

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
OCTOBER 21ST, 2019

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 21st, 2019 at 6:37 p.m.

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

Members Absent: None.

Staff Present: Jeanette Contreras, Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Administrative Assistant.

Guests: Director Sandra Jacobs, Santa Margarita Water District; Vice President Dennis Yu, Public Agency Retirement Services (PARS); Shellie McCurdy, Library Assistant, Makerspace; Daisy Badge, Substitute Library Assistant; Victoria Maglonzo, Substitute Library Assistant.

ADOPTION OF AGENDA

It was motioned by President Carline to adopt the agenda as modified, with Item 24 being moved to the first item of discussion. It was moved by Trustee Minter and seconded by Secretary Shkoler to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

Director Sandra Jacobs from Santa Margarita Water District congratulated the Library on its Centennial Grand Re-Opening and Ribbon Cutting Ceremony. Director Jacobs also thanked the Board of Trustees for their vote in the LAFCO Alternate Seat election months prior and informed them of her intent to run again in June 2020. Additionally, the Library's newest employees, Shellie McCurdy, Library Assistant and Substitute Library Assistants Daisy Badge and Victoria Maglonzo, introduced themselves, sharing their backgrounds and career aspirations with the Trustees. (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Heritage Festival and a lunch meeting with library donor, Mr. Norman Hausmann.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the State of the City luncheon, Heritage Day Parade in the Library's train, H.I.S. House 30th Anniversary, and the California Special District's Conference.

Trustee DeVecchio attended the Heritage Day Festival and the State of the City luncheon.

Trustee Martin attended the State of the City luncheon, Heritage Day Parade as the Citizen of the Year, H.I.S. House 30th Anniversary, H.I.S. House Board Meeting, the California Special District’s Conference, and a PLFF Board Meeting.

Trustee Minter attended the State of the City luncheon.

LIBRARY DIRECTOR REPORT

Library Director Contreras reported out on the Bodhi Leaf Coffee Traders café status and meetings with the Health Department. Director Contreras also attended a lunch meeting with library donor, Mr. Norman Haussmann, a General Manager meeting, Future of Libraries one day conference, the State of the City luncheon, and met with the City of Placentia’s Director of Economic Development, Joe Lambert, to discuss the library impact fee. Director Lambert and Director Contreras will meet monthly to continue this discussion. Additionally, Director Contreras met with Midway Sanitary District where they provided their professional opinions and references regarding current plumbing concerns. Director Contreras is still actively working with Vincor Construction, Inc. to finish all punch list items, including the plumbing. Moreover, Director Contreras was elected the California Library Association’s Board Member at Large.

FRIENDS FOUNDATION REPORT

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out on PLFF’s income for September increasing by 48% compared to last year’s sales history. Additionally, second Sunday sales have begun and membership has decreased, therefore, the Friends will be utilizing the guest list from the Gala to ideally increase PLFF membership. Moreover, PLFF is researching if they can sell merchandise and creating category sales tracking system.

CONSENT CALENDAR

It was moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 9-22 as amended. A roll call vote was taken:

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

MINUTES FOR THE JULY 22, 2019 BOARD MEETING, AUGUST 26, 2019 WORK SESSION, AND SEPTEMBER 23, 2019 UNUSUAL DATE MEETING.

The minutes for the July 22nd, 2019 Library Board of Trustees Unusual Date Meeting, August 26, 2019 Work Session, and September 23rd, 2019 Unusual Date Meeting were received, approved, and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for July, August 2019 & September 2019 (Item 10)
Fund 707 Balance Report for July, August 2019 & September 2019 (Item 11)

Financial Reports through September 2019 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 July, August 2019 & September 2019 (Item 13)

Acquisitions Report for July, August 2019 & September 2019 (Item 14)

Service Revenue Report for July, August 2019 & September 2019 (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for July, August 2019 & September 2019 (Item 16)

Circulation Report for July, August 2019 & September 2019 (Item 17)

Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for July, August 2019 & September 2019 (Item 19)

Children's Services Report July, August 2019 & September 2019 (Item 20)

Adult Services Report for July, August 2019 & September 2019 (Item 21)

Placentia Library Website Technology Report for July, August 2019 & September 2019 (Item 22)

CLOSED SESSION

President Carline reported out on the actions taken based on the Library Board of Trustees Closed Session Meeting. The closed session was to determine the Library Director's salary. After discussion, it was decided to award the Director a 5% raise and investigate post-retirement medical coverage until Medicare.

**PARS PRESENTATION
REGARDING THE PLACENTIA
LIBRARY DISTRICT'S
DEFINED CONTRIBUTION
PLAN**

Dennis Yu, Vice President of the Public Agency Retirement Services (PARS) gave a presentation and annual overview of the Library District's Defined Contribution Plan. Once Vice President Yu concluded his presentation, he answered inquiries from the Board of Trustees and gave further insight regarding the plan. No action was taken.

**DISCUSS THE ORANGE
COUNTY OPERATIONAL
AREA AGREEMENT OF THE
COUNTY OF ORANGE AND
POLITICAL SUBDIVISIONS.**

At the September 23, 2019 Unusual Date Meeting, Ethan Brown from the Orange County Sheriff's Department, Emergency Management Division, presented the Orange County Operational Agreement draft for the Board to review and provide input on. Director Contreras noted that the District plans to be involved in the emergency management division, where funding for membership and staff time would come from the District's budget. Additionally, there are grants that can be applied to for reimbursement. Additionally, Director Contreras plans to convene with special district general managers at their next meeting and the California Special District Association about an emergency preparedness policy. The Board discussed their feedback regarding the draft. After their discussion, it was motioned by Trustee Martin to approve the Orange County Operational Agreement of the County of Orange and Political Subdivisions and to take action to review other district's emergency operations policy at a future meeting. This was seconded by Secretary Shkoler. A roll call vote was taken:

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

TRAVEL AUTHORIZATION FOR THE BOARD OF TRUSTEES AND LIBRARY STAFF TO ATTEND THE ANNUAL PUBLIC LIBRARY ASSOCIATION (PLA) CONFERENCE IN NASHVILLE, TENNESSEE ON FEBRUARY 25-29, 2020.

Director Contreras presented the travel authorization for the Board of Trustees, the Library Director, and Public Services Manager to attend the Public Library Association’s Conference in Nashville, Tennessee on February 25-29th, 2020. The Board discussed the keynote speakers and conference. After the discussion, it was motioned by Trustee Minter and seconded by Secretary Shkoler to authorize Trustee Martin, Trustee DeVecchio, Director Contreras, and the Public Services Manager to attend the Annual Public Library Association Conference on February 25-29, 2020 in Nashville, Tennessee. A roll call vote was taken:

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

2019 STAFF APPRECIATION AND RECOGNITION FUND REQUEST

Director Contreras presented the staff request to request funds additional to Placentia Library Friends Foundation’s kind donation to support part of the program, including decorations and door prizes. It was motioned by Trustee Martin and seconded by Trustee DeVecchio to authorize the request for \$2,000 for the annual Staff Appreciation and Recognition event. A roll call vote was taken:

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

ADOPT A RESOLUTION 19-04: A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF PLACENTIA LIBRARY DISTRICT APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY’S HEALTH BENEFITS PROGRAM.

Director Contreras presented the Special District Risk Management Authority’s (SDRMA) memorandum and Resolution regarding their benefit program. Director Contreras explained that should the Board not sign, the District would no longer be eligible under SDRMA’s health benefit plan. It was then motioned by Trustee Minter and seconded by Trustee DeVecchio to adopt Resolution 19-04: A Resolution of The Library Board of Trustees of Placentia Library District Approving The Form and Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority’s Health Benefits Program and authorize President Carline and Secretary Shkoler to execute the proper documents. A roll call vote was taken:

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

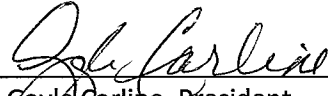
REVIEW OF ACTION ITEMS

The next Board Meeting will be on November 18th, 2019 at 6:30 p.m. in the Community Meeting Room. It was also requested by Trustee Martin to conduct a

more current compensation study for all positions within the next year. Moreover, the Board requested a report on the Black Ties & Tales Gala at both the Placentia Library Friends Foundation Board Meeting and Board of Trustees Meeting.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 21st, 2019 was adjourned at 7:27 p.m.



Gayle Carline, President
Library Board of Trustees



Al Shkoler, Secretary
Library Board of Trustees