

MINUTES
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
JULY 20, 2016

CALL TO ORDER

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

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

Members Absent: Trustee Elizabeth Minter (excused absence)

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 DeVecchio and seconded by Secretary Martin to adopt the July 20, 2016 meeting agenda as presented:

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline enjoyed meeting with Assemblywoman Ling Ling Chang on July 12th to thank her for her support and involvement in backing several state bills that will affect libraries in California, and attended the annual PLFF membership meeting. (Item 5)

Secretary Martin also met with Assemblywoman Chang and attended the PLFF annual membership meeting. (Item 6)

Trustee DeVecchio attended the PLFF annual membership meeting. (Item 6)

Trustee Shkoler also enjoyed meeting Assemblywoman Chang and attended the PLFF annual membership meeting. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras joined the Trustees at their meeting with Assemblywoman Chang. Library Director Contreras continues to meet with City Management regarding on-going parking challenges for library patrons and staff, and requested that the Trustees plan to attend the September City Council meeting to address the library's concerns. Trustee Shkoler confirmed that the City Council is not well informed about the library's parking issues. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar reported that the PLFF annual membership meeting held on July 13th had a much better turn-out this year than in past years. The Second Sunday Sale revenues have increased month after month, with \$517 earned in just 2 hours in June and \$443 in July. The 2016 Author's Luncheon has been confirmed for March 4, 2017 with a Guest Author to be finalized soon. (Item 8)

CONSENT CALENDAR

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

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

MINUTES for the JUNE 20, 2016 BOARD MEETING

Minutes for the June 20, 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 June. (Item 11)

There were no Current Claims or Payroll submitted for approval. All accounts payable and payroll transfers are now being processed in-house effective July 1, 2016. (Item 12)

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

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

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 June 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 June 2016 - received and filed. (Item 15)

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

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

GENERAL CONSENT REPORTS

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

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

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

STAFF REPORTS

Administration Report for June 2016 (Item 21)

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

Adult Services Report for June 2016 (Item 23)

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

OLD BUSINESS

**ADOPT POLICY 2322 –
EMERGING TECHNOLOGIES
ASSISTANT (New Position)**

To meet growing technology demands and services from patrons, Library Director Contreras presented revised new Policy 2322-Emerging Technologies Assistant for approval by Trustees. At the June board meeting, Secretary Martin requested that the Education and Experience requirements be revised to include a "Certificate of Technology or related field" education option. Qualifications were revised to include "principles and practices related to emerging and current technology trends," and a U.S. Citizenship requirement. It was moved by Secretary Martin and seconded by Trustee DeVecchio to adopt Policy 2322 as amended. (Item 25) Approved by a roll call vote:

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

NEW BUSINESS

**AMENDMENT TO POLICY
4080 – MEMBERSHIP IN
ASSOCIATIONS**

At the June board meeting, Library Director Contreras presented a recommendation to revise Policy 4080 to include an allowance for annual library association memberships and dues for all Trustees for memberships in California Library Assn. (CLA); American Library Assn. (ALA) and subdivision Public Library Assn. (PLA); and United For Libraries (UFL). After discussion, amended Policy 4080.4 now specifies that membership in ALA and UFL will be maintained and renewed annually for all Trustees and the Library Director. (Item 26) Approved by a roll call vote:

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

**DETERMINE DATES FOR
AUGUST AND SEPTEMBER
2016 BOARD MEETINGS**

As the Library Board of Trustees meeting is usually dark in August due to lack of business, the Trustees voted to cancel the scheduled August 15, 2016 meeting.

Due to a meeting conflict on the scheduled date of September 19th, Library Director Contreras requested the September 2016 Board of Trustees meeting be rescheduled. After discussion, the board meeting has been rescheduled to Monday, September 26, 2016. (Item 27) Trustees voted to approve the meeting date changes.

**AMENDMENT TO POLICY
6030 – CIRCULATION**

There has been an increase in patrons wanting to apply for a library card with their Mexican Consular identification cards or "matricula consular," but current library policy does not accept non-U.S. Government issued identification. Library Director Contreras recommended amending Policy 6030-Circulation to accept all government issued identification, when accompanied by a document that confirms Placentia residency. After discussion, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve this amendment to Policy 6030. (Item 28) Approved by a roll call vote:

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

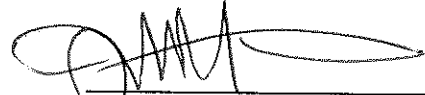
ADJOURNMENT

The Library Board of Trustees Unusual Date Meeting of July 20, 2016 was adjourned at 6:59pm.

The next Library Board of Trustees meeting will be held on the unusual date of Monday, September 26, 2016 at 6:30pm.



Gayle Carline, President
Library Board of Trustees



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