

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
DECEMBER 18TH, 2018

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 18th, 2018 at 6:33 pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Fernando Maldonado, Interim Business Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant

Guests: Daphne Munoz, White, Nelson, Diehl, and Evans LLP; Scott Ogle, Advantage Printing; Andy Kang, Cal-City Construction, Inc.; Wendy Amireh, Adult Supervising Librarian; Michelle Meades, Adult Librarian; Victor Meza, Library Clerk; Laura De Leon, Library Clerk; Christie Hwang, Library Aide; Tim Worden, Emerging Technologies Assistant.

ADOPTION OF AGENDA

To continue as a library board quorum, trustees Martin and Shkoler needed to be re-appointed as Placentia Library District Trustees. Trustee Minter requested the agenda be modified to move items 23, 24, 25, and 31 ahead of the consent calendar. It was moved by Secretary Martin and seconded by Trustee DeVecchio to adopt the modified Agenda (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Tamale Festival and the Tree Lighting Ceremony.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the Staff Holiday Luncheon.

Trustee DeVecchio attended the Staff Development Day and Tim Hino's goodbye.

Trustee Martin attended Staff Development Day and Tim Hino's goodbye, the Bodhi negotiation meeting, the Staff Holiday Luncheon, a H.I.S. House board meeting, and the H.I.S. House open house.

Trustee Minter participated in the Tree Lighting Ceremony.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Staff Development Day, Holiday Luncheon, Tree Lighting Ceremony, and the California Library Association Conference. Library Director Contreras also provided an update on Administration's work with the energy efficiency project and the staff change of Fernando Maldonado becoming the Interim Business Manager.

**FRIENDS FOUNDATION
REPORT**

A Friends representative was not present; however, President Dahl updated Library Director Contreras that the Friends had met about the Authors Luncheon, which will take place on March 2, 2019 and that the bookstore sales are still going well.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Secretary Martin to approve Agenda Item 10-22. A roll call vote was taken:

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

**MINUTES FOR THE
NOVEMBER 19TH, 2018
BOARD MEETING**

Minutes for the November 19th, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

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

**CASH FLOW ANALYSIS
AND
TREASURER'S REPORTS**

Check Registers for November 2018 – received and filed (Item 10)
Fund 707 Balance Report for November 2018 – received and filed (Item 11)

Financial Reports through November 2018 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for November 2018 – received and filed. (Item 13)
Acquisitions Report for November 2018 – received and filed. (Item 14)
Service Revenue Report for November 2018– received and filed. (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for November 2018 – received and filed. (Item 16)
Circulation Report for November 2018 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia – received and filed. (Item 18)

STAFF REPORTS

Administration Report for November 2018 (Item 19)
Children's Services Report for November 2018 (Item 20)
Adult Services Report for November 2018 (Item 21)
Placentia Library Website Technology Report for November 2018 (Item 22)

PRESENTATION

President Carline presented the 2018 Employee of the Year Award to Library Clerk, Victor Meza and the Board of Trustees congratulated him on his award.

PRESENTATION OF FISCAL YEAR 2017-2018 FINANCIAL AUDIT WHITE, NELSON, DIEHL, EVANS LLP.

Daphne Munoz from White, Nelson, Diehl, and Evans LLP reported out on the Fiscal Year 2017-2018 Financial Audit. Ms. Munoz presented their findings during the audit, concluding it was a clean audit with over \$260,000 in revenue. Ms. Munoz made some suggestions for future audits and answered any inquiries from the Board of Trustees.

REPORTS FROM LIBRARY STAFF ON THEIR CALIFORNIA LIBRARY ASSOCIATION EXPERIENCE AND WORKSHOPS.

The following library staff reported out on their experiences, workshops attended, and takeaways from the California Library Association: Jon Legree, Technology Manager; Wendy Amireh, Adult Supervising Librarian; Fernando Maldonado, Library Assistant; Michelle Meades, Adult Librarian; Victor Meza, Library Clerk; Laura De Leon, Library Clerk; Christie Hwang, Library Aide; Tim Worden, Emerging Technologies Assistant.

PRESENTATION OF PROPOSALS FOR GENERAL CONTRACTOR SERVICE FOR THE CENTENNIAL RENOVATION PROJECT.

The Board of Trustees reviewed the sole bid from Cal-City Construction at the cost of \$1,469,100. Andy Kang, a representative from Cal-City Construction, answered trustee inquiries. Mr. Kang reassured that due to the cost exceeding the budget, Cal-City would be open to discuss negotiation of the cost with the Board, Erik Mar of eMar Studio, and the Library Director. After much deliberation, it was motioned by Trustee Martin to pursue a discussion of the budget in regards to the contract with eMar Studio and Cal-City Construction for a total project cost to not exceed \$2.5 million in total and that any amount over this amount will be presented to the Board with suggestions on how to compensate for the cost. This was seconded by Trustee Minter.

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

PRESENTATION OF PROPOSALS FOR PRINTING SERVICE.

The Board of Trustees reviewed the sole bid from Advantage Printing for the printing services for the District's bi-annual eXPLORE newsletters and the Summer Guide. Scott Ogle, owner of Advantage Printing, was present and answered inquiries from the Board. After discussing the bid more in depth, it was motioned by Trustee Minter and seconded by Trustee Martin to grant the contract with Advantage Printing for the eXPLORE newsletters and Summer Guide to not exceed the annual amount of \$20,000.

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

DISCUSSION OF EDUCATIONAL ASSISTANCE REIMBURSEMENT REQUESTS FROM FERNANDO MALDONADO, INTERIM BUSINESS MANAGER AND CHRISTE HWANG, LIBRARY AIDE.

Director Contreras presented the Board with two backdated educational reimbursements for Fernando Maldonado, Interim Business Manager, and Christie Hwang, Library Aide. The requests were reviewed and it was motioned by Secretary Shkoler to approve the request to award \$2,250 and \$750 educational assistance reimbursement requests as presented for Fernando Maldonado and Christie Hwang. It was seconded by Trustee Minter.

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

UPDATES ON THE CENTENNIAL RENOVATION PROJECT FROM LIBRARY DIRECTOR CONTRERAS.

Director Contreras presented updates in regards to the District's renovation project including a crane for the HVAC placement on the roof during the beginning of January, patching of a roof leak in the Meeting Room, and the results of less than 2% of asbestos in the HVAC Machinery Room Putty Machine Linings that was tested, contained, and disposed of properly by an abatement company.

ADOPTION OF RESOLUTION 18-03: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES FOR CALENDAR YEAR 2019.

The Board of Trustees reviewed the presented dates for the 2019 calendar year. The presented meetings are to take place the third Monday of each month. After two adjustments in January and February due to Trustee schedule conflicts, it was motioned by Trustee Martin and seconded by Secretary Shkoler to approve the Adoption of Resolution 18-03: A Resolution of The Board of Trustees of The Placentia Library District of Orange County to Establish The Board Of Trustees Regular Meeting Dates For Calendar Year 2019.

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

ELECTION OF OFFICERS.

The position of Library Board President and Secretary needed to be elected. Trustee Martin nominated Trustee Shkoler for Board President and Trustee Minter nominated Trustee Carline for President. Trustee Shkoler withdrew his nomination, enabling President Carline to continue in office as President for another year. Trustee Minter nominated Trustee Shkoler for Board Secretary. Trustee Martin motioned to elect Gayle Carline as the Library Board President and Al Shkoler as the Board Secretary. It was seconded by Trustee DeVecchio.

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

ADOPTION OF RESOLUTION 18-04: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO CERTIFY THE

Library Director Contreras performed a swearing in ceremony to certify the re-appointments of Al Shkoler and Jo-Anne Martin as Library Trustees, serving terms through December 18, 2021. Each trustee signed an Oath of Office form to confirm his/her appointment. It was then motioned by Trustee Minter and seconded by Trustee DeVecchio to approve the Adoption of Resolution 18-04: A Resolution of The Board of Trustees of The Placentia Library District of Orange County To Certify

APPOINTMENTS FOR THE OFFICE OF TRUSTEE OF THE PLACENTIA LIBRARY DISTRICT; ADMINISTRATION OF THE OATH OF OFFICE.

The Appointments For The Office of Trustee of The Placentia Library District; Administration of The Oath Of Office.

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

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2019 BY THE BOARD PRESIDENT.

Library Director Contreras requested a discussion to select trustee representatives for several commissions and committees for the 2019 calendar year. The following were assigned to represent the library with a roll call vote:

Joint Use Agreement Committee

President Carline and Trustee Minter

Representative to Special District Local Area Formation Commission (LAFCO)

President Carline and Secretary Shkoler as alternate.

Representative to the Orange County Council of Governments

Trustee DeVecchio and Elizabeth Minter as alternate.

Representative to the Placentia Library Friends Foundation (PLFF)

Trustee Martin and President Carline as alternate.

Representative to the Independent Special District of Orange County

Trustee Minter and Trustee DeVecchio as alternate.

Personnel Committee

Trustee Martin and Trustee DeVecchio

Centennial Committee


President Carline and Trustee Martin

REVIEW OF ACTION ITEMS

The next Board Meeting will be held on Wednesday, January 23rd, 2019 at 6:30 p.m. in the History Room.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of December 18th, 2018 was adjourned at 8:34 p.m.



Gayle Carline, President
Library Board of Trustees



Al Shkoler, Secretary
Library Board of Trustee