared with Director Contreras that other independent districts are interested in separating from County oversight. Next steps are to review with Buena Park the paperwork they submitted for approval of stand-alone financial services, and then co-author a bill with other independent districts wanting to do so. Director Contreras will provide the results of these discussions at a future Trustees meeting. Another option is for PLD to contract with the City to provide financial/auditing services, once a new City Financial Director has been hired.

The upgraded AV equipment package will be installed by Jeremy Yamaguchi in early March and available for use at the March 17, 2014 Library Board of Trustees meeting.

The Bridge Club will consider the \$20/hour fee for Library staff to be available to support their weekly Wednesday meetings from 8pm-9pm, after Library closure at 8pm.

As of today, we have received 508 survey responses, with very positive feedback. Patrons appreciate that the PLD website, email notices and eXPLORE Newsletter provide program and activity calendars.

Children's Services Report for January 2014. (Item 22)

Adult Services Report for January 2014. (Item 23)

Web Site & Technology Report for January 201. (Item 24)

NEW BUSINESS

Presentation of New Website Design from Click Consulting

Director Contreras presented the new layout for Placentia Library's website. The Library Board of Trustees viewed the display and provided feedback on the new Home page, Adult and Children's Service content pages, and other notification sections. Website colors complement our Placentia Library logo colors – greens and blues, with social media links easily accessible. Circulation information will be available in Spanish. PLFF will provide updated information regarding membership and activities for their group. The updated website is scheduled to go live on March 25, 2014. (Item 25)

It was moved by Trustee Martin and seconded by President Shkoler that the Board authorize the new website design as presented, with a more vibrant orange added as a website color.

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

Library District Policy Manual

Review of the Library District Policy Manual, section 2300-Job Descriptions, and section 6000-Operations is scheduled for March. Trustee DeVecchio requested a list of verbiage changes for section 2300-Job Descriptions and recommended changes to specific sub-sections of section 6000-Operations be submitted for Board review during the March 17, 2014 Library Board of Trustees meeting. Following review of the suggested changes, a Work Session will be scheduled. (Item 26)

Secretary Minter requested a master calendar of upcoming Library projects requiring review and/or work sessions so they can be prioritized.

Promotional Video

Director Contreras showed a video created by PeopleStar for the City of Aliso Viejo to promote city services and community activities, as a sample of what we can do to "Celebrate Reading" and overall Library support. Approximate cost is \$5,000 and community partner sponsorships will minimize production costs. The promotional video will be submitted for awards and recognitions. Barbara Hemmerling commented that the PLFF Board may not vote to contribute to this type of project. (Item 27)

It was moved by Trustee DeVecchio and seconded by Trustee Carline to authorize library staff to create a project outline and budget, determine potential sponsors, and work with People Star FilmWorks to produce a promotional video for the annual Summer Reading Program.

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

**Travel Authorization
for "Computers In
Libraries" Conference**

Discussion took place to approve Director Contreras' request to attend the "Computers in Libraries Conference" in Washington D.C. from April 7-9, 2014. Secretary Minter shared that there is a sister conference held in Monterey, CA in October 2014. Director Contreras thanked Secretary Minter for the information. (Item 27)

It was moved by Trustee DeVecchio and seconded by Trustee Martin to approve Director Contreras attend the conference.

AYES: Shkoler, Martin, Carline, Minter, DeVecchio

NOES: None

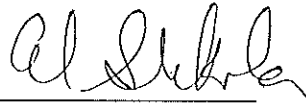
CLOSED SESSION

Board moved to end the unusual date meeting at 7:40 p.m. to begin the Closed Session.

ADJOURNMENT

The Unusual Date Meeting of the Board of Trustees of the Placentia Library District on February 24, 2014 adjourned at 8:00pm.

The next meeting will be on March 17, 2014 at 6:30 p.m.



Al Shkoler
President
Library Board of Trustees



Elizabeth Minter
Secretary
Library Board of Trustees