

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

CALL TO ORDER

President Shkoler called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 20, 2015 at 6:33pm.

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-Business Manager, Diane Warner-Administrative Assistant, Nadia Dallstream-Adult Services Supervisor, Lori Worden-Childrens Services Supervisor and Fernando Maldonado-Circulation Supervisor.

Guests: Linda Hurley, accountant/engagement partner for Macias, Gini & O'Connell

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler had nothing to report. (Item 5)
Secretary Martin participated at the PLFF meeting on April 13th. (Item 6)
Trustee Carline had nothing to report. (Item 6)
Trustee DeVecchio had nothing to report. (Item 6)
Trustee Minter had nothing to report. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras received a check for \$5,665 from Dixie Shaw to fund gift baskets for the popular "Wiggles & Giggles" Welcome Baby program. After meeting with Sprint Communications, Director Contreras has determined that costs are too high to plan for a mobile WiFi hot spot at this time, and will revisit feasibility for a future library budget cycle. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar invited Trustees, Library Director and Business Manager to attend the annual Volunteer Appreciation Luncheon on April 23rd. Plans are in process to grow the Friends Foundation Board, and for the Nancy Lone-Tollefson Bookstore re-naming event on August 15th. Ginny also informed the Board that Union Bank is interested in providing a Savings Program for children and will email information to the Childrens Services Supervisor. (Item 8)

CONSENT CALENDAR

Moved by Secretary Martin and seconded by Trustee Minter 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 MARCH 23rd
BUDGET WORK SESSION
and TRUSTEES MEETING
MINUTES OF APRIL 7th
BUDGET WORK SESSION**

Minutes for the March 23, 2015 Budget Work Session and Trustees Meetings were received, approved and filed. (Item 9)

Minutes for the April 7, 2015 Budget Work Session 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 – Five (5) claims batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Nine (9) claims batches and three (3) payroll batches were approved by the Trustees on April 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 March 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer - received and filed. (Item 14)

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

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

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

**GENERAL CONSENT
REPORTS**

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

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

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

STAFF REPORTS

Administration Report for March 2015 (Item 21)

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

Adult Services Report for March 2015 (Item 23)

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

PUBLIC HEARINGS

PUBLIC HEARING for and Adoption of the Budget for fiscal year 2015-2017 by Resolution 15-06

Public Hearing opened at 7:10pm. Library Director Contreras presented the revised Budget for fiscal years 2015-2017 based on a projected 4% property tax increase, and incorporating the 2.5% annual COLA requested by the Board of Trustees at their March 23rd meeting. No public comments were presented. Public Hearing closed at 7:20pm. (Item 25)

Moved by Secretary Martin and seconded by Trustee Carline to approve and adopt the budget by Resolution 15-06: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2015-2017 Budget for the Placentia Library District of Orange County. A roll call vote was taken:

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

PUBLIC HEARING for and Adoption of the Exempt and Non-Exempt Salary Schedules for fiscal year 2015-2017 by Resolution 15-07

Public Hearing opened at 7:21pm. Library Director Contreras presented the Exempt and Non-Exempt salary Schedules for fiscal year 2015-2017. No public comments were presented. Public Hearing closed at 7:25pm. (Item 26)

Moved by Trustee Minter and seconded by Trustee Carline to adopt Resolution 15-07: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2015-2017. A roll call vote was taken:

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

PUBLIC HEARING for and Approval of the Placentia Library District Policy 6035 – Fines & Fees Schedule for fiscal year 2015-2017 by Resolution 15-08

Public Hearing opened at 7:26pm. Library Director Contreras presented proposed verbiage and fee changes to Policy 6035 – Fines and Fees Schedule for fiscal year 2015-2017. No public comments were presented. Public Hearing closed at 7:30pm. (Item 27)

Moved by Trustee Minter and seconded by Trustee Carline to approve amended Policy 6035-Fines and Fees Schedule by Resolution 15-08: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Amend the Fines and Fees Schedule for the District for Fiscal Year 2015-2017. A roll call vote was taken:

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

NEW BUSINESS

Presentation of Fiscal Year 2013-2014 Financial Audit

Macias, Gini & O'Connell presented audit findings and financial statements for the Placentia Library District financial audit for Fiscal Year 2013-1014, and made several recommendations, including proper reporting of PLFF grant revenue received and consolidating the District's two separate County and internal accounting systems to one general ledger system, for accurate accounting

reconciliations. Director Contreras advised of plans to outsource financial accounting functions as part of the District's 2015-2017 library budget. After discussion, it was unanimously voted by the Board of Trustees to receive and file the financial audit report for fiscal year 2013-2014.

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

Support the Nomination of Jo MacKenzie to the CSDA Board of Directors by Resolution 15-10

Director Contreras presented a request from Jo MacKenzie for support in her bid for Seat A on the CSDA Board of Directors. After review and discussion, the Board approved Ms. MacKenzie's request for support. (Item 29)

Moved by Trustee DeVecchio and seconded by Secretary Martin to support Jo MacKenzie by Resolution 15-10: A Resolution of the Library Board of Trustees of the Placentia Library District Concurring in the Nomination of Jo MacKenzie to the CSDA Board of Directors. A roll call vote was taken:

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

Establish Holiday and Library Closure Schedule for calendar years 2015-2017 by Resolution 15-09

Director Contreras presented proposed Holiday and Library Closure dates for calendar years 2015-2017, and requested approval to close up to two (2) days per fiscal year for staff training and development. (Item 30)

Moved by Trustee Minter and seconded by Trustee DeVecchio to approve Holiday and Library Closure dates for calendar years 2015-2017 as presented, by Resolution 15-09: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for 2015-2017. A roll call vote was taken:

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

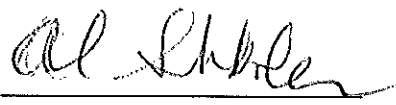
Date Selection for the May 2015 Library Board of Trustees Meeting

Due to scheduling conflicts, Library Director Contreras requested the May Board of Trustees meeting date be changed. After discussion, the Trustees unanimously voted to change the monthly Board Meeting date to Thursday, May 21, 2015. (Item 31)

ADJOURNMENT

The April 20, 2015 Board of Trustees meeting was adjourned at 7:48pm.

The next Board of Trustees meeting will be held on May 21, 2015 at 6:30pm.



Al Shkoler, President
Library Board of Trustees



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