

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 20TH, 2018

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 20th, 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; Timothy Hino, Business Manager; Alyssa Stolze, Administrative Assistant

Guests: None

ADOPTION OF AGENDA

It was motioned 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

None (Item 4).

BOARD PRESIDENT REPORT

President Carline attended presentations at Kiwanis Club, Placentia Yorba Linda Unified School District, and the Rotary Club, interviewed for the CSDA Innovative Program of the Year Award, and attended a JPA Committee Meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Martin attended the State of the City Luncheon, the PLFF Thank You Dinner, Summer Luau and Ice Cream Social, interviewed for the OC Register, and attended a H.I.S. House Board Meeting.

Trustee DeVecchio attended the State of the City Luncheon, the PLFF Thank You Dinner, and Ellie Rankin's service.

Trustee Shkoler attended the State of the City Luncheon, the PLFF Thank You Dinner, and the Summer Luau and Ice Cream Social.

Trustee Minter attended the State of the City Luncheon, the Kiwanis presentation, the JPA Committee Meeting, and participated in legal counsel conference calls.

**LIBRARY DIRECTOR
REPORT**

Library Director presentations at Kiwanis Club, Placentia Yorba Linda Unified School District, and the Rotary Club, attended a Harwood workshop, met with Rotary about their Rotary Book for 3rd graders, and attended a JPA Committee Meeting. Director Contreras also reported out on updates in the planning and execution of the Centennial Renovation, and also updated the Board on the status of the broken main water line and its estimated repair date.

**FRIENDS FOUNDATION
REPORT**

President Sherri Dahl reported out on the Bookstore's transition, how their numbers have increased since the semi-closure, and how the Friends are currently working on their Author's Luncheon and fundraising.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Minter 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 JUNE
18TH, 2018 BOARD
MEETING**

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

**CASH FLOW ANALYSIS
and
TREASURER'S REPORTS**

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

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

**GENERAL CONSENT
REPORTS**

Personnel Report for July and August 2018 – received and filed. (Item 16)
Circulation Report for July and August 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 July and August 2018 (Item 19)
Children's Services Report for July and August 2018 (Item 20)
Adult Services Report for July and August 2018 (Item 21)
Placentia Library Website Technology Report for July and August 2018 (Item 22)

**LIBRARY STAFF WILL
PROVIDE A REPORT ON
THEIR ATTENDANCE AT THE
AMERICAN LIBRARY
ASSOCIATION
CONFERENCE.**

Supervising Adult Services Librarian, Wendy Amireh, and Administrative Assistant, Alyssa Stolze, reported out on their experiences at the American Library Association Conference, noting sessions and exhibitions that they would like to apply to the renovation, policies, and programs.

TRAVEL AUTHORIZATION FOR TECHNOLOGY MANAGER TO ATTEND THE INTERNET LIBRARIAN CONFERNECE IN MONTEREY, CALIFORNIA, OCTOBER 16-18, 1018

Director Contreras requested the authorization for Technology Manager, Jon Legree, to attend the annual Internet Librarian Conference in Monterey, CA. It was motioned to approve the request for the Technology Manager to attend the conference by Trustee Minter and seconded by Trustee Shkoler.

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

REQUEST FOR NAMING OF STORYTIME ALCOVE TO HONOR VIRGINIA AND NORMAN HAUSSMANN.

Director Contreras presented the biographies of Norman and Ginny Haussmann, their history will the Placentia Library District, and Mr. Haussmann's wish to honor Ginny's memory by donating \$20,000 towards the renovation. It is requested that the name of the future Storytime Alcove honor Mr. and Mrs. Haussmann. The request for naming the alcove in their honor was motioned by Secretary Martin and seconded by Trustee DeVecchio.

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

RATIFICATION OF DAVID FARR SERVICE AS APPROVED AT THE SEPTEMBER 28, 2015 BOARD MEETING.

Director Contreras presented the library staff's recommendation and request of the ratification of Davis Farr's original scope of work to include the performance of internet audits with focus on internal controls including vendor payments and disbursements, duplicate payments, late payments, aging payments, reconciliations, accounts payable documentation, receipts and payments of invoices, analysis of invoices and inclusive of other related undertakings. It was motioned to approve the ratification of Mr. Farr's service by Trustee Shkoler and seconded by Trustee DeVecchio.

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

RATIFICATION OF BEST, BEST & KRIEGER SERVICE AS APPROVED AT THE MARCH 18, 2008 BOARD MEETING.

Director Contreras presented the library staff's recommendation and request of the ratification of Best, Best & Krieger's scope of work to assist the District in assuring compliance, litigating disputes, and establishing understanding and legal interpretation of all matters related to the library impact fee, including the agreement between the City of Placentia and the District and Resolution 08-10 and other additional services as warranted by the Library Board of Trustees. It was motioned to approve the ratification of Best, Best & Krieger's service by Trustee DeVecchio and seconded by Secretary Martin.

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

PRESIDENT CARLINE WILL PROVIDE AND UPDATE ON THE JOINT USE AGREEMENT COMMITTEE'S WORK.

President Carline provided the Board with updates pertaining to the Joint Use Agreement (JPA) Committee's Work, which included the services of Mr. DeBerry's legal consultation to respond to the City's Terms, the creation of an outline from the

Library to the City of Placentia, and the projected next meeting date to be mid-October.

DIRECTOR CONTRERAS WILL PROVIDE AN UPDATE ON THE RENOVATION PROJECT.


Director Contreras allowed Business Manager, Timothy Hino, Public Services Manager, Yesenia Baltierra, and Technology Manager, Jon Legree, report out on their staff's committee progress, packing schedule, updates with JCI and the roofing company, updates on the staff members working at the schools, and the actions being taken in regards to the furnishings being picked up by donors, auctioned, and then given to charity.

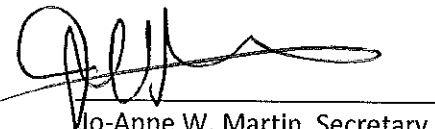
REVIEW OF ACTION ITEMS

Trustee Minter announced her absence for the November meeting and requested that the Agenda be posted at the Chamber of Commerce, on site at the library, and posters be made for future meetings held at the Chamber of Commerce from January 2019 through September 2019.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of September 20th, 2018 was adjourned at 7:44 p.m.


Gayle Carline, President
Library Board of Trustees


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