

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
JANUARY 22ND, 2020

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 22nd, 2020 at 6:32 p.m.

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, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Administrative Assistant.

Guests: Megan Tolman, Librarian; Angelina Fuentes, Library Clerk; Daphne Munoz, White, Nelson, Diehl, Evans Firm.

ADOPTION OF AGENDA

It was motioned by President Carline to adopt the 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

The District's newest hires, Megan Tolman, Part-Time Librarian for Adult Services, and Angelina Fuentes, Full-Time Library Clerk, formally introduced themselves to the Board of Trustees, providing brief histories of their backgrounds in libraries (Item 4).

BOARD PRESIDENT REPORT

President Carline attended Staff Development Day and the Special District General Manager Meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended Staff Development Day.

Trustee DeVecchio attended Staff Development Day.

Trustee Martin attended meetings regarding the 115 Trust, a H.I.S. House Board Meeting, and Staff Development Day.

Trustee Minter attended Staff Development Day.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras hosted a Special District General Manager meeting in the Community Meeting Room. Additionally, Library Director Contreras also had meetings regarding the HVAC (Item 28) and closing out the Fiscal Year 2018-2019 Audit.

FRIENDS FOUNDATION REPORT

Placentia Library Friends Foundation (PLFF) President Sherri Dahl announced the resignation of the book store manager, Bunny Lynch, as she relocates out of state. An ad has been placed seeking a replacement book store manager. Moreover, the Friends' Board has been reviewing the prices of vending items and are moving towards a consensus of new prices. Additionally, Author's Luncheon planning is ahead of schedule. Lastly, President Dahl reported that membership has decreased significantly and the PLFF Board is working to find a solution.

CONSENT CALENDAR

It was moved by Trustee Minter and seconded by Secretary Shkoler to approve Agenda Items 9-22. A roll call vote was taken:

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

MINUTES FOR NOVEMBER 18TH, 2019 REGULAR DATE MEETING AND DECEMBER 12TH, 2019 UNUSUAL DATE MEETING.

The minutes for the November 18th, 2019 Regular Date Board Meeting and the December 12th, 2019 Unusual Date Board Meeting were approved as amended, received, and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

Check Registers for November & December 2019 (Item 10)
Fund 707 Balance Report for November & December 2019 (Item 11)

Financial Reports through November & December 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 November & December 2019 (Item 13)
Acquisitions Report for November & December 2019 (Item 14)
Service Revenue Report for November & December 2019 (Item 15)

GENERAL CONSENT REPORTS

Personnel Report for November & December 2019 (Item 16)
Circulation Report for November & December 2019 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for November & December 2019 (Item 19)
Children's Services Report November & December 2019 (Item 20)
Adult Services Report for November & December 2019 (Item 21)
Placentia Library Website Technology Report for November & December 2019 (Item 22)

PRESENTATION OF FISCAL YEAR 2018-2019 FINANCIAL AUDIT FROM WHITE, NELSON, DIEHL, EVANS FIRM.

Daphne Munoz from White, Nelson, Diehl, and Evans LLP furnished and reported out on the Fiscal Year 2018-2019 Financial Audit. Ms. Munoz presented their findings during the audit, concluding it was an overall clean audit. Ms. Munoz made two suggestions regarding stale and outstanding checks and answered any inquiries from the Board of Trustees. Policy creations regarding these suggestions will be reviewed by the Board at a future meeting.

DISCUSS AND REVIEW AN ADDENDUM TO THE LIBRARY DIRECTOR'S EMPLOYMENT COMPENSATION.

Trustee Martin presented the Addendum to Director Employment Compensation (the "Addendum"). Under the Addendum, upon the Director's retirement, the District would pay the Director's medical premiums up to \$30,000 per year between the ages of 62-65 with an aggregate cap of \$90,000; provided the Director meets specified terms and conditions in the Addendum. The proposed Addendum would also cause the establishment of a "115 Trust" with the Public Agency Retirement Services ("PARS"), from which the District could use funds to meet its Addendum obligations. If there are any funds left in the 115 Trust after the District has met its obligations under the Addendum, the District may return those funds back to its general fund. The conditions that the Director must meet to be entitled to payment of medical premiums include employment with the District for at least 20 consecutive years until retirement from the District. If at any point between the ages of 62-65 the Director or her spouse obtain medical benefits from another source, the Director's entitlement to payment of medical premiums would be suspended. After an in-depth discussion of the addendum, it was motioned by Secretary Shkoler and seconded by Trustee Minter to authorize the approval of the Addendum as presented. A roll call vote was taken:

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

TRAVEL AUTHORIZATION; THE AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE ON JUNE 25-30, 2020 IN CHICAGO, ILLINOIS.

Director Contreras presented the travel authorization for the Board of Trustees, the Assistant Library Director, and one staff member to be assigned by the Assistant Library Director to attend the American Library Association Annual Conference on June 25-30, 2020 in Chicago, Illinois. The Board discussed the conference and it was motioned by Trustee DeVecchio and seconded by Trustee Minter to authorize President Carline, Secretary Shkoler, Trustee Martin, Assistant Director Baltierra, and a staff to be determined by the Assistant Library Director to attend the American Library Association Annual Conference on June 25-30, 2020 in Chicago, Illinois. A roll call vote was taken:

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

DISCUSS A REQUEST FOR AN ORAL HISTORY ON TRUSTEE MARTIN.

Director Contreras presented the staff request for an oral history to be made for Trustee Martin. Upon reading this recommendation, Trustee Minter discussed the desire for a written and video oral history of Trustee Martin, which would increase the overall cost. Moreover, Trustee Minter also presented the recommendation to

pursue a possible partnership with California State University, Fullerton's Lawrence DeGraaf History Center to lower the overall cost as they are currently completing a Women's Pilot history segment.

The Board also discussed the recommendation to open oral history nominations to the public for future recordkeeping. It was recommended that a procedure for opening nominations to the public be created and discussed at a later date.

After further discussion, it was motioned by Trustee Minter to pursue the concept of an oral history on Trustee Jo-Anne Martin with the idea of discussing a video recording with the California State University, Fullerton Lawrence DeGraaf History Center and to coordinate with the program with an allowed expenditure up to \$1,500. This was seconded by Trustee DeVecchio. A roll call vote was taken:

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

**JOINT USE COMMITTEE
UPDATE FROM PRESIDENT
CARLINE.**

President Carline presented that there were no current updates; however, a meeting will be reported on at the next Board Meeting regarding the currently scheduled February 4th, 2020 meeting to discuss the City's Capital Improvement Projects for 2020-2021. This discussion will also include an update regarding when city officials will be executing the final signatures on the Joint Use Committee Agreement, which was approved and signed by the Placentia Library District Board of Trustees at the September 23, 2019 Meeting. Joint Use Committee Updates will remain a standing agenda item.

**ENERGY EFFICIENCY
UPDATE FROM LIBRARY
DIRECTOR CONTRERAS.**

Library Director Contreras presented updates regarding the energy efficiency project. Director Contreras reported out on meeting with Cascade Rooftops and presented a quote provided by Cascade for the fabrication and engineering of the HVAC screen, along with an estimate from a general contractor that would install the screen. The estimated cost for the engineering and fabrication by Cascade would be approximately \$32,000 with an additional estimate of \$17,000 for a general contractor to install it. The overall estimated cost for the project based on the provided quotes would be approximately \$50,000 with a one to two month completion period. The Board recommended the Library Director meet with Public Works Director at the City of Placentia for further input and recommendations.

Moreover, the Board recommended Director Contreras confer with legal counsel regarding Policy 3080, which would allow a bypass of the bid process should the Board choose. Furthermore, Director Contreras has confirmed a meeting with the City of Placentia to discuss and assist with the creation of a Request for Proposal if one is needed. It was noted that the Request for Proposal process will result in a one to two month extension in addition to the one to two month project completion period.

REVIEW OF ACTION ITEMS

The next Board Meeting will be on February 18th, 2020 at 6:30 p.m. in the History Room. It was requested by the Board to have the Joint Use Committee and HVAC updates as standing agenda items.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of January 22nd, 2020 was adjourned at 7:41 p.m.


Gayle Carline, President
Library Board of Trustees


Al Shkoler, Secretary
Library Board of Trustees