

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
MARCH 18TH, 2019

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 18th, 2019 at 6:31 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, Acting Business Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant

Guests: Dr. Debbie Silverman, Principal at Tynes Elementary School; Diane McKibben, Principal at Ruby Drive Elementary School; Letty Gali, LOT 318; Chris Parrott, Johnson Controls, Inc.; Christopher Bout, Johnson Controls, Inc.

ADOPTION OF AGENDA

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

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

ORAL COMMUNICATION

Principals Debbie Silverman and Diane McKibben reported to the Board in regards to their appreciation for and feedback to the District's collaboration with the local schools. Both principals commended the staff volunteers for their help, invaluable patience and how they challenged the students (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Local Agency Formation Commission (LAFCO) meeting and served as a Celebrity Host at the Author's Luncheon.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler served as a Celebrity Host at the Author's Luncheon.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin attended a H.I.S. House Board Meeting, a Financial Partners Credit Union Director's meeting, attended the City's Community Conversation of homelessness, served as a Celebrity Host for the Author's Luncheon, and attended the Government Affairs Conference in Washington, D.C.

Trustee Minter attended the Van Buren C21 assemblies where she announced and distributed the awards to students.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended Centennial Gala meetings, the Authors Luncheon, the LAFCO Meeting, and is continuing to work with Johnson Controls and subcontractors on the renovation.

**FRIENDS FOUNDATION
REPORT**

There was not a Placentia Library Friends Foundation representative present.

CONSENT CALENDAR

It was moved by Trustee DeVecchio and seconded by Secretary Shkoler to approve Agenda Item 9-22. A roll call vote was taken:

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

**MINUTES FOR THE
JANUARY 23RD, 2019
BOARD MEETING**

The minutes for the February 19, 2019 Library Board of Trustees Unusual Date Meeting, February 28, 2019 and March 5, 2019 Library Board of Trustees Special Meetings 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 February 2019 – received and filed (Item 10)
Fund 707 Balance Report for February 2019 – received and filed (Item 11)

Financial Reports through February 2019 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 February 2019 – received and filed. (Item 13)
Acquisitions Report for February 2019 – received and filed. (Item 14)
Service Revenue Report for February 2019 – received and filed. (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for February 2019 – received and filed. (Item 16)
Circulation Report for February 2019 – 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 February 2019 (Item 19)
Children's Services Report for February 2019 (Item 20)
Adult Services Report for February 2019 (Item 21)
Placentia Library Website Technology Report for February 2019 (Item 22)

MS. LETTY GALI, EXECUTIVE DIRECTOR FROM LOT318 WILL GIVE A REPORT ON THE PARTNERSHIP BETWEEN THE PLACENTIA LIBRARY DISTRICT AND LOT318.

Ms. Letty Gali, Executive Director of LOT318, spoke about the core values and mission of LOT318 for the La Jolla community. By loving others in truth, LOT318 continues to assist the needs in the community and the relationship between the organization and the library has continued to grow. Partnering with the District's staff, Library Assistant, Ana Balderas, and Emerging Technologies Assistant, Tim Worden, Ms. Gali noted how they have both been instrumental in the growth of the homework club. Ms. Gali also mentioned she looks forward to the continued partnership with the District for the betterment of the community.

JOHNSON CONTROLS, INC. WILL PROVIDE AN UPDATE ON THE ENERGY EFFICIENCY PROJECT INCLUDING A WALKTHROUGH OF THE PROJECT AREA.

Chris Parrott, Project Manager from Johnson Controls, Inc. and Christopher Bout, Sales Representative from Johnson Controls, Inc. provided a presentation with updates regarding the energy efficiency project's progress. After presenting, Mr. Parrott and Mr. Bout answered inquiries from the Trustees followed by a walkthrough of the construction site.

AUTHORIZE BOARD PRESIDENT CARLINE TO SIGN THE PURCHASING AGREEMENT 19-001 WITH YAMADA ENTERPRISES TO PROVIDE THE FURNITURE, FIXTURES, AND EQUIPMENT (FF&E), LIBRARY BOOKSTACKS, AND CUSTOM MILLWORK FOR PROJECT #2018-03, DATED JANUARY 25, 2019.

Director Contreras presented the purchasing agreement furnished by Yamada Enterprises followed by a discussion with the Board. After reviewing, the Board of Trustees requested that the Board not take action until the performance bond is included in the agreement, a statement that all the materials will be new and unblemished, and clarification if a Request for Proposals is necessary.

AUTHORIZE A RECLASSIFICATION OF LIBRARIAN- LITERACY POSITION TO LIBRARY ASSISTANT AS PRESENTED.

Director Contreras presented the request for the reclassification of the Literacy position from Librarian to Literacy Assistant. This would include a change in the educational requirement from a Masters in Library Science to a Bachelors. After discussion of the requirements and job duties, the Board noted that the reclassification must include language regarding the position must have adult or family literacy experience, adult education training, equivalent experience, and/or lifelong learning. It was motioned by to Trustee Minter and seconded by Trustee Martin to authorize a reclassification of the Librarian-Literacy position to Library Assistant as presented.

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

DISCUSS AND DETERMINE A DATE FOR THE MAY BOARD MEETING DUE TO CALIFORNIA LIBRARY LEGISLATIVE DAY.

The Board discussed alternative dates for the Board of Trustee Meeting in May and agreed on Friday, May 17th at 3:00 p.m. The motion was made by Trustee Martin to authorize the date change to May 17th at 3:00 p.m. and seconded by Secretary Shkoler.

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

BOARD PRESIDENT CARLINE AND LIBRARY DIRECTOR CONTRERAS WILL PROVIDE A REPORT ON THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) ANNUAL STRATEGIC PLAN.

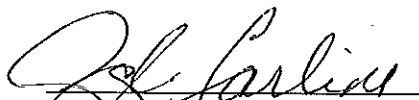
President Carline and Director Contreras reported out on their experience at the Local Agency Formation Commission (LAFCO) Annual Strategic Plan meeting. This meeting reviewed the 2021-2022 Municipal review and what the LAFCO repository provides and does for the public.

REVIEW OF ACTION ITEMS

The next Board Meeting will be held on April 15th, 2019 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of March 18th, 2019 was adjourned at 7:49 p.m.


Gayle Carline, President
Library Board of Trustees


Al Shkoler, Secretary
Library Board of Trustee