

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
October 26, 2015

CALL TO ORDER President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 26, 2015 at 6:33pm.

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

Members Absent: Trustee Elizabeth Minter

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant.

Guests: Marina Tutty, Financial Consultant for Placentia Library District.

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

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

ORAL COMMUNICATION None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the Friends Foundation Jewel Reception and the Placentia Chamber of Commerce Member Recognition event, where he accepted a Chamber of Commerce Proclamation recognizing Placentia Library District's 37 years of membership. (Item 5)

Secretary Martin also attended the Jewel Reception and the Chamber of Commerce event, and rode on the train as a participant in Placentia's 2015 Heritage Parade. (Item 6)

Trustee Carline enjoyed Jewel Reception and the Chamber of Commerce event, and participated in the Heritage Parade. She also presented a \$1,000 check from the "National Sisters In Crime" Writers Organization to Yesenia Baltierra and Wendy Townsend, representing the Library. (Item 6)

Trustee DeVecchio enjoyed attending the Jewel Reception. (Item 6)

LIBRARY DIRECTOR REPORT Library Director Contreras attended the Friends Foundation Jewel Reception, the Chamber of Commerce event, and enjoyed participating in the Heritage Parade. The Library Director and Diane Warner, Administrative Assistant, reported out on their participation at the CSDA Board Secretary/Clerk Conference from October 18-20. (Item 7)

FRIENDS FOUNDATION REPORT Friends Foundation did not have a representative attend the Board meeting. Library Director confirmed receipt of a check for Library programs. (Item 8)

- CONSENT CALENDAR** Moved by Secretary Martin and seconded by Trustee DeVecchio to approve Agenda Items 9-24, and a roll call vote was held.
AYES: Shkoler, Martin, Carline, DeVecchio
NOES: None
ABSENT: Minter
- MINUTES for the SEPTEMBER 28th BOARD OF TRUSTEES MEETING** Minutes for the September 28, 2015 Board of 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 – Three (3) claim batches were approved and forwarded to Orange County for payment during October. (Item 11)
- Current Claims and Payroll – Three (3) claim batches and three (3) payroll claims were approved by the Trustees 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
NOES: None
ABSENT: Minter
- 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 September 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger - received and filed. (Item 14)
Balance Sheets for September 2015 - received and filed. (Item 15)
Acquisitions Report for September 2015 – received and filed. (Item 16)
Entrepreneurial Activities Report for September 2015 – received and filed. (Item 17)
- GENERAL CONSENT REPORTS** Personnel Report for September 2015 – received and filed. (Item 18)
Circulation Report for September 2015 – received and filed. (Item 19)
Review of Shared Maintenance Costs with the City of Placentia through September 2015, under the JPA – received and filed. (Item 20)
- STAFF REPORTS** Administration Report for September 2015 (Item 21)
Children's Services Report for September 2015 (Item 22)
Adult Services Report for September 2015 (Item 23)
Placentia Library Website Technology Report - September 2015 (Item 24)

CLOSED SESSION

President Shkoler reported that the Board conducted an annual performance evaluation for the Library Director on October 26, 2015. It was decided that the Library Director would receive a 5% pay increase, retroactive to September 1, 2015. (Item 25)

NEW BUSINESS

**Adopt Resolution 16-03:
Amendments to Policy
2040 - Sick Leave**

Library Director Contreras presented Resolution 16-03, which amends Sick Leave Policy 204 to include provisions for employee bereavement and sick time accruals for part-time staff under AB 1522 - Healthy Workplaces, Healthy Families Act of 2014. The resolution also updates verbiage in Section 2040.13 for the Catastrophic Leave-Sharing Program. After discussion, it was moved for approval by Trustee DeVecchio and seconded by Trustee Carline. (Item 26)

A roll call vote was taken:

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

**Adopt Resolution 16-04:
New Policy 4071 –
Legislative Policy
Positions**

Library Director Contreras presented Resolution 16-04, which authorizes the Library Director, under consultation with the Board President, to adopt bill positions consistent with policy principles set by the Library Board of Trustees. After discussion, it was moved for approval by Trustee Carline and seconded by Secretary Martin. (Item 27)

A roll call vote was taken:

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

**Authorize Reinstatement
of ISDOC Membership**

Library Director Contreras presented a request to reinstate the Library's membership in Independent Special Districts of Orange County (ISDOC) association. Moved for approval by Trustee DeVecchio and seconded by Trustee Carline. The Library's representative will be Trustee DeVecchio, with Secretary Martin as the alternate. Secretary Martin also requested this ISDOC membership be revisited after one (1) year to determine benefit value to the Library. (Item 28)

A roll call vote was taken:

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

**Travel Authorization for
PLA Conference in
Denver, CO from April 5-
9, 2016**

Library Director Contreras presented a travel request to attend the Public Library Association (PLA) Conference in Denver Colorado from April 5-9, 2016. After review and discussion, the Board approved travel to this conference for Library Director Contreras and Trustee Carline. Fiscal Impact: \$2,800 per

attendee. Moved for approval by Secretary Martin and seconded by Trustee DeVecchio. (Item 29)

A roll call vote was taken:

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

**Staff Development Day,
December 4, 2015**

Library Director Contreras provided an updated on planned activities and training for the Staff Development Day scheduled for Friday, December 4, 2015. Placentia Library will be closed to the public that day. The library's annual Holiday Photo for Staff and Trustees will also be taken that afternoon. (Item 30)

**Authorize Agreement
with Liebert Cassidy
Whitmore to Provide
Labor and Employment
Legal Services**

Library Director Contreras presented an agreement with Liebert Cassidy Whitmore to provide labor and employment legal consulting services. After discussion, it was moved for approval by Secretary Martin and seconded by Trustee DeVecchio, for Library Director Contreras to sign a three-year agreement at a locked rate, not to exceed \$10,000 per year. (Item 31)

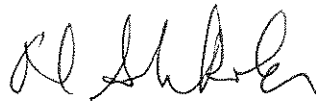
A roll call vote was taken:

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

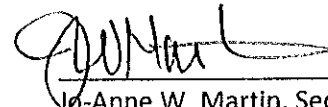
ADJOURNMENT

The Unusual Date October 26, 2015 Board of Trustees meeting was adjourned at 7:05pm.

The next Board of Trustees meeting will be held on November 16, 2015 at 6:30pm.



Al Shkoler, President
Library Board of Trustees



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