

MINUTES  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
February 22, 2017

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 22, 2017 at 6:32pm.

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

**Members Absent:** Trustee DeVecchio (excused absence)

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

**ADOPTION OF AGENDA**

It was moved by Trustee Minter and seconded by Secretary Martin to adopt the February 22, 2017 meeting agenda:

AYES: Carline, Martin, Shkoler, DeVecchio, Minter

NOES: None

ABSENT: None

**ORAL COMMUNICATION**

None

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

President Carline was presented at three Centennial Committee feedback meetings and sat in on the city discussion meeting about Civic Plaza parking lot issues. (Item 5)

Secretary Martin also attended multiple Centennial Committee meetings and the city discussion meeting about Civic Plaza parking lot issues. (Item 6)

Trustee Minter attended the ISDOC quarterly luncheon and is attending the "California in 2040" event at Chapman University on February 23<sup>rd</sup>. Topics include political and social issues affecting California, include the "One City" proposal with local governments. (Item 6)

Trustee Shkoler attended farewell luncheon for Venessa Faber and a centennial committee meeting. (Item 6)

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended the Centennial Committee feedback meetings, and held several meetings with the architectural firm working on conceptual designs for the library's Centennial renovation project, scheduled for completion in 2019. Library Director Contreras provided updates on the janitorial services provided by City of Placentia, and recruitment for the Support Services Manager position, for which the application process is being extended through March 2017. Library Director Contreras also invited the Trustees to attend the annual State of the City Luncheon on March 23, 2017. (Item 7)

**FRIENDS FOUNDATION  
REPORT**

Lorray Dietz provided an update from the Placentia Library Friends Foundation (PLFF) on recruiting new PLFF board members and final planning for the annual Authors Luncheon schedule for March 4<sup>th</sup>. (Item 8)

**CONSENT CALENDAR**

It was moved by Trustee Shkoler and seconded by Secretary Martin to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES for the  
JANUARY 25, 2017  
BOARD MEETING**

Minutes for the January 25, 2017 Board of Trustees Meeting were received, approved and filed. (Item 9)

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

Check Registers for January 2017 – received and filed (Item 10)  
Fund 707 Balance Report for January 2017 – received and filed (Item 11)

Financial Reports through January 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments - received and filed (Item 12)

Balance Sheets for January 2017 – received and filed. (Item 13)  
Acquisitions Report for January 2017 – received and filed. (Item 14)  
Entrepreneurial Activities Report for January 2017 – received/ filed. (Item 15)

Moved by Trustee Shkoler and seconded by Secretary Martin to receive, file and approve the Cash Flow Analysis and Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

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

**GENERAL CONSENT  
REPORTS**

Personnel Report for January 2017 – received and filed. (Item 16)  
Circulation Report for January 2017 – received and filed. (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia for July 2016 through January 2017, under the JPA – received and filed. (Item 18)

**STAFF REPORTS**

Administration Report for January 2017 (Item 19)  
Children's Services Report for January 2017 (Item 20)  
Adult Services Report for January 2017 (Item 21)  
Placentia Library Website Technology Report - January 2017 (Item 22)

**NEW BUSINESS**

**SPECIAL DISTRICT RISK  
MANAGEMENT (SDRMA)  
BOARD OF DIRECTORS**

Library Director Contreras presented an opportunity for Trustees to join the SDRMA Board of Directors. After discussion, none of the trustees were interested. (Item 23)

**TRAVEL AUTHORIZATION FOR CALIFORNIA SPECIAL DISTRICT LEGISLATIVE DAYS CONFERENCE ON MAY 16-17, 2017**

Library Director Contreras presented a travel authorization request to the annual California Special Districts (CSDA) Legislative Days Conference in Sacramento on May 16-17, 2017. Fiscal Impact: \$700 per person. After review and discussion, it was moved by Trustee Minter and seconded by Trustee Shkoler to approve attendance for the Library Director and Secretary Martin. (Item 24) A roll call vote was taken to approve travel expenses:

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

**TRAVEL AUTHORIZATION FOR AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE ON JUNE 22-27, 2017**

Library Director Contreras presented a travel authorization request to the American Library Association (ALA) Annual Conference from June 22-27, 2017 in Chicago, IL. Fiscal Impact: \$2,000 per person. After review and discussion, it was moved by Trustee Minter and seconded by Secretary Martin to approve attendance to the Library Director, Secretary Martin and Trustee Shkoler. (Item 25) A roll call vote was taken to approve travel expenses:

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

**REPORT ON AMERICAN LIBRARY ASSOCIATION REFERENDA ROUNDUP**

Library Director Contreras reported out on the 2016 Library Referenda Report from the American Library Association which summarizes library bonds from across the country. Since the last election, there have been over 150 library referenda across 22 states with 122 wins and 28 losses. There were 12 bond ballots in California with eight wins that include San Rafael, Sacramento, Santa Cruz, Loomis, Pleasant Hill, Stockton, Sonoma and Ventura County. Referenda from El Cerrito, San Mateo County, Oakley and Bakersfield were defeated. (Item 26) No action was taken.

**UPDATE ON CIVIC CENTER PLAZA PARKING**

Library Director Contreras presented an update on the status of Civic Center Parking Lot issues, and attended the first of several meetings with City Management, to address solutions for accurate usage of our shared parking lot, including an option for a parking structure. In addition, the District's JPA contract with the City of Placentia is under review, to revise and renegotiate parking boundaries to best accommodate civic center patrons and employees. (Item 27) No action was taken.

**AWARD CONTRACT FOR BUILDING MAINTENANCE AND JANITORIAL SERVICE**

Library Director Contreras presented three building maintenance/janitorial proposal quotes submitted to assume the District's daily building maintenance, janitorial and custodial responsibilities. Fiscal Impact: \$42,000 to \$50,000 per year. After review and discussion, it was moved by Trustee Minter and seconded by Secretary Martin to award a 90-day probationary contract to Coastal Building Services, at a monthly cost of \$2,209 per month for a seven-day/week service. Handyman services are available at an additional cost. A roll call vote was taken:

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

**DETERMINE NEW DATE  
FOR MARCH 2017  
LIBRARY BOARD MEETING**

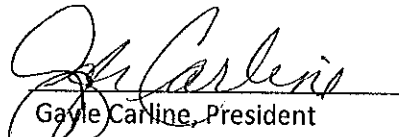
Due to scheduling and calendar conflicts, the Trustees agreed to change the March Board of Trustees Meeting date from March 20<sup>th</sup> to March 29, 2017.

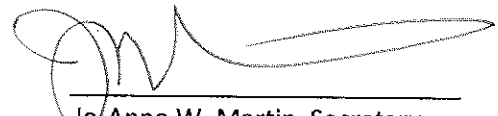
**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of February 22, 2017 was adjourned at 7:20pm.

The next Library Board of Trustees meeting will be held on the unusual date of Wednesday, March 29, 2017 at 6:30pm.

In addition, a Budget Work Session to plan for FY 2017-2019 will be held March 29, 2017 at 5:30pm.

  
Gayle Canine, President  
Library Board of Trustees

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