

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 19, 2016

CALL TO ORDER

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 19, 2016 at 6:31pm.

Members Present: President Gayle Carline, Secretary Jo-Anne Martin, Trustee Richard DeVecchio, Trustee Elizabeth Minter, Trustee Al Shkoler

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant

Guests: Marina Tutty, Financial Consultant; Deanna White, Library Assistant sub; Angelica Estrada, Library Aide sub; and Marina Penalzo, Library Aide sub.

ADOPTION OF AGENDA

To continue as a library board quorum, trustees Carline, DeVecchio and Minter needed to be re-appointed as Placentia Library District Trustees, with new terms ending on December 4, 2020. President Carline requested the agenda be modified to discuss item 25 first, to certify these appointments and elect board officers for 2017. It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the modified December 19, 2016 meeting agenda:

AYES: Carline, Martin, Shkoler, DeVecchio, Minter

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended the Tamale Festival in Old Town Placentia, and enjoyed the Civic Center Tree Lighting Ceremony, which was renewed for the first time in 6 years. (Item 5)

Secretary Martin enjoyed the Homeless Intervention Shelter (H.I.S.) House fundraiser, Tamale festival, library's Holiday Merriment, Rotary Christmas Breakfast, Library Staff Holiday Luncheon, and a Harwood webinar. (Item 6)

Trustee DeVecchio attended A Christmas Evening at the Bradford House, and the Staff Thanksgiving Luncheon. (Item 6)

Trustee Minter participated in a children's holiday program at the Canyon branch library. (Item 6)

Trustee Shkoler also attended the H.I.S. House fundraiser, Tamale festival, library's Holiday Merriment, Rotary Christmas Breakfast, and the Library Staff Holiday Luncheon. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Jeanette Contreras attended the H.I.S. House fundraiser and the Tree Lighting Ceremony which was co-sponsored by the Library and the City. Secretary Martin also recognized Library Director Contreras for her coordination of the HIS House Holiday Concert fundraiser on December 2nd. Venessa Faber, Support Services Manager, introduced new library staff to the trustees. Library Director Contreras presented a verbal summary of a parking lot usage survey performed by library staff from December 1-16, 2016. Library Director Contreras thanked managers and staff for making adjustments to their schedules in order to assist with the parking lot survey. Trustee Minter requested this be added to the

January 2017 meeting agenda, and a summary report with graphics be provided for review, in preparation for the next meeting with the City. (Item 7)

FRIENDS FOUNDATION REPORT

No representation from the Placentia Library Friends Foundation (PLFF). (Item 8)

CONSENT CALENDAR

After clarification on agenda items 13 and 19, it was moved by Trustee Shkoler and seconded by Trustee Minter to approve Agenda Items 9-22. (Item 9) A roll call vote was taken:

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

MINUTES for the NOVEMBER 21, 2016 BOARD MEETING

Minutes for the November 21, 2016 Trustees meeting were received, approved and filed. (Item 9)

TREASURER'S REPORTS

Check Registers for November 2016 – received and filed (Item 10)
Fund 707 Balance Report for November 2016 – received and filed (Item 11)

Financial Reports through November 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments - received and filed (Item 12)

Balance Sheets for November 2016 – received and filed. (Item 13)
Acquisitions Report for November 2016 – received and filed. (Item 14)
Entrepreneurial Activities Report for November 2016 – received/ filed. (Item 15)

Moved by Secretary Martin and seconded by Trustee Minter to receive, file and approve the Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

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

GENERAL CONSENT REPORTS

Personnel Report for November 2016 – received and filed. (Item 16)
Circulation Report for November 2016 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia for July through November 2016, under the JPA – received and filed. (Item 18)

STAFF REPORTS

Administration Report for November 2016 (Item 19)
Children's Services Report for November 2016 (Item 20)
Adult Services Report for November 2016 (Item 21)
Placentia Library Website Technology Report - November 2016 (Item 22)

NEW BUSINESS

**UPDATE -
REDEVELOPMENT
SUCCESSOR AGENCY
OVERSIGHT BOARD**

Trustee Shkoler reported on his participation at a special Redevelopment Successor Agency Oversight Board meeting on December 14, 2016. This Board is the Successor Agency to the former Placentia Redevelopment Agency, established to prepare a Long Range Property Management Plan (LRPMP) for the City of Placentia. This special board meeting was called after a City audit, to approve adding two properties that were overlooked for redevelopment planning stage. (Item 23) Information only – no action needed.

**ADOPTION OF
RESOLUTION 16-13:
ESTABLISH BOARD
MEETING DATES FOR
CALENDAR YEAR 2017**

Library Director Contreras presented Resolution 16-13 to confirm Board of Trustee Meeting Dates for Calendar Year 2017. Board meetings will be held on the third Monday monthly, with the January and February 2017 dates changed due to trustee schedule conflicts. Trustee DeVecchio also stated that he will not be available for the February meeting due to a scheduled surgery. For the February meeting, Trustee DeVecchio will be noted as an excused absence. After a brief discussion, it was moved by Trustee Shkoler and seconded by Secretary Martin to approve the revised 2017 meeting calendar. (Item 24) A roll call vote was taken:

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

**ADOPTION OF
RESOLUTION 16-14:
CERTIFY PLACENTIA
LIBRARY DISTRICT
TRUSTEE APPOINTMENTS**

Library Director Contreras performed a swearing in ceremony to certify the re-appointments of Gayle Carline, Richard DeVecchio and Elizabeth Minter as Library Trustees, serving terms through December 4, 2020. Each trustee also signed an Oath of Office form to confirm his/her appointment. It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to accept the appointments. Additionally, the Board voted to have Gayle Carline continue as Board President and Jo-Anne Martin as Board Secretary. (Item 25) A roll call vote was taken:

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

**APPOINTMENT OF
LIBRARY BOARD
REPRESENTATIVES FOR
2017**

Library Director Contreras requested a discussion to select trustee representatives for several commissions and committees. The following were assigned to represent the library with a roll call vote. (Item 26)

Local Agency Formation Commission (LAFCO):

Trustee Shkoler, with Secretary Martin as alternate

Placentia Library Friends Foundation (PLFF):

President Carline, with Secretary Martin as alternate

Independent Special Districts of Orange County (ISDOC):

Trustee Minter, with Trustee DeVecchio as alternate

Placentia Library District Personnel Committee:

President Carline and Trustee Shkoler

Orange County Council of Governments:

Trustee DeVecchio, with Library Director Contreras as alternate
Redevelopment Successor Agency Oversight Board: Trustee Shkoler

Library Director was instructed to contact LAFCO regarding a Municipal Service Review (MSR) study for Placentia Library District, updated information for the Orange County Council of Governments, and information on other meetings that the Placentia Library Board of Trustees needs to be represented.

**AUTHORIZE AGREEMENT
FOR CONCEPTUAL
DESIGN SERVICES FOR
CENTENNIAL REMODEL
PROJECT**

Library Director Contreras presented an update of the Centennial Remodeling Project, and provided a summary of her recent meeting with Group 4 Architecture Research + Planning, Inc. to create three (3) conceptual designs for library renovation of the Placentia Library building. Library Director Contreras submitted a proposal agreement from Group 4 Architecture Research + Planning, at a fiscal impact of \$12,430. Group 4 Architecture is a leader in library design and is currently working with the City of Yorba Linda to build its new library building. They recently have completed two Anaheim Library branches. After discussion and review of existing library policies regarding bids and contracts, it was moved by Trustee DeVecchio and seconded by Secretary Martin for Library Director Contreras to sign the Group 4 agreement. (Item 27) A roll call vote was taken:

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

**AUTHORIZE 2016
MEMORANDUM OF
UNDERSTANDING WITH
PLACENTIA YORBA LINDA
ART ASSOCIATION**

Library Director Contreras summarized the library's history of providing an Art Wall in the lobby to display artwork from Placentia Yorba Linda Art Association (PYLAA). The most current Memorandum of Understanding (MOU) is dated January 2011. Library staff recommended the existing MOU be amended and updated, and that new agreement be signed by both parties. (Item 28) A roll call vote was taken:

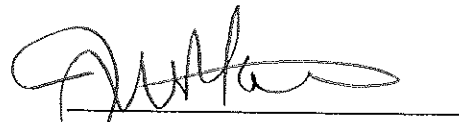
AYES: Carline, Martin, Shkoler, DeVecchio, Minter
NOES: None
ABSENT: None

ADJOURNMENT

The Board of Trustees Regular Date Meeting of December 19, 2016 was adjourned at 7:38pm.

The next Board of Trustees meeting will be held on the unusual date of Wednesday, January 25, 2017 at 6:30pm.


Gayle Carline, President
Library Board of Trustees


JoAnne W. Martin, Secretary
Library Board of Trustees