

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
July 20, 2015

CALL TO ORDER

President Shkoler called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 20, 2015 at 6:35pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant.

Guests: Marina Tutty, Financial Consultant for Placentia Library District

ADOPTION OF AGENDA

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

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the Tri-City Concerts. (Item 5)

Secretary Martin attended the PLFF meeting and Tri-City Concerts. (Item 6)

Trustee Carline attended the ALA Conference in San Francisco, and recommended that PLFF have an attendee at future conferences, as there were several fundraising work sessions offered. (Item 6)

Trustee DeVecchio had no report. (Item 6)

Trustee Minter also attended the ALA conference in San Francisco. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras attended the General Managers Summit in Newport Beach, and a workshop on Space Planning while at the ALA Conference. Director Contreras shared a brief overview of the planned Community of Character Initiative planned for FY2016-17, and confirmed renewal of the Library's membership with Independent Special Districts of Orange County (ISDOC). The Library is seeking a new graphics design consultant for FY2015-16. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar provided an update on current PLFF activities: Board is finalizing the event program for the Nancy Lone-Tollefson bookstore re-dedication on August 15th. They are actively recruiting new board members, and passed a motion to fund library activities twice a year via check. The annual Friend Foundation Annual Meeting will be held in mid-September. (Item 8)

CONSENT CALENDAR

Moved by Secretary Martin 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 June 15th
BOARD of TRUSTEES
MEETING**

Minutes for the June 15, 2015 Board of 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 – Three (3) claim batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – One (1) claim batch and three (3) payroll claims were approved by the Trustees on July 20th 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**

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 June 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer - received and filed. (Item 14)

Balance Sheet for June 2015 - received and filed. (Item 15)

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

Entrepreneurial Activities Report for June 2015 – received and filed. (Item 17)

**GENERAL CONSENT
REPORTS**

Personnel Report for June 2015 – received and filed. (Item 18)

Circulation Report for June 2015 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia through June 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for June 2015 (Item 21)

Children's Services Report for June 2015 (Item 22)

Adult Services Report for June 2015 (Item 23)

Placentia Library Web Site & Technology Report for June 2015 (Item 24)

NEW BUSINESS

Approval to Increase the Placentia Library District's Credit Card Limit

Library Director Contreras presented a request to increase the Library's credit card limit from \$10,000 to \$25,000. The increase would allow purchase of library program supplies, equipment, and registration/travel expenses for multiple attendees at library-related conferences during months where these expenses overlap. After Board discussion, it was moved by Trustee DeVecchio and seconded by Trustee Minter that the credit line increase request be submitted to Bank Of The West. (Item 25) A roll call vote was taken:

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

Mandate Reimbursement Funds to Capital Improvement Project Fund

Director Contreras requested that the State-Mandated Reimbursement of \$22,989 received in June be allocated to cover an increase in financial services costs charged monthly by the County of Orange to process our vendor payments and General Ledger reports, instead of the Capital Improvement fund as originally requested. The County's monthly service fee has increased from \$6,100 to \$30,000 effective July 2015. After discussion, it was moved by Secretary Martin and seconded by Trustee DeVecchio to approve the change in fund allocation (Item 26). A roll call vote was taken:

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

Determine Date for September 2015 Board of Trustees Meeting

Director Contreras requested the date for the September Board of Trustees Meeting be changed to September 28th, as the Director and Board Members will be preparing for the CSDA conference on the regular meeting date of September 21st. It was moved by Trustee Carline and seconded by Trustee Minter to approve the change in meeting dates. (Item 27) A roll call vote was taken:

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

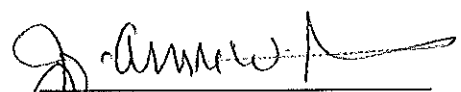
ADJOURNMENT

The July 20, 2015 Board of Trustees meeting was adjourned at 7:10pm. The August Board meeting has been canceled due to lack of business.

The next Board of Trustees meeting will be held on September 28, 2015 at 6:30pm.



Al Shkoler, President
Library Board of Trustees



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