

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
January 27, 2014

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 27, 2014 at 6:31 p.m.

Members Present: President Al Shkoler, Secretary Elizabeth Minter, Trustee Gayle Carline, Trustee Jo-Anne Martin, and Trustee Richard DeVecchio (arrived at 6:40pm).

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Administrative Assistant Diane Warner, Fernando Maldonado, Lori Worden, Nadia Dallstream; Guests: Gerardo Parras of Macias, Gini & O'Connell; Brent Ives of BHI Consulting; and Jeremy Yamaguchi of Eagle Multi-Media.

ADOPTION OF AGENDA

It was moved by Trustee Martin and seconded by Trustee Carline 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 attended the second round of 2014 Miss Placentia mock interviews, and is pleased with the group of candidates. (Item 5)

Trustee Martin attended the January PLFF Board meeting, and the board is working to incorporate changes suggested by new members while merging towards a united front. Trustees Carline and Martin will continue to provide support through the board's "growth period." Seventy-five Author's Luncheon tickets have been sold, with an expected audience of 200. (Item 6)

Trustee Carline enjoyed speaking at the January Women's Round Table meeting, and attended an "Effective Board Member" seminar with Trustee Martin. (Item 6)

Secretary Minter had nothing to report, but enjoyed her meeting with Brent Ives about strategic planning. (Item 6)

Trustee DeVecchio had nothing to report.

The Friends Foundation did not have a representative present. (Item 7)

**CONSENT
CALENDAR**

It was moved by Trustee Carline and seconded by Secretary Minter to approve Agenda Items 8-23:

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

CLAIMS

Nonstandard Claims in excess of \$300 (Item 9)

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

FY 2013-3014 Cash Flow Analysis through December 2013; the Schedule of Anticipated Property Tax Revenues for FY 2013-2014 as provided by the Orange County Auditor (Item 12)

**TREASURER'S
REPORT**

Financial Reports for December 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

President Shkoler asked about interest earned on bank accounts being reflected in the monthly financial reports. Library Director Contreras will provide account interest reports at the 02-17-14 board meeting. (Item 13)

Balance Sheet for December 2013 (Item 14)

**GENERAL CONSENT
REPORTS**

Acquisitions Report for December 2013 (Item 15)

President Shkoler requested verification of pricing vs. number of volumes received under the Adopt-A-Book Grant. Adult Services Supervisor Nadia Dallstream will confirm actual costs and quantities received, and provide an answer to the Board.

Entrepreneurial Activities Report for December 2013 (Item 16)

Personnel Report for December 2013 (Item 17)

Circulation Report for December 2013 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

STAFF REPORTS

Library Director's Report for December 2013 (Item 20)

Children's Services Report for December 2013 (Item 21)

Adult Services Report for December 2013 (Item 22)

Fernando Maldonado provided details about the Virtual Library Card program, which enables patrons to sign up for a library card from their

homes and remotely access online databases. To access the library's print collection, patrons still have to have the physical library card.

Web Site & Technology Report for December 2013 (Item 23)

NEW BUSINESS

Presentation of Financial Audit for FY2012-2013

Fiscal Year 2012-2013 Financial Audit, provided by Macias, Gini & O'Connell, was presented by MGO's Gerardo Parras as fairly stated and in accordance with GASB. Trustee Martin asked if using two separate accounting systems has significant negative impact on the Placentia Library District financial statement – no negative impact. MGO's audit recommended retaining an outside CPA to perform a monthly review, for better management of the District's dual financial accounting and reporting process. President Shkoler asked if procedural changes could mitigate the need for a CPA. Mr. Parras suggested contracting the City Controller's office as outside auditors, and that the GASB website offers financial reporting options and training programs to assist the District's Business Manager. Library Director Contreras will discuss issues with Business Manager Baltierra, and present options to the Board as a future agenda item. Any change in procedure will take place in FY 2014-15. (Item 24)

Financial Audit was received and filed by the Board of Trustees. (Item 24)

Secretary Minter requested status on the District's considering a separation from County-supported accounting processes. Library Director Contreras stated the District currently does not have the staff resources, accounting processes or County connections required for stand-alone financial service, at this time. Buena Park Library District and legal counsel have confirmed there would be no problem with Placentia separating from the County. Library Director Contreras will reconfirm the legality of such a process.

The Board recommended Administration to prepare for conversion to one form of financial and transaction reporting (Quick Books).

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

Update on Strategic Planning Process

Brent Ives (BHI Consulting) provided an update on the Strategic Planning Process. Mr. Ives reported on his meetings with Trustees and Library Supervisors for input regarding development of an online *Needs Assessment Survey* for the Placentia Library District website, for feedback from the public and PLD database contacts. Mr. Ives will meet with Staff on January 28 for their input. February is the target month for online access to the survey. City staff and community organizations (Rotary, etc.) will be asked to reference the survey on their websites. Survey results are critical to the Trustees' strategic planning activities, scheduled for March 2014. Tentative roll-out of implementation plan will be May-June 2014. (Item 25)

Review Quotes for Meeting Room Sound System

Jeremy Yamaguchi reviewed quotations for installing a sound system in the Meeting Room. Price variance due to level of sound quality – basic system, a 2-speaker system, or a 4-speaker/surround multi-function sound system. Mr. Yamaguchi described equipment and demonstrated the 4-speaker system. All quotes include cables, labor, user guides and staff training, and have a 10-year guarantee. President Shkoler will donate the amplifier required for option #3, lowering the 4-speaker system cost by \$2,700, as noted in revised quotation #4, dated January 22. Trustees thanked President Shkoler for his donation of the amplifier. (Item 26)

It was moved by Secretary Minter and seconded by Trustee Carline to approve quotation #4 (4-speakers) for \$4,584.00.

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

A meeting break was taken at 7:01pm. Board reconvened at 7:13pm.

Travel Authorization for ALA Conference

Discussion took place as to which Trustees and library staff will attend the American Library Association (ALA) Conference in Las Vegas, NV from June 26 through July 1, 2014. The estimated fiscal impact is \$1,475 per attendee. Early-bird discounted registration is valid through March 1. Conference details are available at <http://ala14.ala.org> (Item 27)

It was moved by Trustee DeVecchio and seconded by Trustee Martin to approve the following recommendations and conference costs not to exceed \$1,500 per attendee, excluding tax.

1. ALA 2014 Board attendees will be President Shkoler, Secretary Minter, Trustee Carline and Trustee Martin.
2. Authorization for Library Director Jeanette Contreras to attend ALA.
3. Authorization for time off, registration fees and travel/per diem costs for Children's Supervisor, Lori Worden to attend ALA. Secretary Minter offered to cover half of the travel cost and the other half will offset the conference costs for Lori Worden.

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

Bridge Club Request for Meeting Room Key

The Bridge Club is requesting they again be provided with a meeting room door key for access after hours, beginning June 30 when the new library hours begin. Board discussion of safety and liability issues resulted in denial of the key request, and authorizing Library Director Contreras to offer a discounted fee of \$20/hour for staff presence from 8-9pm during their weekly events. (Item 28)

**Amendment to PLD
Circulation Policy
6030**

Amendments to Placentia Library District Policy 6030 – Circulation Policy
Request to amend Circulation Policy 6030 to reflect quantity limits on
loaned items. (Item 29)

It was moved by Trustee Martin and seconded by Trustee Carline to amend
Policy 6030 as requested.

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

Trustee Martin acknowledged the passing of Carl Westburg, a long-time
Friend of the Library supporter. Trustee Martin and Library Director
Contreras attended Mr. Westburg's funeral service.

CLOSED SESSION

Board moved to end the unusual date meeting at 7:38 p.m. to begin the
Closed Session.

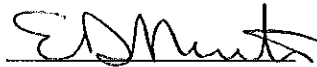
ADJOURNMENT

The Closed Session Meeting of the Board of Trustees of the Placentia Library
District on January 27, 2014 adjourned at 7:59 p.m.

The next meeting will be on February 24, 2014 at 6:30 p.m.



Al Shkoler
President
Library Board of Trustees



Elizabeth Minter
Secretary
Library Board of Trustees