

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
January 26, 2015

CALL TO ORDER

President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 26, 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: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner, Nadia Dallstream-Adult Services Supervisor and Lori Worden-Childrens Services Supervisor.

Guest: Adam Bauer - Fieldman, Rolapp and Associates

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler had no activities to report. (Item 5)

Secretary Martin attended the Holiday Community Chorus event at the library, and is coordinating a tee-time for 4 golfers as a silent auction item for the Author's Luncheon. (Item 6)

Trustee Carline attended the Jan 12th PLFF Board meeting and is the Friends Foundation's liaison with guest authors, P.D. Lyle and Jan Burke, for the 2015 Author's Luncheon. (Item 6)

Trustee DeVecchio renewed his AB1234 Ethics certification through January 2017. (Item 6)

Trustee Minter attended the memorial for Ben Boelman, a long-time PLFF Board member. She also enjoyed a visit with past PLD Board trustee Peggy Dinsmore and her husband, Jim. (Item 6)

LIBRARY DIRECTOR REPORT

Director Contreras joined the CSDA Professional Development Committee, and is on a sub-committee to determine the opening speaker for the 2015 CSDA Conference in Monterey, CA. In early January, Director Contreras attended a grant-writing workshop on obtaining federal and state grants through Congressman Royce's Office. Trustees are invited to attend the promotional ceremony for Chief of Police Ward Smith on February 5th and a Farewell

Reception on February 12th for City Administrator, Troy Butzlaff. The annual State of the City Luncheon is Feb 26th, and all Trustees plan to attend. Flowers were sent to Marge Boelman, to honor Ben. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar represented the Friends Foundation, and shared an update on ticket sales for the 2015 Authors Luncheon. Ginny also discussed PLFF's request to rename the Friends Bookstore in honor of Nancy Lone-Tollefson. (Item 8)

CONSENT CALENDAR

Moved by Trustee Minter and seconded by Trustee DeVecchio 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 DEC 15th
TRUSTEES MEETING**

Minutes for the December 15, 2014 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 – Four (4) misc. vendor and PARS claim batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Six (6) book claim batches and three (3) payroll batches were approved by the Trustees on January 26th 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**

FY2014-2015 Cash Flow Analysis through December 2014, and the Schedule of Anticipated Property Tax Revenues for FY 2014-2015 as provided by the Orange County Auditor were received and filed. (Item 13)

Financial Reports through December 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer were received and filed. (Item 14)

Balance Sheet for December 2014 – received and filed. (Item 15)

Acquisitions Report for December 2014 – received and filed. (Item 16)

Entrepreneurial Activities Report for December 2014 – received and filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for December 2014 – received and filed. (Item 18)
Circulation Report for December 2014 – received and filed. (Item 19)
Review of Shared Maintenance Costs with the City of Placentia through January 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Library Director's Report for December 2014 (Item 21)
Children's Services Report for December 2014 (Item 22)
Adult Services Report for December 2014 (Item 23)
Placentia Library Web Site & Technology Report for December 2014 (Item 24)

NEW BUSINESS

Update on Possible General Obligation Measure

Mr. Adam Bauer provided the Board of Trustees with an update on the Bond process. A phone survey has been developed by True North with input from PLD staff, to randomly canvass Placentia residents regarding their support of a General Obligation Bond for the library renovation project. Phone surveys will be conducted from February 1-8, 2015 on a sample size of 400 Placentia households. The survey will provide data to determine the viability of moving forward with a General Obligation Bond, consisting of 4 scenarios and based on the 2014 renovation cost study. The maximum amount of a Bond measure would be \$23 million, and will be based on what property tax rate the voter base would approve. Survey results will be presented at the February Trustees meeting for a Go or No-Go decision from the Board. Library Director confirmed that District budget reserves will cover survey costs. (Item 25)

PLFF Board Request to Rename the Friends Bookstore in honor of Nancy Lone-Tollefson

Library Director Contreras presented a request from the Friends Foundation Board to re-name the Friends Bookstore in honor of Nancy Lone-Tollefson and her dedication to Placentia Library's Friends Bookstore. The naming request meets the requirements of Policy 6090: Naming of Library Buildings and Departments. Ginny Sanatar confirmed that costs to update signage will be paid by PLFF funds. The unveiling will be presented on Saturday, August 15, 2015 at the beginning of the annual Summer Reading Celebration event. (Item 26)

After discussion as to signage layout, the Board approved the request. Moved for approval by Trustee Minter and seconded by Secretary Martin, to authorize renaming the Friends Bookstore as the "Nancy Lone-Tollefson Bookstore."

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

Travel Authorization for Library Director to Attend the Future of Libraries Conference on Feb 5-6, 2015 at USC, Los Angeles

Library Director Contreras requested approval to attend the "Future of Libraries: Do We Have Five Years to Live?" Conference at USC on Feb 5-6, 2015. Presentations will address significant challenges facing library leaders, along with interactive problem-solving. Fiscal Impact is \$650. (Item 27)

Moved for Board approval by Trustee Minter and seconded by Secretary Martin to authorize Library Director's attendance and one-night's lodging for Library Director. A roll call vote was taken:

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

Travel Authorization to Attend the American Library Assn Annual Conference in San Francisco, CA on June 25-30, 2015

Library Director Contreras requested approval for Library Trustees and/or Business Manager to attend the American Library Association (ALA) Annual Conference in San Francisco, CA on June 25-30, 2015. Key issues to be covered include: library innovation and transformation, impact and potential of new technologies, community engagement and best practices on a range of library-related concerns. Fiscal Impact is \$2,300 per attendee. (Item 28)

Moved for Board approval by Secretary Martin and seconded by Trustee DeVecchio to authorize attendance by Trustees and Business Manager. Attendees include: Trustee Carline and Yesenia Baltierra. Trustee Minter is already attending on behalf of her employer. PLD will cover the lodging and meal costs for Trustee Minter. A roll call vote was taken:

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

ADJOURNMENT

The January 26, 2015 Board of Trustees meeting was adjourned at 7:15pm.

Library Director Contreras requested Board approval to move date of the February Trustees meeting to February 23, 2015. Moved for Board approval by Trustee DeVecchio and seconded by Trustee Carline.

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

The next Board of Trustees meeting will be on February 23, 2015 at 6:30 p.m.



Al Shkoler
President
Library Board of Trustees



Jo-Anne W. Martin
Secretary
Library Board of Trustees