

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 18, 2016

CALL TO ORDER

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 18, 2016 at 6:31pm.

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

Members Absent: None

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

Guests: Marc Davis of DavisFarr CPAs, Marina Tutty, Financial Consultant, Daphne Munoz of White, Nelson, Diehl, Evans CPAs

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to adopt the April 18, 2016 meeting agenda as presented:

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Carline attended the SDRMA Safety Days seminar held on March 29th. (Item 5)

Secretary Martin attended the PLFF Board meeting and HIS House Board meeting. (Item 6)

Trustee DeVecchio had nothing to report this month. (Item 6)

Trustee Minter attended the ISDOC Quarterly Luncheon. Trustee Minter also suggested the Library Director acquire a download of the John Oliver report expose about CSDA, which was shown on HBO cable TV on April 17th. (Item 6)

Trustee Shkoler also attended the SDRMA Safety Days seminar and enjoyed the Potluck Farewell Luncheon for Nadia Dallstream on April 18th. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras attended the PLA Conference, the ISDOC Quarterly Luncheon, and the SDRMA Safety Days seminar, and will be attending the Library Directors Forum on November 2nd. The Library Director shared that a Community Survey, to gather feedback on the Centennial Renovation Project, was emailed to Placentia residents. Placentia Library was not awarded the Pitch-An-Idea grant, for funding of a "Story Time/Tech-mobile" van. Placentia Library was selected to participate in the upcoming Harwood Innovators Lab workshop, and attendees will include: Secretary Martin, Library Director Contreras, Public Services Manager Yesenia Baltierra, the City's Community Services Director, Sandra Gonzalez, and possibly the Chamber of Commerce Executive Director. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar thanked President Carline for writing an article on volunteerism at Placentia Library for the Placentia News-Times, and reported that two new technology-savvy members are joining the PLFF Board. The board looks forward to new ideas and using technology to better manage membership renewals, meetings and notifications. The 2016 Author's Luncheon netted \$12,500 after expenses. Upcoming PLFF activities: seminars on grant-writing, fundraising and board development; a new board president will be elected for 2016-17, replacing Zoot Velasco. (Item 8)

CONSENT CALENDAR

After discussion and comments about specific March monthly reports, it was moved by Secretary Martin and seconded by Trustee Minter to approve Agenda Items 9-24 as amended and adopted. (Item 9) A roll call vote was taken:

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

**MINUTES for the
FEBRUARY 10, 2016 and
MARCH 28, 2016 BOARD
OF TRUSTEES MEETINGS**

Trustee Minter clarified to the Board of Trustees that when emergency discussion items are added after the agenda is published, the request made at the meeting must include an explanation of the urgency, and is done as two separate motions – one to amend the agenda and one to adopt the emergency item for that agenda. (Item 9)

The travel authorization emergency item added to the February 10th Minutes was adopted after the fact on April 18th by a roll call vote:

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

It was moved by Trustee Minter and seconded by Secretary Martin to adopt the March 28th Agenda, adding Harwood Innovators Lab and a Utility Bill Savings opportunity as emergency items, and to amend the March 28th Minutes. The amended Agenda and Minutes were adopted after the fact on April 18th by a roll call vote:

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

CLAIMS

Nonstandard Claims in excess of \$300 – none (Item 10)

Claims Forwarded by the Library Director and Trustees – six (6) vendor claims and one (1) PARS claim were approved and forwarded to Orange County for payment during March-April. (Item 11)

Current Claims and Payroll – Two (2) Book claims, one (1) PARS claim and three (3) Payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Minter and seconded by Trustee DeVecchio to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler
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 March 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger - received and filed. (Item 14)

Balance Sheets for March 2016 - received and filed. (Item 15)

Acquisitions Report for March 2016 – received and filed. (Item 16)

Entrepreneurial Activities Report for March 2016 – received, filed. (Item 17)

**GENERAL CONSENT
REPORTS**

Personnel Report for March 2016 – received and filed. (Item 18)

Circulation Report for March 2016 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia for March 2016, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for March 2016 (Item 21)

Children's Services Report for March 2016 (Item 22)

Adult Services Report for March 2016 (Item 23)

Placentia Library Website Technology Report - March 2016 (Item 24)

OLD BUSINESS

**REVIEW and DISCUSS
POLICY 3025 – RESERVES:
Determine Appropriate
Funding Percentage**

Library Director Contreras presented a request to determine funding designated as an annual reserve for capital improvement projects (CIPs) and additional funding for a Centennial Renovation project. After discussing a potential decline in expected property tax income for 2017-19 and future years, due to the current real estate market, the Trustees requested that Library Director Contreras provide 2017-19 budget scenarios to include options for 2%, 3%, 4%, and 5% reserves for capital improvement projects (CIPs). Any revisions to Policy 3025 are postponed until the 2017-19 budget planning discussions slated for November 2016. No decision was made by the trustees on this issue. (Item 25)

NEW BUSINESS

**UPDATE on IN-HOUSE
ACCOUNTING TRANSITION**

Marc Davis, of DavisFarr CPAs, presented an update on transitioning from County of Orange to in-house accounting functions. The QuickBooks accounting software currently being used will accommodate merging the County-provided revenue and expenditure services. Placentia Library District's current chart of accounts will have to be restructured, to account for various types of library-

Contreras will notify the County of Orange by May 1st of the library's intent to cancel accounting services effective June 30, 2016. It was moved by Trustee DeVecchio and seconded by Secretary Martin to authorize staff work with Marc Davis, to move forward with the transition to in-house accounting. (Item 26)

A roll call vote was taken:

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

PRESENTATION OF FISCAL YEAR 2014-15 FINANCIAL AUDIT

Daphne Munoz, of White, Nelson, Diehl, Evans CPAs, presented the final auditing report for Fiscal Year 2014-2015. The audit also recommends that all accounting functions be brought in-house, and processed on an accrual basis for year-end reporting. It was moved by Trustee Minter and seconded by Trustee Shkoler to approve and file the final audit. (Item 27)

A roll call vote was taken:

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

TRAVEL AUTHORIZATION to ATTEND the CSDA GENERAL MANAGER LEADERSHIP SUMMIT on JUNE 12-14, 2016 in LAKE TAHOE, NV

Library Director Contreras presented a travel opportunity for Venessa Faber, the Support Services Manager, to attend the CSDA General Manager Leadership Summit conference from June 12-14 in Lake Tahoe, CA. Fiscal Impact: \$1,300. A CSDA scholarship is available to cover the \$625 registration fee. It was moved by Trustee DeVecchio and seconded by Trustee Shkoler to authorize this travel. (Item 28) A roll call vote was taken:

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

SB-3 MINIMUM WAGE REPORT: IMPACT on PLACENTIA LIBRARY DISTRICT

Library Director Contreras presented a report on how the gradual increase in California's minimum wage, moving from \$10 to \$15 per hour over the next six years, will impact the Placentia Library District's 2017-1029 budget planning and future salary schedules. No action was required by the Library Board of Trustees at this time. (Item 29)

DETERMINE DATE for MAY BOARD MEETING


Due to Library Director Contreras and President Carline attending the CSDA Legislative Days on May 16th, it was moved by Secretary Martin and seconded by Trustee DeVecchio to reschedule the May board meeting to Monday, May 23, 2016. (Item 30) In addition, Trustee Minter requested a rolling six-month calendar of Board activities be provided for Trustees. A roll call vote was taken:

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

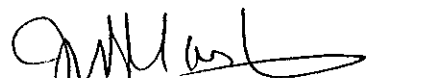
ADJOURNMENT

The Board of Trustees Regular Meeting of April 18, 2016 was adjourned at 7:50pm.

The next Board of Trustees meeting will be held on the unusual date of May 23, 2016 at 6:30pm.



Gayle Carline, President
Library Board of Trustees



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