

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
JUNE 18TH, 2018

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 18th, 2018 at 6:31 pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant

Guests: None

ADOPTION OF AGENDA

It was motioned by Trustee Shkoler to add an emergency agenda item to have the Library Director attend the American Library Association Conference in New Orleans, June 21st through June 26th to represent the library and bring back updates in the library community, ideas, and trainings for staff. The motion was seconded by Secretary Martin.

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

The agenda so modified was then moved by Trustee Shkoler and seconded by Secretary Martin to adopt the Agenda (Item 3).

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

ORAL COMMUNICATION

Trustee Minter moved to motion the adoption of the agenda and was seconded by Secretary Martin. (Item 4)

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

BOARD PRESIDENT REPORT

President Carline attended Rotary's Cowabunga event, set up a committee for the Joint Use Agreement discussion with Director Contreras and Trustee Minter.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Martin attended the Literacy Promotion, Rotary's Cowabunga, and took the Holiday Photo with staff at Staff Development Day.

Trustee Minter attended Rotary's Cowabunga event.

Trustee DeVecchio attended the Literacy Promotion.

Trustee Shkoler attended the Literacy Promotion, Rotary’s Cowabunga, and took the Holiday Photo with staff at Staff Development Day.

LIBRARY DIRECTOR REPORT

Library Director Contreras attended Rotary’s Cowabunga, presented C21 Awards at Morse Elementary, has been working with Rauch Communications and eMar studio on the Centennial Renovation Project, participated in discussions for Placentia Library Friends Foundation’s fundraising efforts, assisted with the Miss Placentia Bon Voyage event, and had Technology Manager, Jon Legree, attend the SLS Council meeting on her behalf.

FRIENDS FOUNDATION REPORT

Sherri Dahl announced Lisa Pacheco’s resignation as Board President. Sherri Dahl is now the Board President of the Placentia Library Friends Foundation’s (P.L.F.F.). Additionally, fundraising ideas are being further discussed.

CONSENT CALENDAR

After a discussion on two of the agenda items, including the city’s cost in maintenance to be part of the Joint Use Agreement and a question of employment statistics, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio 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 MAY 21ST, 2018 BOARD MEETING

Minutes for the April 16th, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

CASH FLOW ANALYSIS and TREASURER’S REPORTS

Check Registers for May 2018 – received and filed (Item 10)
Fund 707 Balance Report for May 2018 – received and filed (Item 11)

Financial Reports through May 2018 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 May 2018 – received and filed. (Item 13)
Acquisitions Report for May 2018 – received and filed. (Item 14)
Service Revenue Report for May 2018 – received and filed. (Item 15)

GENERAL CONSENT REPORTS

Personnel Report for May 2018 – received and filed. (Item 16)
Circulation Report for May 2018 – 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 May 2018 (Item 19)
Children’s Services Report for May 2018 (Item 20)
Adult Services Report for May 2018 (Item 21)

Placentia Library Website Technology Report for May 2018 (Item 22)

AWARD CONTRACT TO SAN MARINO ROOF CO., INC. FOR PLACENTIA LIBRARY DISTRICT’S ROOFING REPLACEMENT.

Director Contreras presented the four bids from the following roofing companies: Letner Roofing Company, Anning-Johnson Company, Courtney Inc., and San Marino Roof Company. After reviewing the bids, it was motioned by Trustee Minter and seconded by Trustee Shkoler to award the roof replacement service to San Marino Roof Company Inc. in the amount of \$193,393 and authorize President Carline to sign the contract.

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

UPDATES ON COMMUNICATIONS STRATEGY PLANS.

Director Contreras presented renovation updates pertaining to communication strategies. Director Contreras presented the logo options, how the voting process was executed, and the final selected logo. Additionally, Director Contreras provided the update to the Board of Trustees that information folders for upcoming presentations plan to be printed within the coming weeks.

UPDATES ON CENTENNIAL RENOVATION PLANS.

Director Contreras presented a visual packet for the Board of Trustees to view the interior selections of the furniture and finishes for the remodel. Director Contreras also discussed that with these selections and the removal of the outdoor space, eMar studio is now doing an updated cost analysis. Director Contreras then answered questions from the Board in regards to the timeline, with the semi-closure beginning at the end of September 2018 and lasting through September 2019.

EMERGENCY AGENDA ITEM: A TRAVEL AUTHORIZATION FOR THE LIBRARY DIRECTOR TO ATTEND THE AMERICAN LIBRARY ASSOCIATION (ALA) CONFERENCE IN NEW ORLEANS, LA FROM JUNE 21, 2018 TO JUNE 26, 2018.

Trustee Shkoler presented the importance for Director Contreras to attend the American Library Association (ALA) Conference from June 21st-June 26th, 2018 in New Orleans, LA. It was motioned to approve the travel authorization by Trustee Shkoler and seconded by Secretary Martin.

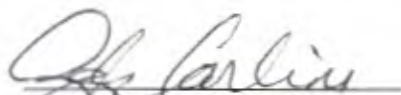
AYES: Carline, Martin, DeVecchio, Shkoler, Minter
 NOES: None
 ABSENT: None

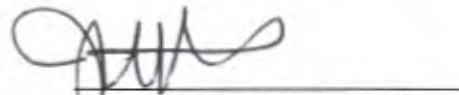
REVIEW OF ACTION ITEMS

To present the discussion of possibly going dark in August 2018.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of May 21st, 2018 was adjourned at 7:16 p.m.


 Gayle Carline, President
 Library Board of Trustees


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