

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
March 23, 2015

CALL TO ORDER

President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 23, 2015 at 6:32pm.

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

Members Absent: None

Staff Present: Jeanette Contreras-Library Director, Yesenia Baltierra-Business Manager, Diane Warner-Administrative Assistant, Nadia Dallstream-Adult Services Supervisor, Lori Worden-Childrens Services Supervisor and Fernando Maldonado-Circulation Supervisor.

Guests: Dr. Timothy McLarney-True North Research, Charles Heath-TBWB Strategies, Steve Pischel-Director of Administrative Services, City of Placentia

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler enjoyed being a celebrity host at the Authors Luncheon attended and participated in the Miss Placentia/Miss Yorba Linda Mock Interview event, which helps the current winners prepare for the Miss California state competition. (Item 5)

Secretary Martin attended the State of the City Luncheon, and enjoyed the annual Authors Luncheon fundraising event. She also hosted a library visit for residents of H.I.S. House with a tour led by librarian Jeannie Killianey, resulting in new library cards for several residents. (Item 6)

Trustee Carline attended the March PLFF meeting and enjoyed hosting a table at the Authors Luncheon, where a tablemate shared that Placentia Library has the most extensive audio book collection in Orange County. (Item 6)

Trustee DeVecchio also attended the State of the City Luncheon and enjoyed participating in the Miss Placentia/Miss Yorba Linda Mock Interview and Authors Luncheon events. (Item 6)

Trustee Minter attended the CPLA Spring Workshop in Redondo Beach on March 14th and found a presentation from the Whittier Library Foundation,

about their experiences with funding library expansion projects, to be very informative. She was also a celebrity host at the Authors Luncheon event. (Item 6)

LIBRARY DIRECTOR REPORT

Director Contreras shared that the Single Point Service Desk is scheduled to be implemented by June 2015. It was originally planned for FY 2015-16 and moved up per the Trustees' request. Business Manager, Yesenia Baltierra, is working with Click to qualify Placentia Library for the E-Rate Reimbursement program, and working on requirements for CSDA's District of Excellence certification. Auditors are finalizing Placentia Library's annual audit report and will most likely have process change recommendations for implementation in FY 2015-16. Director Contreras will be meeting soon with the Lions Club as potential library supporters. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar represented the Friends Foundation, and shared that the 2015 Authors Luncheon was very successful, efficient and one of the best annual events PLFF has hosted. Net Profit is estimated between \$12,000 and \$13,000. (Item 8)

CONSENT CALENDAR

Moved by Secretary Martin and seconded by Trustee Carline to approve Agenda Items 9-24, and a roll call vote was held.

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

MINUTES of FEBRUARY 23rd TRUSTEES MEETING

Minutes for the February 23, 2015 Trustees Meeting 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 – Four (4) claims batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Ten (10) claims batches and three (3) payroll batches were approved by the Trustees on March 23rd and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Carline and seconded by Secretary Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

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

TREASURER'S REPORTS

Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) report was received and filed. (Item 13)

Financial Reports through February 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer - received and filed. (Item 14)

Balance Sheet for February 2015 - received and filed. (Item 15)

Acquisitions Report for February 2015 – received and filed. (Item 16)

Entrepreneurial Activities Report for February 2015 – received and filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for February 2015 – received and filed. (Item 18)

Circulation Report for February 2015 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia through March 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for February 2015 (Item 21)

Children's Services Report for February 2015 (Item 22)

Adult Services Report for February 2015 (Item 23)

Placentia Library Web Site & Technology Report for February 2015 (Item 24)

PUBLIC HEARING - Adoption of Resolution 15-05: Children's Internet Protection Act (CIPA) and Amendment to Policy 6020 – Internet Use Policy

Public Hearing opened at 7:18pm. Library Director Contreras explained that a requirement for participation in the federal E-Rate Reimbursement Program includes incorporating the Children's Internet Protection Act (CIPA) into Library Policy. CIPA requires that public computers be filtered from children's access to adult-oriented programs. The Director explained how CIPA would affect current Library Policy 6020 – Internet Use Policy. No public comments were presented. Public Hearing closed at 7:24pm. (Item 25)

Moved by Trustee DeVecchio and seconded by Secretary Martin to approve changes to Policy 6020 to incorporate the CIPA requirements and adopt Resolution 15-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Approve Amendments to Placentia Library District Internet and Computer Access Policy 6020 Reflecting the Children's Internet Protection Act (CIPA) for the Placentia Library District of Orange County.

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

Authorize Amendments to Placentia Library District Policy 2040 – Sick Leave

Library Director Contreras presented proposed verbiage changes to Policy 2040-Sick Leave, incorporating new law AB 1522 ("Healthy Workplace Healthy Family Act of 2014") signed last year and effective on July 1, 2015. (Item 26)

Moved by Trustee Minter and seconded by Trustee DeVecchio to approve verbiage changes to Policy 2040 to incorporate new law AB 1522.

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

NEW BUSINESS

**Community Survey
Results for Support of
Proposed Renovation
Bond**

Dr. Timothy McLarney, of True North Research, presented results of the Community Phone Survey held in February 2015 and designed to evaluate the feasibility of a bond. Successful measure passage requires supporting votes from two-thirds (66%) of the Placentia voting community. As survey responses resulted in only a 58-62% positive support level. After presenting his findings, Dr. McLarney recommended that the Library Board of Trustees not move forward with a ballot measure for a Library Renovation Bond at this time. (Item 27)

Charles Heath, of TBWB Strategies, supported the survey findings and agreed that moving forward with a bond measure is not feasible at this time. After discussion of the survey results, the Board of Trustees voted to seek alternative options to finance renovation of the Placentia Library building. Trustee Minter expressed appreciation for Director Contreras' efforts.

**Call for Nominations for
CSDA Board of Directors**

Library Director Contreras presented an opportunity for Trustees to be nominated for a seats on the 2015 CSDA Board of Directors, whose monthly meetings are held in Sacramento. No trustees were interested in participating at this time. (Item 28)

**Travel Authorization for
Library Director to Attend
the ALA Conference from
June 25-30, 2015 in San
Francisco**

Library Director Contreras requested approval for the Library Director to attend the American Library Assn (ALA) Annual Conference in San Francisco, CA on June 25-30, 2015. Trustee Carline and Business Manager Baltierra were approved at the Trustees meeting held on January 26, 2014. Estimated fiscal impact is \$2,300 per attendee. Trustee Minter is also attending on behalf of her employer. PLD will share expenses for lodging and meal costs incurred by Trustee Minter. (Item 29)

Moved for Board approval by Trustee Carline and seconded by Secretary Martin to authorize attendance by the Library Director. A roll call vote was taken:

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

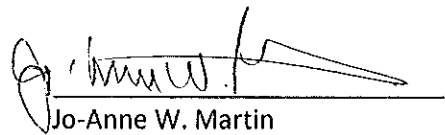
ADJOURNMENT

The March 23, 2015 Board of Trustees meeting was adjourned at 7:31pm.

The next Board of Trustees meeting will be on April 20, 2015 at 6:30pm.



Al Shkoler
President
Library Board of Trustees



Jo-Anne W. Martin
Secretary
Library Board of Trustees