

PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
January 22, 2018

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 22, 2018 at 6:32pm.

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

**Members Absent:** Trustee Elizabeth Minter (Excused Absence)

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Tim Hino, Business Manager; Alyssa Stolze, Administrative Assistant; Michelle Meades, Librarian I; Wendy Townsend, Supervising Librarian, Adult Services; Ana Balderas, Library Aide

**Guests:** Ms. Daphne Munoz from White, Nelson, Diehl, Evans

**ADOPTION OF AGENDA**

It was moved by President Carline and seconded by Secretary Martin to adopt the Agenda (Item 3).

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

**ORAL COMMUNICATION**

None. (Item 4)

**BOARD PRESIDENT REPORT**

President Carline visited Trustee Minter in the hospital and plans to attend the PLFF Author's Luncheon.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Martin attended PLD's Staff Development Day and a H.I.S. house board meeting.

Trustee Minter was absent.

Trustee DeVecchio attended PLD's Staff Development Day.

Trustee Shkoler attended Staff Development Day and announced that the oversight board is ending.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended PLD's Staff Development Day, discussed and thanked staff for the topics that they presented. Director Contreras also introduced the newest staff members, Ana Balderas and Alyssa Stolze, to the Board of Trustees.

**FRIENDS FOUNDATION  
REPORT**

No representative from the Placentia Library Friends Foundation (PLFF) present.  
(Item 8)

**CONSENT CALENDAR**

It was moved by Secretary Martin and seconded by President Carline to approve Agenda Items 9-29. A roll call vote was taken:

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

**MINUTES FOR THE  
DECEMBER 19, 2017  
BOARD MEETINGS**

Minutes for the December 19, 2017 Board of Trustees Meetings was received, approved with note of correction, and filed with amendments as noted. (Item 9)

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

Check Registers for December 2017 – received and filed (Item 10)  
Fund 707 Balance Report for December 2017 – received and filed (Item 11)

Financial Reports through December 2017 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 December 2017 – received and filed. (Item 13)  
Acquisitions Report for December 2017 – received and filed. (Item 14)  
Entrepreneurial Activities Report for November 2017 – received and filed. (Item 15)

**GENERAL CONSENT  
REPORTS**

Personnel Report for December 2017 – received and filed. (Item 16)  
Circulation Report for December 2017 – 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 December 2017 (Item 19)  
Children's Services Report for December 2017 (Item 20)  
Adult Services Report for December 2017 (Item 21)  
Placentia Library Website Technology Report for December 2017 (Item 22)

**PRESENTATION**

President Carline presented The Employee of the Year Aware to Ms. Michelle Meades. (Item 23)

**ADOPTION OF RESOLUTION  
17-08: ADOPTION OF  
RESOLUTION 17-08: A  
RESOLUTION OF THE**

Library Director Contreras presented to the Board the resolution to provide Workers' Compensation coverage to trustees and volunteers of the Placentia Library District. As clarified by the Business Manager, Timothy Hino, this coverage

**GOVERNING BODY OF THE PLACENTIA LIBRARY DISTRICT, DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES.**

would cover hospitalization costs and follow-up doctor's visits for the volunteer and/or governing body member that is injured in the workplace.

It was moved by President Carline to approve the resolution and seconded by Trustee Martin.

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

**MS. DAPHNE MUNOZ FROM WHITE, NELSON, DIEHL, EVANS**

Ms. Daphne Munoz from White, Nelson, Diehl, Evans presented the 2016-2017 Fiscal Year Financial Audit to the Board of Trustees. She explained that there were no disagreements and that the audit has been received and filed. Furthermore, Ms. Munoz stated that the Placentia Library District's revenue exceeded its expenses for the 2016-2017 Fiscal Year. More specifically, the Placentia Library District's net revenue was \$348,810 over its total expenditures. There is no further action needed for the 2016-2017 Fiscal Year Financial Audit.

**TRAVEL AUTHORIZATION: SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE ON FEBRUARY 4-7, 2018 IN LA QUINTA**

Authorization for Business Manager, Timothy Hino, to attend the Special District Leadership Academy Conference on February 4-7, 2018 in La Quinta was motioned by President Carline and seconded by Trustee DeVecchio

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

**TRAVEL AUTHORIZATION: AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE ON JUNE 21-26, 2018 IN NEW ORLEANS, LOUISIANA**

Authorization for Library Director Contreras and the Board of Trustees to attend the American Library Association Annual (ALA) Conference on June 21-26, 2018 in New Orleans, Louisiana was approved and motioned by President Carline and seconded by Secretary Martin.

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

Library Director Contreras then asked for another motion to be able to have an additional staff member attend the ALA Conference. This was approved and motioned by President Carline and seconded by Trustee Shkoler.

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter


**REVIEW OF ACTION ITEMS**

President Carline would like to have an announcement made to library staff that PLFF is in need of volunteers. President Carline would also like to have some type of memorial or way of honoring the passing of Pat Irot and Pat Jertberg. The next Library Board of Trustees meeting will be held on the unusual date of Tuesday, February 20, 2018 at 6:30 pm.

**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of January 22, 2018 was adjourned at 7:10 p.m.

  
\_\_\_\_\_  
Gayle Carline, President  
Library Board of Trustees

  
\_\_\_\_\_  
Jo-Anne W. Martin, Secretary  
Library Board of Trustee