

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
APRIL 16, 2018

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 16th, 2018 at 6:30 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; Tim Hino, Business Manager; Alyssa Stolze, Administrative Assistant

Guests: Christie Hwang, Library Aide; Kathy Carn, Supervising Children's Librarian; Fred Adjarian, Orange County Water District.

ADOPTION OF AGENDA

It was 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

Mr. Fred Adjarian of the Orange County Water District introduced himself to the Board of Trustees and shared his background in order to seek their support for his running for a LAFCO commissioner seat. (Item 4)

BOARD PRESIDENT REPORT

President Carline attended the Placentia Library Friends Foundation's Volunteer Luncheon and the Public Library Association's Annual Conference.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Martin attended the Placentia Library Friends Foundation's Volunteer Luncheon, a H.I.S. House Board Meeting, and Wendy's Bridal Shower.

Trustee Minter attended the Placentia Library Friends Foundation's Volunteer Luncheon.

Trustee DeVecchio attended the Placentia Library Friends Foundation's Volunteer Luncheon and an ISDOC meeting.

Trustee Shkoler attended the Placentia Library Friends Foundation's Volunteer Luncheon.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Public Library Association's Annual Conference and C21 presentations at Tynes and Ruby Drive Elementary Schools. Director Contreras also noted that the Placentia Library District was featured in

both the Orange County Register and on CBS 2 News, both articles relating to the Library's LOTS collection. Furthermore, Director Contreras introduced the Library's newest Library Aide, Christie Hwang, and Supervising Children's Librarian, Kathy Carn to the Board of Trustees.

FRIENDS FOUNDATION REPORT

Sherri Dahl attended the Placentia Library Friends Foundation's (P.L.F.F.) Volunteer Luncheon and a P.L.F.F. Board Meeting. (Item 8)

CONSENT CALENDAR

It was moved by Trustee Minter and seconded by Secretary Martin 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 MARCH 19TH, 2018 BOARD MEETING

Minutes for the March 19th, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

CASH FLOW ANALYSIS and TREASURER'S REPORTS

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

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

GENERAL CONSENT REPORTS

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

CLOSED SESSION

President Carline reported that during the Closed Session at 6 p.m., the Board was presented a letter and have decided to send a response letter, along with thanking them for their input and service. (Item 23)

**SPECIAL DISTRICTS
SELECTION ELECTION FOR
REGULAR AND ALTERNATE
LOCAL AGENCY
FORMATION COMMISSION
(LAFCO) MEMBERS**

The Board reviewed the candidates for both the Regular and Alternate Local Agency Formation Commission (LAFCO) Members. After further discussion Secretary Martin motioned to select Mr. Doug Davert for the Regular seat and Mr. Bob Ooten for the Alternate seat. It was moved by Trustee Minter and seconded by Trustee Shkoler.

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

It was then motioned by Secretary Martin to authorize President Carline to sign the Ballot and the Declaration of Qualification to Vote on behalf of the Placentia Library District. It was moved by Trustee DeVecchio and seconded by Trustee Minter.

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

**COMMUNICATION
CONSULTANT PROPOSAL
FOR THE CENTENNIAL
RENOVATION**

Mr. Martin Rauch introduced himself to the Board by conference call and provided his team's qualifications followed by answering questions about the proposal presented. President Carline motioned for the authorization to approve the contract for communication consultation service with Rauch Communication Consultants, Inc. It was moved by Secretary Martin and seconded by Trustee Minter.

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

**JANITORIAL SERVICE
PROPOSAL FOR
MAINTENANCE AND REPAIR
OF THE PLACENTIA LIBRARY
DISTRICT BUILDING FROM
ARCELIA JANITORIAL
SERVICE, INC.**

The Board of Trustees was presented Arcelia Janitorial Service, Inc.'s Maintenance and Repair proposal. It was motioned by President Carline to approve the contract to Arcelia Janitorial Service, Inc. for janitorial and building maintenance service and to authorize Library Director Contreras to sign the contract on behalf of the Placentia Library District. It was moved by Trustee Shkoler and seconded by Secretary Martin.

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

**TRAVEL AUTHORIZATION:
THE AMERICAN LIBRARY
ASSOCIATION (ALA)
ANNUAL CONFERENCE
FROM JUNE 21-26, 2018 IN
NEW ORLEANS, LA**

At the January 22, 2018 meeting, the Library Board of Trustees approved President Carline, Secretary Martin, Trustee Shkoler, Library Director Contreras and a library staff to attend the ALA annual conference. At the March 19, 2018 Board of Trustees meeting, it was requested that the travel authorization for the ALA conference be on the April 16, 2018 agenda. President Carline motioned to authorize Library Trustee Minter to also attend the American Library Association (ALA) Annual Conference from June 21-26, 2018 in New Orleans, LA. It was moved by Secretary Martin and seconded by Trustee DeVecchio.

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

ABSENT: None

**ORGANIZATION
AMENDMENT**

CHART

Director Contreras presented the Library staff's recommendation to the Board of Trustees that Teen Services move from being under the Children's Department to Adult Services, as programs and services for that audience, ages 14-18, are more aligned with the adult resources and needs. President Carline motioned to authorize an amendment in the Organizational Chart to move Teen Services to the Adult Services department. It was moved by Trustee Minter and seconded by Trustee Shkoler.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

**CENTENNIAL RENOVATION
UPDATES**

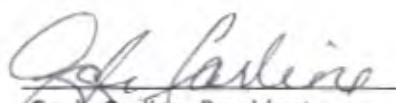
Director Contreras presented the FAQs created by staff to the Board of Trustees. Director Contreras then discussed that Mr. Erik Mar of EMar Studio would be presenting a fly over and the art renderings of the layout at the May 21st, 2018 Board Meeting. Furthermore, the idea of having solar panels on the roof instead of in the outdoor play area due to light restrictions was presented along with how it would work within the \$1.5 million budget.

REVIEW OF ACTION ITEMS

The Board of Trustees would like to have Mr. Mar present at the May 21st, 2018 Board Meeting. Furthermore, the Board would like the JPA renewed as soon as possible along with a meeting coordinated between City Council and President Carline, Secretary Martin, and Director Contreras. Following the City Council meeting, the Board of Trustees and Director Contreras will meet with the City of Placentia for further discussions.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of April 16th, 2018 was adjourned at 7:41 p.m.


Gayle Carline, President
Library Board of Trustees


JoAnne W. Martin, Secretary
Library Board of Trustee