

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
FEBRUARY 18, 2020

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 18<sup>th</sup>, 2020 at 6:33 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; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Administrative Assistant.

**Guests:** None.

**ADOPTION OF AGENDA**

It was motioned by President Carline to adopt the agenda. It was moved by Trustee DeVecchio and seconded by Secretary Shkoler to adopt the agenda (Item 3).

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

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline attended and sponsored the Miss Placentia Yorba Linda Pageant. President Carline also attended the Excellence in Placentia Gala, where President Carline was named the 2020 Citizen of the Year. President Carline congratulated the District on being named 2020 Employer of the Year, the Placentia Library Friends Foundation as Non-Profit of the Year, and to American Martinez, a teen volunteer, as Youth Volunteer of the Year. President Carline also updated the Board that the Joint Use Committee Meeting was postponed due to scheduling conflicts to March 2<sup>nd</sup>, 2020.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Shkoler attended and sponsored the Miss Placentia Yorba Linda Pageant alongside attending the Excellence in Placentia Gala.

Trustee DeVecchio attended the Excellence in Placentia Gala.

Trustee Martin attended and sponsored the Miss Placentia Yorba Linda Pageant alongside attending the Excellence in Placentia Gala. Trustee Martin also attended a PLFF Board Meeting and the library's Literacy Tutor Training.

Trustee Minter attended the Excellence in Placentia Gala, Congressman Cisneros' town hall meeting regarding voting and the Census in addition to attending the LAFCO Luncheon.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended the Excellence in Placentia Gala where she congratulated staff and PLFF on their wins. A press release was sent out to all media outlets and the California Special District Association. Director Contreras also attended a California Library Association (CLA) Board Meeting in San Jose, CA, served on the CLA finance and marketing committee. Moreover, Director Contreras reported out on the library's upcoming events, such as being a Voting Center, Pawfest, and Bodhi's Grand Opening.

**FRIENDS FOUNDATION  
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl announced the bookstore has a new manager being trained, reported out on the preparations for Author's Luncheon, and discussed PLFF's ideas for a new membership plan to increase their numbers. Additionally, PLFF was named Non-Profit of the Year by the Placentia Chamber of Commerce.

**CONSENT CALENDAR**

It was moved by Secretary Shkoler and seconded by Trustee Minter to approve Agenda Items 9-22 after a review of Items 10, 12, and 13. A roll call vote was taken:

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

**MINUTES FOR THE  
JANUARY 22, 2020  
UNUSUAL DATE MEETING.**

The minutes for the January 22<sup>nd</sup>, 2020 Unusual Date Board Meeting was approved received, and filed (Item 9).

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

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

Check Registers for January 2020 (Item 10)  
Fund 707 Balance Report for January 2020 (Item 11)

Financial Reports through January 2020 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 January 2020 (Item 13)  
Acquisitions Report for January 2020 (Item 14)  
Service Revenue Report for January 2020 (Item 15)

**GENERAL CONSENT  
REPORTS**

Personnel Report for January 2020 (Item 16)  
Circulation Report for January 2020 (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

**STAFF REPORTS**

Administration Report for January 2020 (Item 19)  
Children’s Services Report January 2020 (Item 20)  
Adult Services Report for January 2020 (Item 21)  
Placentia Library Website Technology Report for January 2020 (Item 22)

**ADOPT RESOLUTION 19-06:  
A RESOLUTION  
AUTHORIZING  
PARTICIPATION IN THE  
PARS POST-EMPLOYMENT  
BENEFITS TRUST PROGRAM  
TO BE ADMINISTERED BY  
PUBLIC AGENCY  
RETIREMENT SERVICES  
(PARS), APPOINTING THE  
BOARD PRESIDENT AS THE  
DISTRICT’S PLAN  
ADMINISTRATOR, AND  
AUTHORIZING THE BOARD  
PRESIDENT TO EXECUTE THE  
DOCUMENTS TO  
IMPLEMENT THE PROGRAM**

Trustee Martin had presented the Addendum to Director Employment Compensation at the January 22<sup>nd</sup>, 2020 Unusual Date Meeting and it was approved by the Board. Resolution 19-06 was then presented to the Board to authorize the legal paperwork and steps with PARs to implement the program. It was motioned by Trustee Martin and seconded by Secretary Shkoler to approve the District’s establishment of the PARs Post-Employment Benefits Trust Program and authorize Board President Carline to sign all necessary documents. A roll call vote was taken:

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

It was then motioned by Secretary Shkoler and seconded by Trustee DeVecchio to adopt Resolution 19-06: A Resolution Authorizing Participation in the PARs Post-Employment Benefits Trust Program to be Administered by Public Agency Retirement Services (PARs). A roll call vote was taken

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

**TRAVEL AUTHORIZATION;  
THE CALIFORNIA SPECIAL  
DISTRICT ASSOCIATION  
(CSDA) ANNUAL  
CONFERENCE IN PALM  
DESERT, CALIFORNIA,  
AUGUST 24-27, 2020**

Director Contreras presented the travel authorization for the Board and Library Director to attend the California Special District Association (CSDA) Annual Conference on August 24-27, 2020 in Palm Desert, CA. The Board discussed the conference and availabilities. It was the motioned by Trustee Minter and seconded by Trustee Martin to authorize Director Contreras and Assistant Director Baltierra to attend the American Library Association Annual Conference on August 22-27, 2020 in Palm Desert, CA. A roll call vote was taken:

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

**CALIFORNIA SPECIAL  
DISTRICT ASSOCIATION  
(CSDA) BOARD OF  
DIRECTORS CALL FOR  
NOMINATIONS, SEAT B AND  
C.**

Director Contreras presented the California Special District Association (CSDA) Board Of Directors’ Call for Nominations for Seat B (2020-2022 Term) and Seat C (2021-2023 Term). After a discussion of current obligations, the Board declined to nominate. No action was taken at this time.

**ORANGE COUNTY LAFCO  
BOARD OF DIRECTORS CALL  
FOR NOMINATIONS,  
REGULAR SPECIAL DISTRICT  
MEMBER SEAT.**

Director Contreras presented the Orange County LAFCO's Appointment Schedule regarding the upcoming appointment for the Orange County LAFCO Regular Special District Member Seat. After a discussion of current obligations, the Board declined to nominate. No action was taken at this time.

**DISCUSSION OF THE HVAC  
EQUIPMENT SCREEN AND  
ENCLOSURE PROJECT.**

At the January 22, 2020 Unusual Date Meeting, the Board recommended Director Contreras meet with Public Works Director at the City of Placentia for further input and recommendations. Moreover, the Board recommended Director Contreras confer with legal counsel regarding Policy 3080, which would allow a bypass of the bid process should the Board choose. After working with the City and legal counsel, Director Contreras presented a draft for the HVAC Screen Equipment and enclosure project. After reviewing the draft and requesting verbiage for signage included in installation, which would be discussed with the City first, it was motioned by Trustee Martin and seconded by Trustee DeVecchio to authorize Director Contreras to work with District counsel to finalize the Request for Proposal and, if there are no major changes, the Director may post the proposal. All in favor:

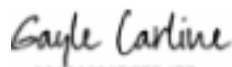
AYES: Carline, Martin, DeVecchio, Shkoler, Minter  
NOES: None  
ABSENT: None

**REVIEW OF ACTION ITEMS**

The next Board Meeting will be on March 23<sup>rd</sup>, 2020 at 6:30 p.m. in the Community Meeting Room.

**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of February 18<sup>th</sup>, 2020 was adjourned at 7:19 p.m.



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Gayle Carline, President  
Library Board of Trustees



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Al Shkoler, Secretary  
Library Board of Trustees