

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
January 25, 2016

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 25, 2016 at 6:35pm.

**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:** None

**ADOPTION OF AGENDA**

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the agenda as presented:

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

**ORAL COMMUNICATION**

None

**TRUSTEE & ORGANIZATIONAL REPORTS**

President Carline completed the required CSDA AB1825 Harassment training webinar and enjoyed the 2015 Citizen of the Year Luncheon hosted by the Placentia Chamber of Commerce and felt winners were deserving of the honor. (Item 5)

Secretary Martin attended the Citizen of the Year Luncheon, where PLFF Board member Bunny Lynch was a candidate, but did not receive the award. (Item 6)

Trustee DeVecchio completed his CSDA AB 1825 Harassment training webinar training. (Item 6)

Trustee Minter is in the process of completing the required CSDA AB1234 Ethics training and will complete the required AB1825 Harassment training webinar by end of February 2016. (Item 6)

Trustee Shkoler also attended Citizen of the Year Luncheon. (Item 6)

**LIBRARY DIRECTOR REPORT**

Library Director Contreras also enjoyed the Citizen of the Year (COY) Luncheon and suggested that Bunny Lynch be recognized separately by the Library for her on-going dedication and support. The Library Director and managers also visited long-time library supporter Dixie Shaw, who has moved to assisted living following health issues. (Item 7)

**FRIENDS FOUNDATION REPORT**

Ginny Sanatar expressed the Friends Foundation's pleasure that Bunny Lynch was nominated for the COY award and that she received this well-deserved public recognition by the community. Ginny shared that the Authors Luncheon planning

and ticket sales are on track, and that the library's lobby vending machine will be replaced as soon as possible due to ongoing mechanical issues. (Item 8)

**CONSENT CALENDAR**

A number of January agenda reports were questioned by Trustees, followed by explanations from Public Services and Support Services Managers. Once explained to the board's satisfaction, it was moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 10-24 only, excluding the December minutes. (Item 9) A roll call vote was held.

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

**MINUTES for the  
DECEMBER 21st BOARD  
OF TRUSTEES MEETING**

Trustee Minter commented the November and December 2015 minutes were out of order and requested verbiage revisions before approving the December minutes. After discussion, it was moved by Trustee Minter and seconded by Trustee DeVecchio to revise and re-submit the December minutes for approval at the February 2016 Board of Trustees meeting. (Item 9) A roll call vote was held.

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

**CLAIMS**

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

Claims Forwarded by the Library Director and Trustees – six (6) vendor claims and two (2) PARS claims were approved and forwarded to Orange County for payment during December-January. (Item 11)

Current Claims and Payroll – three (3) Book claims, one (1) PARS claim and three (3) Payroll claims 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.

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 December 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 December 2015 - received and filed. (Item 15)

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

Entrepreneurial Activities Report for December 2015 – received, filed. (Item 17)

**GENERAL CONSENT  
REPORTS**

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

**STAFF REPORTS**

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

**NEW BUSINESS**

**RESERVE  
RECOMMENDATIONS FOR  
LIBRARY CAPITAL  
IMPROVEMENT PLANS**

At the October 26, 2015 Library Board of Trustees meeting, Trustee DeVecchio requested a discussion about the District's reserves and capital improvement funds to identify facility financing options, including increasing the reserve funds for a possible Centennial Remodeling project. At the November 16, 2015 Library Board of Trustees meeting, it was decided that staff will seek recommendations from Mr. Marc Davis of DavisFarr CPAs, with financing options presented at the January board meeting. Mr. Davis presented four capital improvement funding options for the Trustees to consider. Library Director Contreras stated that a library renovation steering committee meeting is scheduled for February 3<sup>rd</sup> with community leaders, and suggested that any Board decisions be postponed until the March 2016 trustees meeting. Board agreed this is information only and no vote was required. (Item 25)

**AMENDMENT TO POLICY  
6030 - CIRCULATION**

Library Director stated that Library staff has been experiencing an increasing number of requests from patrons for their library card number so they can check out books. These individuals have either lost, misplaced or forgotten to bring their library cards during their visits. The patrons often make more than three requests, which takes away from library staff providing reference and customer service to others. Library staff recommends that after three requests, patrons are required to apply for a new library card, at the cost of \$2.00 per card. After discussion, the Trustees requested that staff contact SirsiDynix for other options and report back. (Item 26)

**AMENDMENTS TO POLICY  
3080 – PURCHASING:  
COMBINE WITH POLICY  
3040 – EXPENSE  
AUTHORIZATION**

Library Director Contreras recommended combining Policy 3040-Expense Authorization and Policy 3080-Purchasing, to make on-going library purchasing needs more efficient, as well as comply with annual auditor requests. Combining these policies would streamline the competitive bidding process, emergency procurement and single source providers. The combined policy would be titled 3080 – Purchasing and Expense Authorization. After discussion, the Trustees requested revisions to policy verbiage and approval hierarchy for the combined policy. Trustees requested the policy be resubmitted, with revisions, at the February board meeting. Library Director Contreras will include a list of single-source vendors who will be exempt from the bidding process. (item 27)

It was moved by Secretary Martin and seconded by Trustee Minter to approve as a first reading. A roll call vote was approve as a first reading.

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

**AUTHOIZE SDRMA  
INVOICES TO BE PAID IN-  
HOUSE**

Library Director Contreras shared with Trustees the issues involved with making sure monthly SDRMA benefits invoices are paid on time. The majority of invoices from the Placentia Library District are processed and handled by the County of Orange. Library staff seeks authorization to pay these invoices in-house to avoid additional late penalties. After discussion, it was moved by Trustee Shkoler and seconded by Secretary Martin to pay the SDRMA benefits invoices in-house effective February 1, 2016. (Item 28) A roll call vote was taken:

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

**REVIEW AND DISCUSS  
RECOMMENDED  
COMPENSATION  
CHANGES**

Library Director Contreras updated the Trustees as to employee compensation recommendations submitted by Michael Harary, Human Resources Consultant. Based on the response from 18 public agencies, including 15 libraries and Mr. Harary's recommendations, Library Director recommends the following changes:

1. Vacation - Policy 2020: increase maximum vacation accrual hours
2. Holidays - Policy 2030: add three floating (3) holidays per year
3. Sick Leave - Policy 2040: add twelve (12) sick hours per year including two months of unpaid maternity/paternity leave. This is in addition to the existing FMLA and PDL leave offered by the State.
4. Health & Welfare Benefits - Policy 2110: change from EPO to PPO for medical insurance benefits, with coverage for dependents.
5. Educational Assistance - Policy 2120: lower reimbursement to \$1500 and require continued employment for one year after reimbursement.
6. Bilingual Pay – Policy 2150: pay staff a flat fee of \$150 per month for full-time and \$75 for part-time employees.
7. No change recommended to Bereavement or Jury Duty policies.

After discussion, it was moved by Trustee Minter and seconded by Trustee Shkoler to approve the compensation document as a first reading, with recommendations presented to staff for review at the development day training on February 5, 2016. (Item 29) A roll call vote was taken for approval:

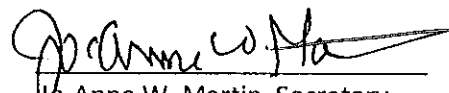
AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
NOES: None  
ABSENT: None

**ADJOURNMENT**

The Unusual Date January 25, 2016 Board of Trustees meeting was adjourned at 8:15pm.

The next Board of Trustees meeting will be held on unusual date of February 10, 2016 at 6:30pm.

  
Gayle Carline, President  
Library Board of Trustees

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