

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
MAY 17TH, 2019

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 17th, 2019 at 3:00 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; Fernando Maldonado, Business Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant

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 Police and Fire Recognition Breakfast and the PLFF Volunteer Luncheon.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the Police and Fire Recognition Breakfast, Literacy Recognition event, and the PLFF Volunteer Luncheon.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin Love Placentia, the Literacy Recognition event, the PLFF Volunteer Luncheon, Pawfest, and a Centennial Gala meeting.

Trustee Minter attended the Police and Fire Recognition Breakfast.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the California Special District Directors Forum, Pawfest, met with the new Literacy Assistant, announced an internal staff's promotion to Library Assistant, Teen Services, and gave the Board an update on staff's work with PLFF: cleaning out the POD, rotating the collection, and updating the Bookstore. In addition to this, Director Contreras had attended numerous weekly meetings with the contractors for the Centennial Renovation project.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out on the updated Bookstore and positive reviews they have been receiving. President Dahl thanked the staff for their work and announced the hopes to send back their storage POD by the end of May. Efforts are now being made to purge and weed the PLFF Bookstore storage room.

CONSENT CALENDAR

It was moved by Trustee Minter and seconded by Trustee Martin to approve Agenda Item 9-22 with the amended Item 26, Attachment A. A roll call vote was taken:

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

**MINUTES FOR THE APRIL
15th, 2019 BOARD
MEETING**

The minutes for the April 15th, 2019 Library Board of Trustees Regular Date Meeting and the April 15th, 2019 Library Board of Trustees Work Session Meeting were received, approved, and filed. (Item 9)

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

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

Check Registers for April 2019 – received and filed (Item 10)
Fund 707 Balance Report for April 2019 – received and filed (Item 11)

Financial Reports through April 2019 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 April 2019 – received and filed. (Item 13)
Acquisitions Report for April 2019 – received and filed. (Item 14)
Service Revenue Report for April 2019 – received and filed. (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for April 2019 – received and filed. (Item 16)
Circulation Report for April 2019 – 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 April 2019 (Item 19)
Children's Services Report for April 2019 (Item 20)
Adult Services Report for April 2019 (Item 21)
Placentia Library Website Technology Report for April 2019 (Item 22)

PUBLIC HEARING TO ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR FISCAL YEAR 2019-2021 AND ADOPT BY RESOLUTION 19-03: 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 FISCAL YEAR 2019-2021.

Director Contreras presented the holiday and library closure schedule for Fiscal Years 2017-2019, and opened the Public Hearing. As no residents were present for the Public Hearing, the hearing was closed. Resolution 19-03, to adopt Holiday and Library Closure Schedule for FY 2019-2021, was submitted for trustee approval.

After discussion, and reading of Resolution 19-03 by title, it was moved by Secretary Shkoler and seconded by Trustee Martin to approve the FY 2019-2021 Holiday and Library Closure schedule and adopt Resolution 17-03 (Item 26). A roll call vote was taken:

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

AWARD CONTRACT FOR PLACENTIA LIBRARY DISTRICT'S FINANCIAL AUDIT, MANAGEMENT LETTER, FINANCIAL TRANSACTIONS REPORT AND SUPPLEMENT TO THE ANNUAL REPORT AND PREPARATION OF THE GANN LIMIT REVIEW REPORT FOR THE 2018-2019 FISCAL YEAR TO WHITE, NELSON, DIEHL & EVANS LLP.

Director Contreras presented White, Nelson, Diehl & Evans LLP proposal for the Financial Audit and GANN Limit Review Report for Fiscal Year 2018-2019. After discussion about fees and years of service, it was motioned by Trustee Minter to award the Financial Audit and GANN Limit Review Report preparation contract for the 2018-2019 Fiscal Year to White, Nelson, Diehl & Evans LLP and seconded by Trustee Martin.

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

AUTHORIZE THE FIRST CHANGE ORDER TO PROJECT #PLD-2018-003 IN THE AMOUNT OF \$46,593.23 WITH VINCOR CONSTRUCTION, INC., A CALIFORNIA-BASED COMPANY, TO PROVIDE ADDITIONAL CONSTRUCTION SERVICES FOR THE DISTRICT'S RENOVATION PROJECT. THIS WOULD RESULT IN AN AMENDED CONTRACT WITH A NEW TOTAL AMOUNT NOT TO EXCEED \$1,241,000.

Director Contreras presented the first change order to move the book drop and replace carpet in staff work areas was presented. Director Contreras explained these were needed due to the relocation of the electrical panel and the water damage and age of the carpet. After discussion, the Board requested there be a discussion of carpet cost in that area with the subcontractor due to the water damage. Moreover, the Board recommended that if there is a change under \$50,000, to put it in the consent calendar in the future. It was motioned by Trustee DeVecchio to authorize the first change order to Project #PLD-2018-003 in the amount of \$46,593.23, resulting in an amended contract with a new total not to exceed \$1,241,000, as presented and seconded by Trustee Minter.

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

**REVIEW AND ADOPT
PLACENTIA LIBRARY
DISTRICT POLICY 6055-
BARBARA & ED
HEMMERLING GROUP
STUDY ROOMS, AS
PRESENTED.**

Library Director Contreras presented the amended Policy 6055 for the Barbara & Ed Hemmerling Group Study Rooms. The Board reviewed the presented policy and compared it to the Community Meeting Room Policy 6050 for reference. With the changes of certain verbiage for 6055.1a to commercial business transactions and combining 6055.1c with 6055.3 for reservations, Trustee Martin motioned to authorize the changes as amended to Policy 6055- Barbara & Ed Hemmerling Group Study Rooms and was seconded by Secretary Shkoler.

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

**PUBLIC HEARING FOR THE
BUDGET FOR FISCAL YEAR
2019-2021 AND ADOPT
RESOLUTION 19-01: A
RESOLUTION OF THE
BOARD OF TRUSTEES OF
THE PLACENTIA LIBRARY
DISTRICT OF ORANGE
COUNTY TO ADOPT FISCAL
YEAR 2019-2021 BUDGET
FOR THE PLACENTIA
LIBRARY DISTRICT OF
ORANGE COUNTY.**

Director Contreras presented the Budget for Fiscal Years 2019-2021, and opened the Public Hearing. As no residents were present for the Public Hearing, the hearing was closed. The Fiscal Years 2019-2021 Budget includes the proposed revenue, expenditures, and salary schedule for FY 2019-2020 with a 3% COLA, and organizational chart. Resolution 19-01, to adopt the 2019-2021 Budget, was submitted for trustee approval.

After discussion, and reading of Resolution 19-01 by title, it was moved by Trustee Martin and seconded by Trustee DeVecchio to approve the FY 2019-2021 Budget and adopt Resolution 17-01 (Item 24). A roll call vote was taken:

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

**PUBLIC HEARING FOR THE
FINES AND FEES FOR FISCAL
YEAR 2019-2021 AND
ADOPT RESOLUTION 19-02:
A RESOLUTION OF THE
BOARD OF TRUSTEES OF
THE PLACENTIA LIBRARY
DISTRICT OF ORANGE
COUNTY TO ADOPT THE
FINES AND FEES SCHEDULE
FOR FISCAL YEAR 2019-
2021 FOR THE PLACENTIA
LIBRARY DISTRICT OF
ORANGE COUNTY.**

Director Contreras presented revised Policy 6035: Fines and Fee Schedule for Fiscal Years 2017-2019, and opened the Public Hearing. As no residents were present for the Public Hearing, the hearing was closed. Policy revisions included the Passport Application fee increasing to \$35 per application and \$25 incidental and/or cleaning fee for the Barbara & Ed Hemmerling Group Study Rooms. Resolution 19-02, to adopt the Fines and Fee Schedule for FY 2019-2021, was submitted for trustee approval.

After discussion, and reading of Resolution 19-02 by title, it was moved by Secretary Shkoler and seconded by Trustee Martin to approve the FY 2019-2021 Fines and Fees Schedule and adopt Resolution 17-02 (Item 25). A roll call vote was taken:

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

DISCUSS THE REQUEST FOR PROPOSAL FOR THE INTERGRATED LIBRARY SYSTEM.

Director Contreras presented the responses for the Integrated Library System Request for Proposals for the Board of Trustees to discuss and determine the appropriate action. Six proposals were discussed from the following respondents: auto-graphics, Biblion X, ByWater Solutions, Innovative Interfaces, SirsiDynix, and The Library Corporation. After a discussion, including the Technology Manager's recommendations and staff's needs, Trustee Martin motioned to authorize one year of SirsiDynix Horizon not to exceed \$30,000 per year with the intention of possibly migrating in the 2020-2021 Fiscal Year to another system. This was seconded by Trustee DeVecchio.


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

REVIEW OF ACTION ITEMS

The next Board Meeting will be held on Friday, June 14th, 2019 at 10:00 a.m.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of May 17th, 2019 was adjourned at 4:19 p.m.


Gayle Carline, President
Library Board of Trustees


Al Shkoler, Secretary
Library Board of Trustee