

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 19TH, 2019

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 19th, 2019 at 6:37 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, Acting 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 Martin 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 ALA Midwinter Conference and the Chamber of Commerce's Excellence in Placentia.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the Chamber of Commerce's Excellence in Placentia.

Trustee DeVecchio participated in a Special District Association promotional video and attended the Chamber of Commerce's Excellence in Placentia.

Trustee Martin attended a H.I.S. House Board Meeting, a Financial Partners Credit Union Director's meeting, and attended the Chamber of Commerce's Excellence in Placentia where she awarded the title of the 2019 Citizen of the Year.

Trustee Minter attended an ISDOC Luncheon, a meeting at Senator Chang's, and the Chamber of Commerce's Excellence in Placentia.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Chamber of Commerce's Excellence in Placentia, ALA Midwinter Conference, a meeting with Senator Chang's office, a tour with the Seattle Library Director, participated in a CSDA interview for their 75th anniversary, and has been participating in meetings behind the scenes with the energy efficiency project. Director Contreras has also been working with PLFF in regards to fundraising.

**FRIENDS FOUNDATION
REPORT**

President Dahl attended the Chamber of Commerce's Excellence in Placentia, ALA Midwinter Conference, and is finishing the planning for the upcoming Author's Luncheon.

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 DeVecchio 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
JANUARY 23RD, 2019
BOARD MEETING**

The minutes for the January 23rd, 2019 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 January 2019 – received and filed (Item 10)
Fund 707 Balance Report for January 2019 – received and filed (Item 11)

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

**GENERAL CONSENT
REPORTS**

Personnel Report for January 2019 – received and filed. (Item 16)
Circulation Report for January 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 January 2019 (Item 19)
Children's Services Report for January 2019 & Supervising Children's Librarian, Kathy Carn, reported out on her experiences and takeaways at the ALA Midwinter Conference (Item 20)
Adult Services Report for January 2019 (Item 21)
Placentia Library Website Technology Report for January 2019 (Item 22)

REPRESENTATION AT THE LOCAL AGENCY FORMATION COMMISSION STRATEGIC PLANNING WORKSHOP, MARCH 13, 2019.

Director Contreras presented the Local Agency Formation Commission’s Strategic planning workshop on March 13, 2019. The workshop would include a discussion of the Commission’s goals, accomplishments and opportunities for Fiscal Year 2019-2020. The Board authorized President Carline, Trustee Minter and the Library Director to represent the Placentia Library District at the LAFCO Annual Strategic Plan Workshop.

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

TRAVEL AUTHORIZATION: LIBRARY BOARD OF TRUSTEES AND LIBRARY DIRECTOR TO ATTEND THE SPECIAL DISTRICT LEGISLATIVE DAYS IN SACRAMENTO, CALIFORNIA, MAY 20-22, 2019.

Director Contreras presented a travel authorization request to the Board of Trustees for California Special District Association Legislative Days May 20-22, 2019 in Sacramento, CA. It was motioned by Secretary Shkoler and seconded by Trustee DeVecchio to authorize the travel and attendance of President Carline, Trustee Martin, and Library Director Contreras to the California Special District Association Legislative Days May 20-22, 2019 in Sacramento, CA.

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

AUTHORIZE AMENDMENTS TO THE PLACENTIA LIBRARY DISTRICT POLICY 2010- HOURS OF WORK AND OVERTIME, AS PRESENTED.

Director Contreras presented the current Policy 2010- Hours of Work and Overtime and recommended that the California Labor Code 512 regulating the meal and rest breaks be included in Policy 2010. It was motioned by Secretary Shkoler to authorize these amendments to the Placentia Library District Policy 2010 – Hours of Work and Overtime, as presented and seconded by Trustee Martin.

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

AUTHORIZE THE FORMATION OF A FUNDRAISING COMMITTEE TO POSSIBLY INCLUDE LIBRARY STAFF, PLACENTIA LIBRARY FRIENDS FOUNDATION BOARD MEMBER, AND/OR LIBRARY TRUSTEE TO DEVELOP FUNDRAISING EFFORTS FOR THE CENTENNIAL RENOVATION PROJECT.

Director Contreras presented the PLFF Board President’s request for the assistance of trustees and library staff to develop fundraising programs and events that will inspire, activate, and rally the community. The motion to authorize the formation of a fundraising committee was moved by Secretary Shkoler and seconded by Trustee Martin.

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

The motion to authorize Trustee Martin and Director Contreras to be co-chairs was motioned by Secretary Shkoler and seconded by Trustee DeVecchio.

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

**CALIFORNIA SPECIAL
DISTRICT ASSOCIATION
(CSDA) BOARD OF
DIRECTORS CALL FOR
NOMINATIONS.**

Director Contreras presented that the Elections and Bylaws Committee of the California Special District Association (CSDA) is looking for members who are interested in serving on the Board of Directors for the 2020-2022 term. After a discussion of duties and current obligations, no member of the Board of Trustees will not be pursuing this opportunity this term.

REVIEW OF ACTION ITEMS

The next Board Meeting will be held on March 18th, 2019 with a 5:00 p.m. Budget Work Session prior. Additionally, the May Board of Trustees Meeting will be presented to be moved to a different date due to the CSDA Legislative Days.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of February 18th, 2019 was adjourned at 7:27 p.m.


Gayle Carline, President
Library Board of Trustees


Al Shkoler, Secretary
Library Board of Trustee