

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
June 15, 2015

CALL TO ORDER

President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 15, 2015 at 6:32pm.

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: None

ADOPTION OF AGENDA

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

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the annual Volunteer Appreciation Luncheon at H.I.S. is House on June 15th and enjoyed the Rotary's Cowabunga annual fundraiser event. (Item 5)

Secretary Martin enjoyed the annual Volunteer Appreciation Luncheon at H.I.S. is House on June 15th and attended the Rotary's Cowabunga fundraiser. (Item 6)

Trustee Carline also attended Rotary's annual Cowabunga event. (Item 6)

Trustee DeVecchio had no report. (Item 6)

Trustee Minter also attended Summer Reading Kick-off and the Volunteer Luncheon. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras shared an update on recruiting a CPA consultant and will present a recommendation at the July board meeting, and confirmed that the Kiwanis' tentative "Placentiaopoly" fundraiser was cancelled and our check refunded. FY2015-16 Staff Development Days are scheduled for December (date TBD) and on Feb 5th. The Director is also working with Placentia PD to schedule "Active Shooter" training for staff to learn safety techniques for scenarios where someone has a gun. Yesenia Baltierra, will test a "Community Character" initiative working with school district and local businesses to highlight character traits the make Placentia a great city. Implementation is targeted for FY2016-17. Summer Reading Program kicked off June 13th, with over 300 program registrants so far. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar shared that the PLFF Board enjoyed the annual Thank You Luncheon provided by library staff on June 15th. (Item 8)

CONSENT CALENDAR

Moved by Trustee Minter and seconded by Trustee DeVecchio 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 May 21st
BOARD of TRUSTEES
MEETING**

Minutes for the May 21, 2015 Board of Trustees Meeting 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 – Four (4) claims batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Three (3) vendor claims and one (1) payroll claim were approved by the Trustees on June 15th 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 May 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer - received and filed. (Item 14)

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

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

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

**GENERAL CONSENT
REPORTS**

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

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

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

STAFF REPORTS

Administration Report for May 2015 (Item 21)
Children's Services Report for May 2015 (Item 22)
Adult Services Report for May 2015 (Item 23)
Placentia Library Web Site & Technology Report for May 2015 (Item 24)

NEW BUSINESS

**Amendment to PLFF
Bookstore Renaming
Request**

Library Director Contreras presented a PLFF request to dedicate the Bookstore to Nancy Lone-Tollefson, in lieu of renaming it as originally approved. The Dedication Program will be held August 15h at 9:30am at the Library. Move and seconded to approve the amended dedication request, with unanimous Board approval. (Item 25)

**Authorization to Conduct
a Classification and
Compensation Benefits
Study**

Library Director Contreras requested approval to retain Mr. Michael Harary as a Human Resources Consultant, to conduct a Classification and Compensation Benefits Study for FY2015-16. Library staff worked with Mr. Harary in 2013 to amend job descriptions. Secretary Martin requested that Family Medical Leave and Maternity Leave benefits be included in the study as Sick Leave line items. Trustee Minter suggested the Library Director's compensation be included in this study in comparison to General Manager positions in other types of non-enterprise special districts. Director Contreras will contact CSDA for added information and report back to the Trustees. (Item 26)

Moved by Trustee Carline and seconded by Secretary Martin to retain Mr. Harary at a project cost no to exceed \$10,000. A roll call vote was taken:

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

**SDRMA Election
Resolution 16-02 and
Ballot**

Library Director Contreras presented the candidates for January 2016-2019 SDRMA Election. After discussion, the Board of Trustees voted to elect Robert Swan, R. Michael Wright and Sandy Seifert-Raffelson, and approved to adopt Resolution 16-02. (Item 27)

Moved by Trustee Minter and seconded by Trustee Carline to read Resolution 1602 and to approve President Shkoler and Secretary Martin signing the Election forms. A roll call vote was taken:

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

**Request to Transfer
Funds within the General
Fund Accounts**

Director Contreras requested a transfer to amend the FY2015-17 Budget. Specifically, \$15,000 will be transferred from account 1400 to 2400 and \$5,000 will be transferred from 1300 to 2400. Transfer request is to cover expenses for Outreach efforts and promotional items. Moved by Trustee Minter and seconded by Secretary Martin to approve this transfer request. (Item 28)

A roll call vote was taken:

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

**Travel Authorization
Request for CLA
Conference in Pasadena
on November 5-8, 2015**

Director Contreras presented a travel request for the new Public Services and Support Services Managers attend the CLA Annual Conference in Pasadena on November 5-8, 2015. Director Contreras will also attend and is a conference committee member. Trustee Minter suggested a PLFF board member be invited to attend as a library guest. After review and discussion, the Board approved travel to this conference. Fiscal Impact: \$1,000 per attendee. Moved for approval by Trustee Carline and Seconded by Trustee Minter. (Item 29)

A roll call vote was taken:

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

**Request to Cancel the
August 17th Board of
Trustees Meeting, Due to
Lack of Business**

Library Director Contreras requested approval to cancel the August 17th monthly Board of Trustees meeting due to a lack of business requiring the Board's immediate attention. Moved by Secretary Martin and seconded by Trustee Carline to approve cancellation of the August 17th board meeting. (Item 28)

A roll call vote was taken:

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

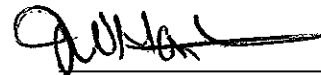
ADJOURNMENT

The June 15, 2015 Board of Trustees meeting was adjourned at 7:30pm.

The next Board of Trustees meeting will be held on July 20, 2015 at 6:30pm.



Al Shkoler, President
Library Board of Trustees



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