

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
March 28, 2016

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 28, 2016 at 6:33pm.

**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; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant

**Guests:** Marina Tutty, Financial Consultant

**ADOPTION OF AGENDA**

Due to receiving information after the March 28<sup>th</sup> agenda was published, Library Director Contreras requested to add two emergency items (35 and 36): the Harwood Innovators Lab training and a utility bill savings opportunity. It was moved by Secretary Martin and seconded by Trustee Shkoler to add these items. The amended agenda was adopted by a roll call vote:

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

**ORAL COMMUNICATION**

None

**TRUSTEE & ORGANIZATIONAL REPORTS**

President Carline attended the Authors Luncheon, and participated in the March 17<sup>th</sup> Centennial Steering Committee meeting, where members discussed revising verbiage for the upcoming public survey and adding survey prizes to generate more feedback. (Item 5)

Secretary Martin enjoyed the State of the City Luncheon, the Authors Luncheon and PLYUSD Annual Gala, and participated at the Steering Committee meeting. Secretary Martin also attended the HIS House fundraiser luncheon at the White House restaurant and monthly board meeting. (Item 6)

Trustee DeVecchio enjoyed participating at the annual Author Luncheon. (Item 6)

Trustee Minter attended the Authors Luncheon. While on vacation in New Zealand, Trustee Minter also enjoyed touring two public libraries. (Item 6)

Trustee Shkoler attended the State of the City Luncheon, enjoyed the Authors Luncheon and the HIS House fundraiser luncheon. (Item 6)

**LIBRARY DIRECTOR REPORT**

Library Director Contreras shared that the refurbished Teen Center at Kraemer Park will now be jointly managed by Placentia Library and the city's Community Services department. Programs offered will include a MakerSpace area, managed by library staff, along with city-sponsored teen activities. The Library Director also provided a status update on the Pitch-An-Idea grant, which was submitted to

request a “Story Time/Tech-mobile” (van) to celebrate birthdays around our community. (Item 7)

**FRIENDS FOUNDATION REPORT**

The Friends Foundation did not have a representative at the meeting. (Item 8)

**CONSENT CALENDAR**

Moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 10-24. (Item 9) A roll call vote was taken:

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

**MINUTES for the FEBRUARY 10, 2016 BOARD OF TRUSTEES MEETINGS**

Trustee Minter stated that when emergency discussion items are added after the agenda is published, the request made at the meeting must include an explanation of the urgency. Trustee Minter requested the February minutes be revised to address the emergency item that was added, and to revise verbiage for item 26. February 10<sup>th</sup> minutes will be re-submitted at the April 18<sup>th</sup> board meeting. (Item 9)

**CLAIMS**

Nonstandard Claims in excess of \$300 – none (Item 10)

Claims Forwarded by the Library Director and Trustees – nine (9) vendor claims and two (2) PARS claims were approved and forwarded to Orange County for payment during February-March. (Item 11)

Current Claims and Payroll – One (1) Book claims, and one (1) PARS claim were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

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

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

**TREASURER’S REPORTS**

Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) report was received and filed. (Item 13)

Financial Reports through February 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 February 2016 - received and filed. (Item 15)

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

Entrepreneurial Activities Report for February 2016 – received, filed. (Item 17)

**GENERAL CONSENT  
REPORTS**

Personnel Report for February 2016 – received and filed. (Item 18)  
Circulation Report for February 2016 – received and filed. (Item 19)  
Review of Shared Maintenance Costs with the City of Placentia for  
February 2016, under the JPA – received and filed. (Item 20)

**STAFF REPORTS**

Administration Report for February 2016 (Item 21)  
Children's Services Report for February 2016 (Item 22)  
Adult Services Report for February 2016 (Item 23)  
Placentia Library Website Technology Report - February 2016 (Item 24)

**OLD BUSINESS**

**AUTHORIZE AMENDMENTS  
TO POLICY 3080 –  
PURCHASING  
AUTHORIZATION**

At the January 25<sup>th</sup> board meeting, Library Director Contreras presented a request to combine Policies 3040-Expense Authorization and 3080-Purchasing, as recommended by the auditors. Trustees requested that the new policy 3080 be modified to state that any purchase or expense greater than \$10,000 must be submitted for Board approval. After review and discussion of the revised policy, it was moved by Trustee Shkoler and seconded by Secretary Martin to approve the final reading of new Policy 3080 – Purchasing and Expense Authorization. (Item 25) A roll call vote was taken:

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

**ADOPT RESOLUTION  
16-06: AMEND  
PREVIOUSLY ADOPTED  
POLICIES 2020, 2030, 2040,  
2110, 2120, and 2150 –  
COMPENSATION FOR  
EMPLOYEES OF PLACENTIA  
LIBRARY DISTRICT**

As a result of compensation analysis recommendations and staff feedback after the January 25<sup>th</sup> board meeting, Library Director Contreras requested amendments to benefits and compensation policies: 2020-Vacation, 2030-Holidays, 2040-Sick Leave, 2110-Health & Welfare Benefits, 2120-Educational Assistance, and 2150-Compensation for Bi-Lingual Pay. Regarding Policy 2110: Employees will select from two medical plans with a flat \$1,000 credit per month applied towards monthly premium costs for employee and/or dependent coverage. A \$500 monthly cash incentive will be offered to employees who decline medical insurance coverage. The \$300 annual medical co-pay reimbursement to employees will be discontinued. In addition, Life Insurance benefits for all employees including the Library Director, will be decreased by 50%.

After discussion, it was moved by Trustee Minter and seconded by Secretary Martin to authorize the benefits and compensation changes, and adopt Resolution 16-06: Amend Previously Adopted Policies 2020, 2030, 2040, 2110, 2120 and 2150 Regarding the Compensation for the Employees of the Placentia Library District, effective July 1, 2016. (Item 26) A roll call vote was taken:

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

**ADOPT RESOLUTION  
16-07: AMEND FISCAL  
YEAR BUDGET 2016-2017**

Library Director Contreras presented a request to amend the Budget for Fiscal Year 2016-2017, due to costs attributed to Resolution 16-06, minor personnel changes and a 373% increase in the monthly accounting fee charged by the County of Orange. Approved FY 2016-17 budget was \$2,558,559 and the revised FY 2016-17 budget is \$2,630,559.

After discussion, it was moved by Trustee Shkoler and seconded by Secretary Martin to authorize the benefits and compensation changes, and adopt Resolution 16-07: Amend the Fiscal Year 2016-2017 Budget for the Placentia Library District of Orange County, effective July 1, 2016. (Item 27) A roll call vote was taken:

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

**NEW BUSINESS**

**UPDATE: TRANSITION TO  
IN-HOUSE ACCOUNTING**

Library Director Contreras requested postponement to the April board meeting, as Marc Davis of DavisFarr could not attend the March 28<sup>th</sup> board meeting. (Item 28)

**DISPOSAL OF EXCESS DVD  
CASES**

Circulation/Support Services has over 1000 excess locking-DVD cases as a result of implementing RFID tags and self checkout out machines. As the value of these cases is over \$250, Policy 3085-Disposal of Surplus Property/Equipment required Board approval for disposal or other actions. Upon staff recommendation, Library Director Contreras requested approval to offer the cases to other libraries who may need them or dispose of as e-waste. After discussion, it was moved by Trustee Minter and seconded by Trustee DeVecchio to approve disposal of the excess DVD cases. Board approved. (Item 29)

**PRESENTATION ON THE  
CENIC CONFERENCE  
and THE PUBLIC LIBRARY  
BROADBAND PROECT**

The Library Director reported on attending the CENIC Conference (Corporation for Education Network Initiatives in California) in Davis, CA, and acquired contact information for possible speakers to promote the school district's STEAM programs. The Library Director also met with Time-Warner to coordinate repair access of the Library's public television channel (which may cost up to \$4,000) and with vendors displaying emerging technology equipment, eRate services. No action required. (item 30)

Library Director Contreras confirmed receipt of \$27,000 in funding from the CA State Library for broadband service. Additional state funding is available to expand broadband, to be appropriated for branch services. The Library Director thanked Yesenia Baltierra and Venessa Faber for their work and success on the grant. No action required. (Item 30)

**UPDATE: CIVIC CENTER  
PARKING LOT ISSUES**

Library Director Contreras met with City Management to discuss negative issues impacting the available parking for library patrons and staff. These issues include overnight parking by residents of the apartments across Chapman, reducing the number of reserved parking spaces for City staff, relegating city employee parking to the spaces along All American Way. By July 2016, the City will offer two additional spaces for reserved library parking, will consider having police staff park inside the police parking lot, and “permit parking only” for city and library staff along All American Way. No action required. (Item 31)

**TRAVEL AUTHORIZATION  
to ATTEND the SPECIAL  
DISTRICTS LEADERSHIP  
DAYS in SACRAMENTO, CA  
from MAY 16-18, 2016**

Library Director Contreras presented a travel opportunity to attend the CSDA Special Districts Legislative Days conference from May 17-18, 2016 in Sacramento. Fiscal Impact: \$700 per person. President Carline and Library Director Contreras are interested in attending. It was moved by Trustee Minter and seconded by Trustee DeVecchio to authorize this travel. (Item 32) A roll call vote was taken:

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

**TRAVEL AUTHORIZATION  
to ATTEND the CSDA  
ANNUA CONFERENCE in  
SAN DIEGO, CA from  
OCTOBER 10-13, 2016**

Library Director Contreras presented a travel request to attend the CSDA Annual Conference in San Diego, CA from October 10-13, 2016. Fiscal Impact: \$1,400 per person, with expenses paid from the General Fund account. President Carline, Secretary Martin, Trustee Shkoler and Library Director Contreras are interested in attending. It was moved by Trustee Minter and seconded by Trustee Shkoler to authorize this travel. (Item 33) A roll call vote was taken:

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

**OPPORTUNITY to SERVE on  
the CSDA BOARD of  
DIRECTORS**

Library Director Contreras presented an opportunity for Trustees to be nominated for the CSDA Board of Directors for 2017-2019. Bi-monthly board meetings take place in Sacramento. After discussion, none of the trustees were interested in participating. (Item 34)

**TRAVEL AUTHORIZATION  
to PARTICIPATE at the  
HARWOOD INSTITUTE  
PUBLIC INNOVATORS LAB  
for PUBLIC LIBRARIES from  
MAY 23-25, 2016 in  
SACRAMENTO, CA**

Library Director Contreras presented a travel request to participate at the Harwood Institute Public innovators Lab from May 23-25 in Sacramento. Fiscal Impact is unknown at this time, as a \$500 travel allowance will be provide by the California State Library. Library Director recommends sending five (5) attendees: Secretary Martin, Library Director Contreras, Public Services Manager, Yesenia Baltierra, Support Services Manager, Venessa Faber. Also attending will be the City of Placentia’s new Community Services Director, Sandra Gonzalez. It was moved by Trustee DeVecchio and seconded by Trustee Minter to authorize this travel. (Item 35) A roll call vote was taken:

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

**APPROVAL FOR UTILITY  
BILL AUDITING SERVICE  
from UTILITY COST  
MANAGEMENT LLC**

Library Director Contreras presented an opportunity for utility bill savings by contracting with Utility Cost Management, LLC, a company that audits SoCal Edison bills for accurate billing. Their fee is 42% of any refunds issued to CSDA clients. UCM will work with the City of Placentia on the Library's behalf to acquire any refunds due from SCE and the City's monthly JPA billing. Trustees also requested that the Library Director have the contract reviewed by the library attorney.

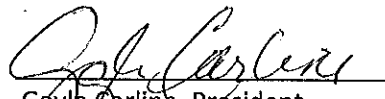
After discussion, it was moved by Trustee DeVecchio and seconded by Secretary Martin to approve a three (3) month trial, after attorney review of the contract. (Item 36) A roll call vote was taken:

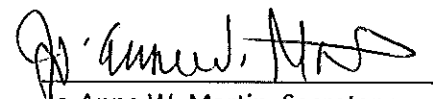
AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
NOES: None  
ABSENT: None

**ADJOURNMENT**

The Unusual Date March 28, 2016 Board of Trustees meeting was adjourned at 7:45pm.

The next Board of Trustees meeting will be held on the regular date of April 18, 2016 at 6:30pm.

  
Gayle Carline, President  
Library Board of Trustees

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