

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 20, 2018

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 20th, 2018 at 6:44 pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Tim Hino, Business Manager; Alyssa Stolze, Administrative Assistant; Estella Wnek, Passport/Support Services ; Wendy Townsend, Supervising Librarian, Adult Services

Guests: Mr. Steve Pischel from City of Placentia

ADOPTION OF AGENDA

It was moved by President Carline and seconded by Secretary 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 Excellence in Placentia Awards.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Trustee Minter discussed her December report where she attended and participated in the C21 Awards at Melrose Elementary, the Christmas Tree Lighting event, and the Library's Holiday Festival where she was Mrs. Claus.

Secretary Martin attended the Excellence in Placentia Awards, Miss Placentia and Miss Yorba Linda Scholarship Pageant, and a H.I.S. House Board Meeting.

Trustee DeVecchio attended the Excellence in Placentia Awards.

Trustee Shkoler attended the Excellence in Placentia Awards and the Miss Placentia and Miss Yorba Linda Scholarship Pageant

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Excellence in Placentia Awards. Director Contreras was a judge for the Miss Placentia and Miss Yorba Linda Scholarship Pageant. Director Contreras also informed the Board of Trustees on updates with the Centennial Renovation including the weekly meetings, meeting with Jeff Jertberg of Vanberg Construction, Steven Sims from Bodhi Leaf Coffee Traders, Erik Mar of emar Studio, and fundraising consultant Robin Hoklotubbe. Director

Contreras also attended a meeting with Mayor Wanke and attended a H.I.S. House Board Meeting.

**FRIENDS FOUNDATION
REPORT**

Financial Secretary Ginny Sanatar reported the Placentia Library Friends Foundation (PLFF) updates with the Author's Luncheon to the Board of Trustees. Secretary Sanatar also announced the Volunteer Luncheon taking place on April 6th at 11:30 a.m. in the Community Meeting Room.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve Agenda Item 9. A roll call vote was taken:

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

It was moved by Secretary Martin and seconded by Trustee Minter to approve Agenda Item 10-27. A roll call vote was taken:

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

**MINUTES FOR THE
JANUARY 22, 2018 BOARD
MEETING & JANUARY 15,
2018 WORK SESSION**

Minutes for the January 22nd, 2018 Board of Trustees Meeting and January 15th, 2018 Work Session were received, approved, and filed with amendments as noted. (Item 9)

**CASH FLOW ANALYSIS
and
TREASURER'S REPORTS**

Check Registers for January 2018 – received and filed (Item 10)
Fund 707 Balance Report for January 2018 – received and filed (Item 11)

Financial Reports through January 2018 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 2018 – received and filed. (Item 13)
Acquisitions Report for January 2018 – received and filed. (Item 14)
Entrepreneurial Activities Report for January 2018– received and filed. (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for January 2018 – received and filed. (Item 16)
Circulation Report for January 2018 – 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 2018 (Item 19)
Children's Services Report for January 2018 (Item 20)
Adult Services Report for January 2018 (Item 21)

Placentia Library Website Technology Report for January 2018 (Item 22)

PRESENTATION

President Carline presented a retirement gift for Mr. Steve Pischel for his collaboration with the Placentia Library District. (Item 23)

ADOPTION OF RESOLUTION 17-09: A RESOLUTION OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE CALIFORNIA INFRASTRUCTURE AND ECONOMIC DEVELOPMENT BANK (“IBANK”) FOR FINANCING A CAPITAL IMPROVEMENT PROJECT, AUTHORIZING THE INCURRING OF AN OBLIGATION PAYABLE TO IBANK FOR THE FINANCING OF A CAPITAL IMPROVEMENT PROJECT IF IBANK APPROVES SAID APPLICATION, DECLARATION OF OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF AN OBLIGATION, AND APPROVING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH

Library Director Contreras presented to the Board the resolution to move forward with the approval to apply for a loan with the California Infrastructure and Economic Development Bank (“iBank”) for financing the energy efficiency project portion of the Centennial Renovation.

It was moved by Secretary Martin to approve the resolution and seconded by Trustee DeVecchio.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

TRAVEL AUTHORIZATION: NATIONAL LIBRARY LEGISLATIVE DAY (NLLD) IN WASHINGTON, D.C., MAY 6-9, 2018

Authorization for Library Director Contreras to attend the National Library Legislative Day (NLLD) in Washington, D.C., May 6-9, 2018 was approved and motioned by Trustee Minter and seconded by Secretary Martin.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

AUTHORIZE THE LIBRARY DIRECTOR TO EXECTURE AN

Director Contreras presented the architect proposal for the Centennial Renovation from Mr. Erik Mar of emar Studio. Due to the concern that no Board Members had

**AGREEMENT WITH EMAR
STUDIO FOR DESIGN
SERVICES FOR THE
CENTENNIAL RENOVATION
PROJECT**

met Mr. Mar as of date, the status was then changed to Authorization Pending for the Library Director to execute an agreement with emar Studio for Design Services for the Centennial Renovation Project. This was motioned by Trustee Minter and seconded by Secretary Martin.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

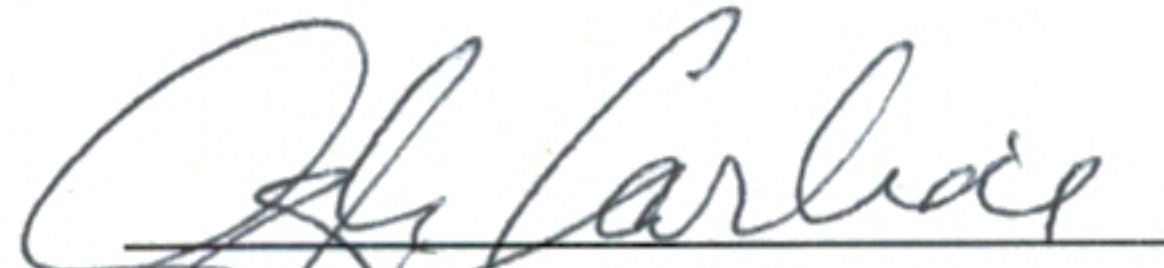
ABSENT: None

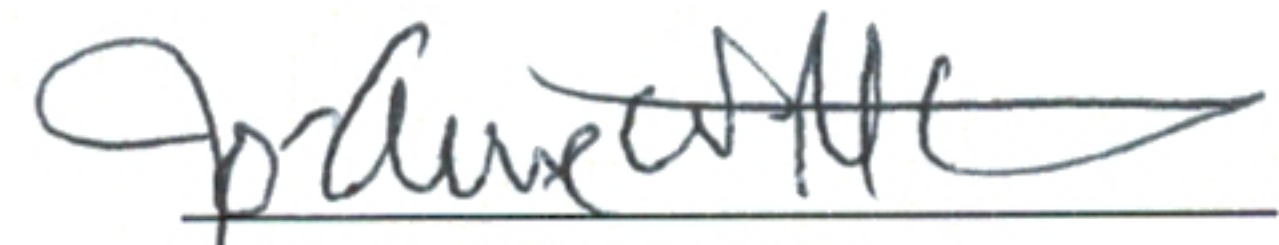
REVIEW OF ACTION ITEMS

President Carline and Secretary Martin would like to have a meeting set up with Mr. Erik Mar of emar studio prior to the next Board Meeting. Additionally, the Board of Trustees would like Mr. Mar to attend the March 19, 2018 Board Meeting.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of February 20, 2018 was adjourned at 7:46 p.m.


Gayle Carline, President
Library Board of Trustees


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