

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 21, 2016

**CALL TO ORDER**

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 21, 2016 at 6:31pm.

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

**Members Absent:** None

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant

**Guests:** Marina Tutty, Financial Consultant; Wendy Townsend, Adult Services Supervising Librarian; Tim Worden, Emerging Technologies Assistant; Joseph Nguyen, Children's Library Assistant

**ADOPTION OF AGENDA**

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the November 21, 2016 meeting agenda as presented:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

**ORAL COMMUNICATION**

None

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

President Carline attended the annual Placentia Prayer Breakfast and the Placentia Library Friends Foundation (PLFF) Shining Stars Reception. (Item 5)

Secretary Martin enjoyed the annual Placentia Library District Staff Appreciation Dinner, held at the Placentia Round Table Women's Club. (Item 6)

Trustee DeVecchio also enjoyed the PLFF Shining Stars Reception and the Staff Appreciation Dinner. (Item 6)

Trustee Minter attended the Anaheim Prayer Breakfast, as well as the PLFF Shining Stars Reception and the Staff Appreciation Dinner. (Item 6)

Trustee Shkoler also attended the PLFF Shining Stars Reception and Staff Appreciation Dinner. (Item 6)

**LIBRARY DIRECTOR  
REPORT**

Library Director Jeanette Contreras, attended the California Library Association (CLA) Conference in Sacramento and co-presented, with the Assistant Deputy Director of Sacramento Public Library, a "Bark After Dark" evening session, which recognizes library "Read To The Dog" programs. Library Director Contreras also participated at the Chamber Education Committee joint meeting with Yorba Linda, to revise the scholarship application program and an upcoming Bingo fundraiser; attended the school presentation to our student winner, Jacob Ardalo, who also received a PYLUSD award; attended the swearing-in ceremony for new Placentia Police Chief, Darin Lenyi; met with a district negotiator to discuss JPA contract issues with the City; enjoyed the PLFF Shining Stars Reception and

prepared for Staff Development Day. Library Director Contreras reported that the Placentia Chamber of Commerce has downsized their administrative staff to one person, Michele Severson, and also introduced the new Placentia Library Children’s Library Assistant, Joseph Nguyen and Emerging Technologies Assistant, Tim Worden, to the Trustees. (Item 7)

**FRIENDS FOUNDATION REPORT**

No one attended from the Placentia Library Friends Foundation. (Item 8)

**CONSENT CALENDAR**

It was moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 9-22. (Item 9) A roll call vote was taken:

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

**MINUTES for the OCTOBER 17, 2016 BOARD MEETING**

Minutes for the October 17, 2016 Trustees meeting were received, approved and filed. (Item 9)

**TREASURER’S REPORTS**

Check Registers/Vendor Payments for October 2016 – received and filed (Item 10)

Fund 707 Balance Report for October 2016 – received and filed (Item 11)

Financial Reports through October 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments - received and filed (Item 12)

Balance Sheets for October 2016 - received and filed. (Item 13)

Acquisitions Report for October 2016 – received and filed. (Item 14)

Entrepreneurial Activities Report for October 2016 – received and filed. (Item 15)

Moved by Secretary Martin and seconded by Trustee Minter to receive, file and approve the Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

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

**GENERAL CONSENT REPORTS**

Personnel Report for October 2016 – received and filed. (Item 16)

Circulation Report for October 2016 – received and filed. (Item 17)

Review of Shared Maintenance Costs with the City of Placentia for July through October 2016, under the JPA – received and filed. (Item 18)

**STAFF REPORTS**

Administration Report for October 2016 (Item 19)

Children’s Services Report for October 2016 (Item 20)

Adult Services Report for October 2016 (Item 21)

Placentia Library Website Technology Report - October 2016 (Item 22)

**NEW BUSINESS**

**NOVEMBER 21, 2016  
CLOSED SESSION REPORT  
OUT**

President Carline reported on the Closed Session held today with legal counsel, to discuss ongoing parking lot usage issues at the Civic Center Plaza. A parking lot usage survey will be conducted by staff during December 2016, followed by estimates from a surveyor. (Item 23)

**EMPLOYEE OF THE YEAR  
PRESENTATION**

President Carline presented the 2016 Employee of the Year award to Wendy Townsend, Adult Services Supervising Librarian, congratulating her for management of Placentia Library's History Room and support of the city's Historical Society. Wendy received a plaque and 5-year service pin from the Trustees and a check for \$500 from PLFF. (Item 24)

**INTRODUCTION OF NEW  
PLACENTIA POLICE CHIEF**

On October 19, 2016, Darin Lenyi was appointed as the permanent Placentia Police Chief, succeeding Interim Chief Ronald Lowenberg. As Chief Lenyi was not able to attend tonight's Board of Trustees meeting, his introduction will take place at a later date. (Item 25)

**AMEND VERBIAGE ON  
POLICY 2110 – HEALTH AND  
WELFARE BENEFITS**

Special District Risk Management Authority (SDRMA) requested clarification about employee-paid insurance premium costs. Library Director Contreras submitted revised verbiage for Policy 2110 section 2110.1.2, which specifies that Placentia Library District pays all premium costs for non-exempt regular full-time and part-time employees. For non-exempt employees, any additional dependent coverage premiums are paid by the employee through payroll deduction. In section 2110.5.4, the PARS verbiage has been changed to read, "Eligibility for Distribution includes retirement, termination, permanent disability or death." After discussion it was moved by Trustee Shkoler and seconded by Trustee Minter to approve revised Policy 2110. (Item 26) A roll call vote was taken:

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

**AMEND VERBIAGE ON  
POLICY 2115 – VOLUNTEER  
WORKERS' COMPENSATION  
INSURANCE**

SDRMA provided updates on the 2016 Fair Employment and Housing Act at the recent California Special District Association (CSDA) Conference. The need for districts to have volunteer policies that clearly state they are volunteering "at will." Library staff recommends adding verbiage to Placentia Library's Volunteer Application which clearly states an "at will" unpaid volunteer status. After discussion it was moved by Trustee Shkoler and seconded by Secretary Martin to approve verbiage changes to Policy 2115 – Volunteer Workers' Compensation Insurance. (Item 27) A roll call vote was taken:

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

**ADOPTION OF RESOLUTION  
16-10: MAINTAIN  
PARTICIPATION IN THE  
INVESTMENT POOL WITH  
THE COUNTY OF ORANGE**

Although Placentia Library District transitioned to in-house accounting effective July 1, 2016, Library Director Contreras recommends maintaining participation in the County of Orange Investment Pool. Library Director Contreras presented Resolution 16-10 to “Maintain Participation in the Investment Pool with the County of Orange” for Trustee approval. After discussion it was moved by Secretary Martin and seconded by Trustee Shkoler to approve Resolution 16-10. (Item 28) A roll call vote was taken:

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

**ADOPTION OF RESOLUTION  
16-11: DISCONTINUE  
ACCOUNTING SERVICES  
WITH THE COUNTY OF  
ORANGE**

Placentia Library District has transitioned to in-house accounting and is no longer using the County of Orange for accounting processes and vendor payments. County of Orange has requested a resolution be submitted to confirm this transition. Library Director Contreras presented Resolution 16-11 to “Discontinue Accounting Services with the County of Orange” for Trustee approval. After discussion it was moved by Trustee Minter and seconded by Secretary Martin to approve Resolution 16-11. (Item 29) A roll call vote was taken:

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

**ADOPTION OF RESOLUTION  
16-12: DISCONTINUE  
CUSTODIAL SERVICES WITH  
THE CITY OF PLACENTIA**

City of Placentia has been providing custodial services to the Placentia Library District since June 2014. After several meetings this year with the City of Placentia, it was decided in October 2016 that the agreement will be terminated, effective February 28, 2017 as the City is unable to provide the same level of service due to its decrease in staffing. Library Director Contreras presented Resolution 16-12 to “Terminate Custodial Service Agreement with the City of Placentia” for Trustee approval. After discussion it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve Resolution 16-12. (Item 29) A roll call vote was taken:

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

**SELECT DATE FOR JANUARY  
2017 BOARD OF TRUSTEES  
MEETING**

As two trustees will not be available on January 16<sup>th</sup> or 23<sup>rd</sup> for the January 2017 Board of Trustees meeting, Library Director Contreras requested another meeting date be selected. After discussion about calendar conflicts for both January and February 2017, the Library Board of Trustee meeting dates were approved as noted below. (Item 31)

Wednesday, January 25, 2017  
Wednesday, February 22, 2017

**REPORT ON  
FINGERPRINTING POLICY  
2205**

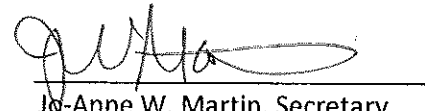
Library Director Contreras reported that 61 staff, interns, substitutes and volunteers have experienced the LiveScan fingerprinting process in compliance with a criminal records check, per Policy 2205. Although the Department of Justice fee is \$32 and Federal fee is \$22 per LiveScan, the City of Placentia fee of \$20 is waived in exchange for an annual advertisement in the Library's eXPLORE Newsletter. Information only, no action required.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of November 21, 2016 was adjourned at 7:05pm.

The next Board of Trustees meeting will be held on the regular date of December 19, 2016 at 6:30pm.

  
Gayle Carline, President  
Library Board of Trustees

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