

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
JUNE 20, 2016

CALL TO ORDER

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 20, 2016 at 6:31pm.

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

Members Absent: None

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

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the June 20, 2016 meeting agenda as presented:

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

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended the June 13th Friends Foundation board meeting, and the PYLUSD Retirement Party for Dr. Doug Domene. (Item 5)

Secretary Martin attended the Staff Thank You Lunch for PLFF today. (Item 6)

Trustee DeVecchio enjoyed the Staff Thank You Lunch for PLFF today. (Item 6)

Trustee Minter also enjoyed the Retirement Party for Dr. Doug Domene and shared a fun library community event idea called "Blind Date." A discussion was held about sharing creative library ideas. (Item 6)

Trustee Shkoler also enjoyed the Staff Thank You Lunch for PLFF today. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended Dr. Domene's retirement reception with President Carline and both library managers. The Library Director reported that the City removed a diseased large tree from the back lawn of the library. The Library Director also lead a Charrette's activity for the Placentia MOM's Club, attended a Chamber of Commerce ribbon cutting event at Casita restaurant in old town Placentia, and participated at the Valencia and El Dorado High School Senior Awards Banquet. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar reported that PLFF enjoyed the Staff Thank You luncheon held today. Ginny announced the 2016-2017 PLFF Board, with new member Anita Coleman coordinating Membership, and new member Jacqueline Mahrley as the new chair for the annual Author's Luncheon (AL). Ginny will continue to support AL planning. Library Director Contreras also announced that PLFF is still looking for a Board Treasurer. (Item 8)

CONSENT CALENDAR

After clarification of specific May monthly reports, it was moved by Trustee DeVecchio and seconded by Trustee Minter to approve Agenda Items 9-24 as amended and adopted. (Item 9) A roll call vote was taken:

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

**MINUTES for the MAY 23,
2016 BOARD MEETING**

Minutes for the May 23, 2016 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 were approved and forwarded to Orange County for payment during May-June. (Item 11)

Current Claims and Payroll were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee DeVecchio and seconded by Trustee Minter to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports. A roll call vote was taken:

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

**TREASURER'S
REPORTS**

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

Financial Reports through May 2016 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 May 2016 - received and filed. (Item 15)

Acquisitions Report for May 2016 – received and filed. (Item 16)

Entrepreneurial Activities Report for May 2016 – received and filed. (Item 17)

**GENERAL CONSENT
REPORTS**

Personnel Report for May 2016 – received and filed. (Item 18)

Trustee DeVecchio requested that the published 2016-17 Organizational Chart include staff assigned names as well as job titles.

Circulation Report for May 2016 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia for May 2016, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for May 2016 (Item 21)

Children's Services Report for May 2016 (Item 22)

Adult Services Report for May 2016 (Item 23)

Placentia Library Website Technology Report - May 2016 (Item 24)

NEW BUSINESS

**AMENDMENT TO POLICY
2012 – DRESS CODE**

Library Director reported that to encourage the Millennial and Gen-X workforce as potential employees, the library staff dress code should be updated. Recommended policy changes include: allowance of non-offensive tattoos and non-offensive facial piercings, dyed hair colors and leggings covered by a top/dress/skirt no shorter than 2” above the knee. Supervisors and Managers are responsible for evaluating and enforcing appropriate dress code standards. (Item 25) A roll call vote was taken to accept policy changes:

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

**AMENDMENT TO POLICY
2110 – HEALTH & WELFARE
BENEFITS**

Library Director Contreras reported that Policy 2110, with a Cash in-lieu option, was approved at the May 2016 board meeting. SDRMA has since communicated that a cash in-lieu option for medical insurance is not allowed by SDRMA as the cash incentive will affect the premiums for all districts enrolled in SDRMA policies. As a result, the Cash in-lieu option has been removed from Policy 2110. It was moved by Trustee DeVecchio and seconded by Secretary Martin to approve the revised policy 2110. (Item 26) A roll call vote was taken:

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

**AMENDMENT TO POLICY
6020 – INTERNET AND
COMPUTER ACCESS**

Policy 6020 was last amended on March 23, 2015 to include requirements of the Children’s Internet Protection Act (CIPA). Per staff request, Library Director Contreras recommended eliminating the stipulation “Cardholders with fines exceeding \$10.00 will not be granted computer access” under Policy 6020.5. After discussion it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve this change to Policy 6020. (Item 27) A roll call vote was taken:

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

**APPROVE NEW POLICY
2322 – JOB DESCRIPTION
FOR “EMERGING
TECHNOLOGY ASSISTANT”**

To meet growing technology demands and services from patrons, Library Director Contreras presented new Policy 2322 for job description “Emerging Technologies Assistant” as a first reading by Trustees. After discussion it was requested by Secretary Martin to revise the minimum Education and Experience requirements to include Computer Certification or Accreditation as an option, in addition to an Associate Degree or Bachelor Degree. It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve as a first reading. (Item 28)

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

**AUTHORIZE AGREEMENT
WITH STAFFMARK FOR A
TEMPORARY ACCOUNTING
CLERK**

As Placentia Library District will transition all accounting functions in-house beginning Fiscal Year 2016-17, it is requested by the County of Orange Auditor – Controller and recommended by the consultant firm, DavisFarr CPA, that a temporary Accounting Clerk be hired to process Accounts Payable and Receivable, and assist with timely vendor payments, general ledger reporting and bank reconciliations in the library’s QuickBooks software program. Library Director Contreras presented a temporary employment contract Staffmark for Trustee review. Fiscal Impact: \$10,000 to \$25,000. After discussion, it was moved by Trustee Minter and seconded by Secretary Martin to approve the Staffmark contract. (Item 29) A roll call vote was taken:

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

**ESTABLISH DISTRICT’S
FISCLA YEAR 2016-2017
APPROPRIATIONS LIMITS**

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year. After discussion and reading, Resolution 16-08 titled “A Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2016-2017” was approved by the Board of Trustees. (Item 30) A roll call vote was taken:

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

**DISCUSS POLICY 4080 –
MEMBERSHIP IN
ASSOCIATIONS**

Library Director Contreras presented a recommendation to revise Policy 4020 to include an allowance for annual library association memberships and dues for all Trustees. Associations included are: California Library Assn. (CLA); American Library Assn. (ALA) and subdivision Public Library Assn. (PLA); and United for Libraries, which is focused on smaller libraries. After discussion, it was moved by Secretary Martin and seconded by Trustee Shkoler to approve as a first reading with final revised Policy 4020 presented at the July Board of Trustees meeting. (Item 31)

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

**DETERMINE DATE FOR JULY
BOARD OF TRUSTEES
MEETING**

Due to a meeting conflict on the regularly scheduled date of July 18th, Library Director Contreras requested the July 2016 Board of Trustees meeting be rescheduled. After discussion, the July Board of Trustees meeting has been rescheduled to Wednesday, July 20, 2016 at 6:30pm. (Item 32)

**SELECT A CANDIDATE FOR
THE CSDA 2016 BOARD OF
DIRECTORS ELECTION**


Library Director Contreras presented the three candidates running for Seat C in Region 6 on the CSDA Board of Directors. It was moved by Trustee Shkoler and seconded by Secretary Martin to select Bill Nelson as the Placentia Library District's candidate. (Item 33)


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

ADJOURNMENT

The Board of Trustees Regular Meeting of June 20, 2016 was adjourned at 7:32pm, in memory of Dixie Shaw, a lifelong supporter and friend of Placentia Library District.

The next Board of Trustees meeting will be held on the unusual date of Wednesday, July 20, 2016 at 6:30pm.


Gayle Carline, President
Library Board of Trustees


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