

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
November 17, 2014

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 17, 2014 at 6:31pm.

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

Members Absent: None

Staff Present: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner, Nadia Dallstream-Adult Services Supervisor, Lori Worden-Children's Services Supervisor, and Fernando Maldonado-Circulation Supervisor.

Guest: None

**ADOPTION OF
AGENDA**

It was moved by Secretary Minter and seconded by Trustee Martin to adopt the agenda as presented:

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

**ORAL
COMMUNICATION**

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Shkoler enjoyed the annual Staff Appreciation Dinner event on October 25th and also attended the H.I.S. House 25th Anniversary celebration. (Item 5)

Secretary Minter also enjoyed the Staff Appreciation event, and attended the memorial service held in honor of Nancy Lone-Tollefson on November 15th.

Trustee Carline participated in the CSDA Leadership Conference, and thought the Staff Appreciation Dinner event was lovely. She also attended the memorial service for Nancy Lone-Tollefson.

Trustee DeVecchio enjoyed mingling at the Staff Appreciation Dinner and liked the location. He also attended the memorial service for Nancy Lone-Tollefson.

Trustee Martin took part in the recent CSDA Leadership Conference, and thoroughly enjoyed the Staff Appreciation Dinner and creative employee costumes. She also attended the H.I.S. House 25th anniversary event.

The Trustees also took time to reflect on their various friendships with Nancy and praised Nancy's life-long involvement in the Placentia community. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Director Contreras thanked the staff planning committee for all of their efforts in coordinating the Staff Appreciation event. Director Contreras is working with the Bond Consultant for a meeting week of Nov-17, to move forward with a Communication Strategist and Pollster. She and several staff members also attended the memorial service for Nancy Lone-Tollefson.

Library Director Contreras shared that the PLFF Board is developing marketing materials to promote the 2015 Authors Luncheon. She also confirmed there is a PLFF Fundraiser being held at Craftsman Pizza on December 3rd and 4th, with 20% of sales coming back to the library. (Item 7)

**FRIENDS FOUNDATION
REPORT**

No one from PLFF attended. (Item 8)

CONSENT CALENDAR

Moved by Secretary Minter and seconded by Trustee DeVecchio to approve Agenda Items 9-24, and a roll call vote was held.

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

**MINUTES OF OCT 20th
TRUSTEES MEETING**

Minutes for the October 20, 2014 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 – Four (4) misc. vendor claim batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Twelve (12) book claim batches and three (3) payroll batches were approved by the Trustees on November 17 and forwarded to Orange County for payment. (Item 12)

Moved by Trustee Carline and seconded by Trustee Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

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

**TREASURER'S
REPORTS**

Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) through October 31, 2014 was received and filed. (Item 13)

Financial Reports through October 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger – received and filed. (Item 14)

Balance Sheet for October 2014 – received and filed. (Item 15)
Trustee Martin questioned the YTD amount for line item 4000-Equipment. Business Manager Baltierra explained that the amount includes initial payments for the RFID project.

**GENERAL CONSENT
REPORTS**

Acquisitions Report for FY 2014-15 for October 2014 – received and filed. (Item 16)

Entrepreneurial Activities Report for October 2014 – received and filed. (Item 17)

STAFF REPORTS

Personnel Report for October 2014 – The part-time Library Assistant position in Children’s Services was filled in October. (Item 18)

Circulation Activity Report for October 2014 – received and filed. (Item 19)
Trustee Martin asked about the Patron Count report. Fernando Maldonado confirmed there has been a monthly increase of approximately 5,000 patrons since July 1, when Placentia Library changed the days/hours of operation to 7 days per week.

Review of Shared Maintenance Costs with the City of Placentia through September 2014, under the JPA – received and filed. (Item 20)

Library Director’s Report for October 2014 (Item 21)

Children's Services Report for October 2014 (Item 22)

Adult Services Report for October 2014 (Item 23)
Nadia Dallstream announced that all Friends Foundation members can now register for library programs one (1) week in advance of regular library patrons.

Web Site & Technology Report for October 2014 (Item 24)

**PRESENTATION
Employee Of The Year**

President Shkoler presented Nadia Dallstream with the Employee Of The Year proclamation award. The Employee Of The Year plaque and monetary award of \$500 was presented to Nadia at the Staff Appreciation Dinner held on October 25, 2014. (Item 25)

NEW BUSINESS

**Report of Actions Taken
at Closed Session on
October 20, 2014**

President Shkoler reported the Board had voted, during a Closed Session held on October 20, 2014, to increase Library Director Contreras’ salary by 5% and add one (1) week of vacation to her benefits package, in recognition of her annual performance review. These changes are retroactive to Director Contreras’ anniversary date. (Item 26)

ALA Mid-Winter Conference from Jan 30-Feb 3, 2015

Director Contreras presented the Trustees with the opportunity to attend the American Library Assn (ALA) Mid-Winter Conference in Chicago, IL from January 30th - February 3rd, 2015. Cost is approximately \$1,000 per attendee. President Shkoler and Trustee Martin plan to attend. (Item 27)

Moved for Board approval by Trustee Carline and seconded by Trustee Martin. A roll call vote was taken:

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

Amendments to PLD Policy 3020 – Budget Preparation

Library Director Contreras presented an amendment to Policy 3020, for budgetary preparation changes recommended by our current auditing firm, Macias Gini O’Connell. (Item 28)

Moved for Board approval by Trustee Carline and seconded by Secretary Minter.

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

Amendments to PLD Policy 2305 – Library Services Manager

Library Director Contreras presented an amendment to Policy 2305, updating the Library Services Manager job description, a management position open since 2010. Verbiage updates include emphasis on increase in technology usage and enhanced programs and services. Heightened experience with budgets, financial management, library processes, and human resource procedures is also required. (Item 29)

Moved for Board approval by Trustee Martin and seconded by Trustee Carline.

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

Amendments to PLD Policy 2308 – Business Manager

Library Director Contreras presented an amendment to Policy 2308, revising the job description for the Business Manager, and requested changing the position title to Business Officer. Revised education requirements include having a Bachelor’s Degree in Business or Public Administration with a focus on finance and accounting, plus enhanced experience in business management and human resources, preferably with a government or public agency. (Item 30)

After discussion by the Board, it was moved by Secretary Minter and seconded by Trustee Martin to keep the Policy 2308 title as Business Manager.

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

It was further moved by Trustee Carline and Seconded by Trustee DeVecchio to accept recommended revisions to content for Policy 2308, Business Manager.

AYES: Shkoler, Minter, Carline, DeVecchio, Martin

NOES: None

ADJOURNMENT

The November 17, 2014 Board of Trustees meeting was adjourned at 7:02pm, in memory of Nancy Lone-Tollefson.

The next Trustees meeting will be held on December 15, 2014 at 6:30 p.m.



Al Shkoler
President
Library Board of Trustees



Elizabeth D. Minter
Secretary
Library Board of Trustees