

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 18TH, 2019

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 18th, 2019 at 6:34 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, Public Services Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant.

Staff Absent: Fernando Maldonado, Business Manager.

Guests: None.

ADOPTION OF AGENDA

It was motioned by President Carline to adopt the agenda. It was moved by Secretary Shkoler and seconded by Trustee Minter 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 Staff Appreciation Dinner and the Veteran's Day Ceremony.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the California Library Association's Annual Conference, the Staff Appreciation Dinner, and the Veteran's Day Ceremony.

Trustee DeVecchio attended the California Library Association's Annual Conference, the Staff Appreciation Dinner, personnel committee meetings, and the Veteran's Day Ceremony.

Trustee Martin attended the Staff Appreciation Dinner, H.I.S. House Board Meetings, personnel committee meetings, and a PLFF Board Meeting. Trustee Martin was also the guest speaker for the Veteran's Day Ceremony.

Trustee Minter attended the ISDOC monthly luncheon and the Staff Appreciation Dinner.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the California Library Association's Annual Conference, multiple meetings with both the City of Placentia and Bodhi Leaf Coffee

Traders regarding the café status and signage. Director Contreras also reported out on the increase in Amazon locker activity, the success of the Halloween Teen Maze, Drive-In movie, and opening plans for the café once a date is selected. Director Contreras also updated the board on her monthly meetings regarding the Library Impact Fee and her continued efforts to find and receive a quote for a company that engineers HVAC screens. Currently, Director Contreras has not been given a quote from companies she has contacted due to their liability concerns, and is now awaiting a response from a recommendation from another District.

FRIENDS FOUNDATION REPORT

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out on how much the volunteers enjoyed the Staff Appreciation Dinner, how the Board has gained three new members, Author’s Luncheon planning, the creation of a silent auction committee in collaboration with the Library Director, and how the Board approved PLFF President Dahl to attend the Public Library Association’s Annual Conference. Additionally, PLFF President Dahl reported on the bookstore sales doubling since last year and increasing success of the second Sunday book sale.

CONSENT CALENDAR

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

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

MINUTES FOR OCTOBER 21, 2019 REGULAR DATE MEETING.

The minutes for the October 21st, 2019 Regular Date Board Meeting were received, approved, and filed as amended (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for October 2019 (Item 10)
Fund 707 Balance Report for October 2019 (Item 11)

Financial Reports through October 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 October 2019 (Item 13)
Acquisitions Report for October 2019 2019 (Item 14)
Service Revenue Report for October 2019 2019 (Item 15)

GENERAL CONSENT REPORTS

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

STAFF REPORTS

Administration Report for October 2019 (Item 19)
Children’s Services Report October 2019 (Item 20)
Adult Services Report for October 2019 (Item 21)
Placentia Library Website Technology Report for October 2019 (Item 22)

CLOSED SESSION

President Carline reported out on the actions taken based on the Library Board of Trustees Closed Session Meeting. The closed session was to continue the discussion regarding post-retirement benefits for the Library Director. This discussion will continue at the December meeting’s closed session with guest Dennis Yu, Vice President of the Public Agency Retirement Services (PARS). Additionally, an MOU and 115 Trust by Mr. David DeBerry of Woodruff, Spradlin, and Smart will be presented at the December meeting.

**REVISIT AND DISCUSS
PLACENTIA LIBRARY
DISTRICT POLICY 2275-
SOCIAL MEDIA AND
APPROVE AMENDMENTS
AS AUTHORIZED.**

At the request of Secretary Shkoler, the policy was presented at the September 23, 2019 Library Board of Trustees meeting. The decision was made to revisit the policy at a future board meeting, therefore, Library Director Contreras presented the policy for the Board to review and make amendments as necessary. The Board had an amendment for editorial change, rather than content change, for section 2275.5. It was motioned by Trustee Martin to make an editorial amendment to Placentia Library District Policy 2275-Social Media. The motion was seconded by Trustee DeVecchio.

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

**AUTHORIZE AMENDMENTS
TO THE 2019-2020 BUDGET
TO REFLECT
CLASSIFICATION CHANGES
TO THREE POSITIONS.**

To better meet the staff’s needs for support and equitably redistributing responsibilities, Director Contreras presented the recommendation to have three positions be reclassified: Public Services Manager to Assistant Library Director, Technology Manager to Librarian I-Automation, and Library Clerk II to Circulation Supervisor. The Board expressed concerns regarding the salary decrease amount for the Technology Manager and the need to acknowledge the growing importance of technology in the workplace. The Board recommended the amendment be re-presented to reflect a non-managerial position that acknowledges the skill set needed in the position and a more appropriate pay scale. The Library Director will re-present the recommendations with a new job classification reflecting the Board’s discussion at the December meeting. No action was taken at this time.

**AMEND THE TRAVEL
AUTHORIZATION FOR THE
BOARD OF TRUSTEES AND
LIBRARY STAFF TO ATTEND
THE ANNUAL PUBLIC
LIBRARY ASSOCIATION
(PLA) CONFERENCE IN**

The Board approved the travel authorization for Trustee Martin, Trustee DeVecchio, the Library Director, and Public Services Manager to attend the Public Library Association’s Conference in Nashville, Tennessee on February 25-29th, 2020 at the October 21st, 2019 Board of Trustees Regular Date Meeting. Since then, Trustee DeVecchio rescinded his wish to attend and Secretary Shkoler would like to attend in lieu of Trustee DeVecchio. It was motioned by Trustee Martin to authorize an amendment to the October 21, 2019 travel authorization of the Annual Public

**NASHVILLE, TENNESSEE ON
FEBRUARY 25-29, 2020.**

Library Association Conference on February 25-29, 2020 in Nashville, Tennessee for Secretary Shkoler to attend in lieu of Trustee DeVecchio's attendance. The motion was seconded by Trustee DeVecchio. A roll call vote was taken:

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

**AUTHORIZE A RATE
INCREASE FOR ARCELIA
JANITORIAL SERVICE.**

Director Contreras presented the request from Arcelia Janitorial Services to increase their contracted monthly rate of \$2,880 to \$3,293. The Board gave the recommendation to have any future changes submitted by February 1st of the budget cycle. Moreover, the Board amended the contract to be consistent with the fiscal year rather than calendar year schedule. It was then motioned by Trustee Martin to authorize a revision to the current contract with Arcelia Janitorial Service to reflect a rate increase from \$2,880 to \$3,293 a month, effective December 1, 2019 to June 30, 2020 and authorize the Board President Carline and Secretary Shkoler to sign the revised contract. It was seconded by Trustee Minter. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

The next Board Meeting will be on December 12th, 2019 at 6:30 p.m. in the Community Meeting Room with a Closed Session at 6:00 p.m. It was also requested by the Personnel Committee to present the resolution to authorize the 115 Trust. Moreover, the Board reiterated revisiting the reclassifications amendment proposal and voting in officers and committees. Lastly, Trustee Minter requested HVAC screening updates at the next Board Meeting.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of November 18th, 2019 was adjourned at 7:34 p.m.



Gayle Carline, President
Library Board of Trustees



Al Shkoler, Secretary
Library Board of Trustees