

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
JANUARY 23rd, 2019

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 23rd, 2019 at 6:31 pm.

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, Public Services Manager; Fernando Maldonado, Interim Business Manager; Jon Legree, Technology Manager

Guests: None

ADOPTION OF AGENDA

It was moved by Secretary Shkoler and seconded by Trustee DeVecchio 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 the Joint Use Meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended some holiday events and looks forward to future events.

Trustee DeVecchio participated in a Special District Association promotional video.

Trustee Martin attended the PLFF Board Meeting, attended a lunch meeting with Director Contreras and PLFF President Dahl, H.I.S. House Board Meeting, and a Financial Partners Credit Union Director's meeting.

Trustee Minter attended the Joint Use Meeting.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras worked with the Johnson Controls Inc. contractors and continues to work with staff, patrons and PLFF in identifying and resolving logistical changes associated with the renovation. Director Contreras also participated in a Special District Association promotional video and attended the Joint Use Meeting.

**FRIENDS FOUNDATION
REPORT**

Authors Luncheon planning is well underway, the PLFF Board voted to terminate their fundraising contract with Robin Hoklotubbe and shift towards another consultant to accomplish their fundraising goal by December 2019.

CONSENT CALENDAR

The Board of Trustees discussed questions in regards to items 12 and 19. It was then moved by Trustee Minter and seconded by Trustee Martin to approve Agenda Item 9-22. A roll call vote was taken:

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

**MINUTES FOR THE
DECEMBER 18TH, 2018
BOARD MEETING**

The amended minutes for the December 18th, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

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

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

Check Registers for December 2018 – received and filed (Item 10)
Fund 707 Balance Report for December 2018 – received and filed (Item 11)

Financial Reports through December 2018 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 December 2018 – received and filed. (Item 13)
Acquisitions Report for December 2018 – received and filed. (Item 14)
Service Revenue Report for December 2018 – received and filed. (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for December 2018 – received and filed. (Item 16)
Circulation Report for December 2018 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia – received and filed. (Item 18)

STAFF REPORTS

Administration Report for December 2018 (Item 19)
Children's Services Report for December 2018 (Item 20)
Adult Services Report for December 2018 (Item 21)
Placentia Library Website Technology Report for December 2018 (Item 22)

**DISCUSS THE GENERAL
CONTRACTOR PROPOSAL
FOR THE RENOVATION
PROJECT.**

Director Contreras presented a review of the single bid from Cal-City Construction in the amount of \$1.496 million, which projected the overall budget to be over by approximately \$500,000. Library Director Contreras met with Cal-City Construction, Yamada, and Erik Mar of eMar studio to discuss the entire cost to not exceed \$2.5 million. Yamada was able to identify changes to save \$123,000. Cal-City Construction was able to save \$100,000; however, this amount would not include the ten percent contingency. Additionally, it did remove two the group study rooms and two multipurpose rooms. The original \$2.3 million would be exceeded,

however, it would be within the Board approved \$2.5 million scope. Due to the changes in scope and the contingency not being included, it was requested by library staff for the Board to reject the bid received by Cal-City Construction and to authorize staff to repost the Request for Proposal (RFP). After further discussion, it was motioned by Trustee Martin and seconded by Trustee DeVecchio to reject all bids received by Cal-City Construction and to authorize the Library Director to re-advertise the request for proposal.

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

**TRAVEL AUTHORIZATION:
THE AMERICAN LIBRARY
ASSOCIATION ANNUAL
CONFERENCE ON JUNE 20-
25, 2019 WASHINGTON,
D.C.**

Director Contreras presented a travel authorization request to the Board of Trustees for the American Library Association's Annual Conference in June 20-25, 2019 in Washington, D.C. It was also recommended the Friends Foundation present this to their Board so Friends members attend as well. It was motioned by Secretary Shkoler and seconded by Trustee DeVecchio to authorize the travel and attendance of President Carline, Secretary Shkoler, Trustee Martin, Trustee Minter, Library Director Contreras, and Public Services Manager Yesenia Baltierra to the American Library Association's Annual Conference in June 20-25, 2019 in Washington, D.C.

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

**JOINT USE COMMITTEE
UPDATE FROM PRESIDENT
CARLINE**

President Carline reported out about the meeting on January 7th with the City of Placentia. A discount or waiver of permit fees was requested and submitted to the City. There has not been a response yet. The District thanked the City for the improvement in the collection of Library Impact Fees. Additionally, Councilman Green suggested the Board send a request letter to utilize the City's facilities for Board Meetings. This request was sent by Director Contreras with an indemnification letter included. I will now draft the agreement in MOU format rather than JPA and send to the Board for review when it is prepared. The document is requested to be sent the week before the meeting. Because of this, the February 4th meeting will be moved to March 4th to allot more time for the drafting of the MOU.

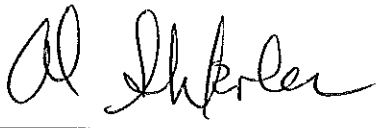
REVIEW OF ACTION ITEMS

The next Board Meeting will be held on Tuesday, February 19th, 2019 at 6:30 p.m. in the History Room. Trustee Minter suggested that if the contracting bids presented at the next Board Meeting are high again then to review financing options at the meeting in order to not delay awarding the contract.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of January 23rd, 2019 was adjourned at 7:06 p.m.


Gayle Carlino, President
Library Board of Trustees


Al Shkoler, Secretary
Library Board of Trustees