

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 16, 2013

Agenda Item 8  
Page

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 16, 2013 at 6:33 P.M.

Members Present: President Al Shkoler, Secretary Elizabeth Minter, Trustee Gayle Carline, Trustee JoAnne Martin, and Trustee Richard DeVecchio

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Placentia Library Friends Foundation Vice President Brenda Benner, and Supervisors Lori Worden and Nadia Dallstream.

**ADOPTION OF AGENDA**

It was moved by Trustee Carline and seconded by Trustee DeVecchio to adopt the agenda as presented: (Item 3)

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

**RAL COMMUNICATION**

There was no oral communication made at this time. (Item 4)

**TRUSTEE & ORGANIZATIONAL REPORTS**

President Shkoler reported that he attended the Placentia Tamale Festival and the Christmas program at the library featuring the Placentia Community Choir. (Item 5)

Secretary Minter had nothing to report.

Trustee Carline reported she attended the Placentia Round Table Women's Club as a guest and attended the Placentia Tamale Festival. She also mentioned she will be getting laser eye surgery early in January 2014 but no down time is expected.

Trustee DeVecchio reported he attended the children's Christmas program Winter Wonderland at the library.

Trustee Martin reported she attended the Prayer Breakfast.

**PLACENTIA LIBRARY  
FRIENDS  
FOUNDATION  
REPORT**

PLFF Board of Director's Report was presented by Brenda Benner. She mentioned they continue to work on Author's Luncheon preparations. Tickets are on sale at the PLFF Bookstore, tickets are \$55. In addition, PLFF Board had a discussion of honoring past PLFF Board volunteers, possibly at the Volunteer Brunch, no decision has been made.

**CONSENT  
CALENDAR**

It was moved by Secretary Minter and seconded by Trustee DeVecchio to approve Agenda Items 8-23:

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

**MINUTES**

Minutes of the November 19, 2013 Library Board of Trustees Meeting (Item 8)

**CLAIMS**

Nonstandard Claims in excess of \$300 (Item 9)

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

FY2012-2013 Cash Flow Analysis through 2013; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor (Item 12)

**TREASURE'S  
REPORTS**

Financial Reports for November 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for November 2013 (Item 14)

Acquisitions Report for November 2013 (Item 15)

Entrepreneurial Activities Report for November 2013 (Item 16)

**GENERAL CONSENT  
REPORTS**

Personnel Report for November 2013 (Item 17)

Circulation Report for November 2013 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

**STAFF REPORTS**

Library Director's Report for November 2013 (Item 20)

Children's Services Report for November 2013 (Item 21)

Adult Services Report for November 2013 (Item 22)

Web Site & Technology Report for November 2013 (Item 23)

**NEW BUSINESS**

**Selection of Date  
and Time for  
Regular Board  
Meetings for 2014**

Library Director Contreras presented proposed calendar for Board Meeting dates for 2014. Library Director mentioned that most meetings are scheduled for the 3<sup>rd</sup> Monday of the month, except for February meeting which was proposed for the 4<sup>th</sup> Monday due to a holiday. Secretary Minter mentioned that last year the January meeting was also on the 4<sup>th</sup> Monday due to Martin Luther King, Jr. holiday. She suggested that the meeting in January 2014 also be moved to the 4<sup>th</sup> Monday. (Item 24)

Motion was made by Trustee Martin and was seconded by Trustee Carline to approve the Board of Trustees Board Meeting Dates as amended Agenda Item 24:

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

Motion was made by Trustee DeVecchio and was seconded by Secretary Minter to adopt Resolution 14-08 as amended for Calendar Year 2014 Board of Trustees Meeting Dates Agenda Item 24:

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

**Election of Board  
Officers**

Library Director Contreras stated that the election of Board Officers for President and Secretary for calendar year 2014 needed to take place. She suggested starting with President nominations. Trustee Minter nominated Trustee DeVecchio, Trustee DeVecchio seconded nomination. Trustee Carline nominated President Shkoler, Trustee Martin seconded nomination. President Shkoler broke tie, he will continue to be President for 2014. Trustee DeVecchio nominated Trustee Minter for Board Secretary, Trustee Martin seconded nomination. President Shkoler nominated Trustee Carline, no second. Library Board Secretary for 2014 will be Secretary Minter. (Item 25)

**Appointment of  
Library Board  
Representatives**

President Shkoler asked Secretary Minter and Trustee Carline if they would continue to be representatives to Special District Local Area Formation Commission (LAFCO), they both agreed. Trustee DeVecchio volunteered to be representative to the Orange County Council of Governments. Trustee Carline agreed to continue to be representative to the Placentia Library Friends Foundation (PLFF), Trustee Martin agreed to be alternate. Library Director Contreras recommended that staff be representatives to the Placentia Community Network, Trustees agreed. (Item 26)

**Travel  
Authorizations**

Library Director Contreras stated that the California Special District Association (CSDA) will offer the "How to be an Effective Board Member" workshop for Board of Trustees on January 23, 2014 in Fountain Valley, California. Library Director Contreras recommended that new Trustees attend. Trustee Martin and Trustee Carline agreed to attend training. Secretary Minter asked if Library Director would be attending. Library Director would confirm if modules were included in the Special District Leadership Academy Conference she attended and if not, she will attend the January 23<sup>rd</sup> workshop. (Item 27)

It was moved by Secretary Minter and seconded by Trustee Carline to approve the attendance of up to 3 people to the California Special District Association (CSDA) workshop on January 23, 2014 in Fountain Valley, California. (Agenda Item 27):

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

Library Director Contreras stated that CSDA will offer the Board Secretary/Clerk Conference on February 27-28, 2014 in Napa, California. Library Director recommended that new Trustees attend. President Shkoler, Secretary Minter, Trustee Martin and Trustee Carline agreed to attend conference. (Item 28)

It was moved by Trustee Carline and seconded by Secretary Minter to approve the attendance of four Trustees to the CSDA Board Secretary/Clerk Conference on February 27-28, 2014 in Napa, California. (Agenda Item 28):

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

**Midyear 2013-2014  
Budget Review**

Library Director Contreras stated that property tax received year to date is about \$387,000. She also stated the District had not received the first of two large installments which is expected to be posted on December 17<sup>th</sup> 2013. Amount will be reflected at the next meetings report. Library Director Contreras reported that the budget figures are mostly on target as projected in terms of the expenses. Library Director Contreras requested adjustments to the budget as follows: Transfer \$30,000 from Account 0100 Salaries to Account 1900 Professional/Specialized Services, \$10,000 from Account 4200 Structures/Improvements to Account 1800 Office Supplies \$2,000, Account 2600 Transportation & Travel \$3,000 and Account 2700 Meetings \$5,000 . These changes are due to unexpected expenses in those line items. (Item 29)

It was moved by Trustee Carline and seconded by Secretary Minter to approve the amendments to the budget line items as recommended. (Agenda Item 29):

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

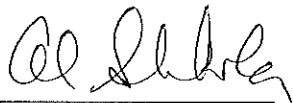
**Staff Development**

Library Director Contreras provided updates to Trustees on the Staff Development Day. She stated that two development days are held a year to discuss goals and objectives for each department as well as discuss budget needs. The staff met on Friday, December 6, 2013 to review midyear accomplishments and to update goals as needed. In addition, staff completed a team building exercise. (Item 30)

**ADJOURNMENT**

President Shkoler adjourned The Regular Meeting of the Board of Trustees of the Placentia Library District on December 16, 2013 at 7:04 p.m.

The next meeting will be on January 27, 2013 at 6:30 P.M.



Al Shkoler  
President  
Library Board of Trustees



Elizabeth Minter  
Secretary  
Library Board of Trustees