

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
September 28, 2015

CALL TO ORDER

President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 28, 2015 at 6:32pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant.

Guests: Marc Davis of DavisFarr CPA Services, Marina Tutty, Financial Consultant for Placentia Library District and Coleen Wakai, Librarian I.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the Friends Foundation Bookstore Dedication to Nancy Lone-Tollefson on August 15th. He participated at the CSDA Conference in Monterey, CA where he attended a very interesting workshop titled "What Makes a Good Board?" and feels our Library Board meets all criteria. (Item 5)

Secretary Martin also attended the CSDA Conference in Monterey, along with the Library's Summer Reading Celebration and Bookstore Dedication, PLFF Annual Meeting, and the H.I.S. House BBQ event. (Item 6)

Trustee Carline enjoyed the CSDA Conference in Monterey, where they presented very good speakers and workshops. She share feedback on a new law, Section 508, requiring library websites to be visually ADA-compliant. Library Director will confirm the Library website is ADA-compliant.(Item 6)

Trustee DeVecchio also attended the Friends Foundation Bookstore Dedication to Nancy Lone-Tollefson. (Item 6)

Trustee Minter thought the Friends Foundation Bookstore Dedication to Nancy Lone-Tollefson was very nicely done. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras enjoyed attending a General Managers Workshop at the CSDA Conference in Monterey, CA. She reported that the library received a \$30,000 Literacy Grant, we now have Cenic Broadband and approval for an eRate reimbursement of \$10,000 in telecommunications costs. The Library has purchased the eCivis Grant Database to assist staff in locating additional grant

funding. Director Contreras will meet with City management staff regarding drought issue and plans for landscaping the civic center area. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar provided an update on current PLFF activities: the Nancy Lone-Tollefson Bookstore Dedication was very well attended with thoughtful speakers. PLFF gave out 10 boxes of books at the Summer Reading Celebration. Lisa See will be the guest author at the 2016 Author' Luncheon event on March 5th. The Jewel Reception is schedule for October 16th. Due to a low turn-out for their annual Membership Meeting, future member meetings will be combined with a PLFF Board meeting. (Item 8)

CONSENT CALENDAR

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

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

**MINUTES of July 20th
BOARD of TRUSTEES
MEETING**

Minutes for the July 20, 2015 Board of 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 – Thirteen (13) claim batches and one (1) payroll claim for July and August were approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Two (2) claim batches and two (2) payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

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

AYES: Shkoler, Martin, Carline, DeVecchio, Minter
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 July and August 2015 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 July and August 2015 - received and filed. (Item 15)

Acquisitions Report for July and August 2015 – received and filed. (Item 16)

Entrepreneurial Activities Report for July and August 2015 – received and filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for July and August 2015 – received and filed. (Item 18)
Circulation Report for July and August 2015 – received and filed. (Item 19)
Review of Shared Maintenance Costs with the City of Placentia through August 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for July and August 2015 (Item 21)
Children's Services Report for July and August 2015 (Item 22)
Adult Services Report for July and August 2015 (Item 23)
Placentia Library Website Technology Report - July and August 2015 (Item 24)

NEW BUSINESS

California State Library Literacy Services Grant

Library Director Contreras presented an overview of the California Literacy Services grant awarded to Placentia Library District this month. The Library received a grant for \$30,000 which will be used to provide professional literacy services to the Placentia community and to H.I.S. House participants, under the leadership of Yesenia Baltierra, Public Services Manager. Coleen Wakai, the Literacy Coordinator shared details about this one-on-one adult tutoring and assessment program. (Item 25)

Universal Service Program for Schools and Libraries (e-Rate)

Library Director Contreras provided a report on the Universal Service Program for Schools and Libraries, also known as the "e-Rate" program. Library staff submitted an e-Rate application for telecommunications reimbursement for filtering programs installed on all public computers, in compliance with the Children's Internet Protection Act (CIPA). Placentia Library District received notification on September 14th that we have been awarded 60% of our telecommunications and internet services cost through the e-Rate program. Venessa Faber, Support Services Manager, will oversee the e-Rate program with assistance from the District's IT consultant, Click Consulting. (Item 26)

Travel Authorization for Board Secretary/Clerk Conference on October 18-20, 2015

Library Director Contreras presented a travel request for the Library Director and Administrative Assistant to attend the CSDA 2015 Board Secretary/Clerk Conference in South Lake Tahoe, CA from October 18-20. Administrative Assistant Diane Warner will participate in the First-Time Attendee program and Library Director Contreras will attend the Advanced program. Placentia Library District has received a CSDA Education Scholarship of \$1,050 to cover registration costs. After review and discussion, the Board approved travel to this conference. Fiscal Impact: \$700 per attendee. Moved for approval by Secretary Martin and seconded by Trustee Carline. (Item 27)

A roll call vote was taken:

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

Travel Authorization for USC Defining New Metrics for Library Success Symposium on October 1-2, 2015

Library Director Contreras presented a travel request for the Support Services Manager and Library Director to attend the USC Defining New Metrics for Library Success Symposium on October 1-2, 2015. After review and discussion, the Board approved travel to this conference. Fiscal Impact: \$700 per attendee. Moved for approval by Trustee Minter and seconded by Secretary Martin. (Item 28)

A roll call vote was taken:

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

Authorize Amendment to Resolution 15-06: Adopt Fiscal Years 2015-2017 Budget

Library Director Contreras presented an Amendment to Resolution 15-06 which approved the 2015-2017 on April 20, 2015. Since then, the County of Orange Auditor Controller's Office now requires that we use budget reports dated August 1, 2015 to complete budget numbers for Fund 707. The Amended Resolution 15-06 reflects corrected FY 2015-16 numbers for Fund 707 as requested by the County of Orange Auditor Controller's Office. Moved for approval by Trustee DeVecchio and seconded by Trustee Carline. (Item 29)

A roll call vote was taken:

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

Authorize Marc Davis of DavisFarr CPAs to provide CPA / Investment Services to the District

Library Director Contreras presented the contract for CPA services to be provided by Marc Davis of DavisFarr for CPA services from October 1, 2015 through September 30, 2017. In addition to review of financial documents, Director Contreras recommends the CPA's responsibilities include reviewing the District's investment policy, making recommendations to enhance the District's investments, and meet with the Library Board of Trustees twice a year to discuss the District's investments. Moved for approval by Trustee Minter and seconded by Secretary Martin, of a consulting contract not to exceed \$10,000 in total payments. (Item 30)

A roll call vote was taken:

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

Proposed Placentia Library District Policy 4017 – Legislative Policy Positions

Library Director Contreras proposed new Policy 4017 to address the District's response to legislative policy issues. California Special District Association (CSDA) provided several Model Policy descriptions to consider when developing a legislative policy. Director Contreras recommends the Trustees approve Model Policy Four. Moved for first reading by Trustee Minter and seconded by Trustee DeVecchio. Final version of policy will be presented at the October 2015 board meeting. (Item 31)

A roll call vote was taken:

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

March 23, 2015 Motion for Trustee Minter’s Travel Authorization to the 2015 ALA Conference

Library Director Contreras presented the reimbursement request from Trustee Minter for expenses related to her attending the ALA conference on June 21-24, 2015. After review and discussion, the Board approved the additional reimbursement and an amendment to the March 23, 2015 minutes to reflect the reimbursement to Trustee Minter for hotel accommodations, meals, and car mileage, per her request. Fiscal Impact: \$773 in additional reimbursements. Moved for approval by Trustee DeVecchio and Seconded by Trustee Carline. A roll call vote was taken:

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

It was also decided by the Board that prior to any future travel, reimbursement requests will be clearly delineated as to the expenses for which the Library is responsible. (Item 32)

Amendments to Placentia Library District Policy 2040 – Sick Leave, Catastrophic Leave-Sharing Program

Library Director Contreras presented recommended changes to Policy 2040 – Sick Leave as a result of AB1522, the Healthy Workplaces, Healthy Families Act of 2014. AB1522 requirements resulted in part-time library staff accruing one (1) hour of sick time for every five (5) hours worked. Library Director Contreras also recommended updates to the Catastrophic Leave-Sharing Program for further clarification to staff. Trustees requested that some policy verbiage be revised and wanted more time to review the documentation for this agenda item. Trustees voted to table further discussion until the October board meeting. (Item 33)

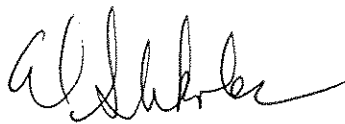
Select Date for October Trustees Meeting

Due to a schedule conflict with the CSDA Board Secretary/Clerk Conference on October 21st, Library Director Contreras requested the October Board of Trustees meeting be re-scheduled to Monday, October 26, 2015. Date change was approved by Trustees. (Item 34)

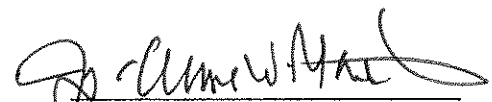
ADJOURNMENT

The Unusual Date September 28, 2015 Board of Trustees meeting was adjourned at 7:42pm.

The next Board of Trustees meeting will be held on October 26, 2015 at 6:30pm.



Al Shkoler, President
Library Board of Trustees



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